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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 original contract for this software (CT17745) was awarded to Open Data Systems as a solution for tracking building permit activity. The annual maintenance contract was transferred to Accela, Inc. in 2001 when Open Data Systems was acquired (ordinance 1745-01). The City remains satisfied with the Accela software product, so is not yet ready to bid for an alternate technology solution.

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

Accela, Inc. provided a letter verifying that it is the sole provider of annual software maintenance for Accela Automation. Additional research verifies that Accela does not use resellers to provide annual software maintenance.

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

The price in attached quotes was negotiated by the Department of Building and Zoning Services and Accela.

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**Ordinance No.:** 0082-2011

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

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