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**CITY OF COLUMBUS - SOLE SOURCE INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES  
ANY PROVISIONS OF COLUMBUS CITY CODE CHAPTER 329.  
(LIMIT YOUR RESPONSE TO THIS SHEET)

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**1. Verification of sole source: (Why no other individual or business entity is capable of supplying the needed item/service.)**

- Sole source manufacturer/distributor.
- Sole distributor authorized for this territory.
- Patented product purchased for owner/developer.
- Sole company offering this unique service.
- Other:

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**2. Describe any effort to bid for alternate item (service or product) that is not provided by a sole source that would meet this need:**

The Columbus Division of Income Tax's Workflow E-file application was custom designed and developed by Specialized Business Software, Inc. for the Division of Income Tax. The division has an ongoing relationship with Specialized Business Software, Inc. for enhancements to the customized application.

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**3. Describe efforts to determine/verify that the company is the sole source:**

Specialized Business Software developed, programmed, and continues to enhance the Columbus Income Tax Division's custom Workflow E-File application, placing them in a unique position to provide the best and most cost effective maintenance and support of the software they developed.

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**4. Indicate how the price or fee structure was determined:**

Price for maintenance and support were determined in the Columbus Income Tax Division Workflow E-File Phase 2 Statement of Work as 15% (\$31,136.25) of the development cost of \$207,575.00.

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**Ordinance No.:** 2206-2017

**Approved By:** Authorized Approval on Corresponding Legislative File

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