CITY OF COLUMBUS
SOLE SOURCE INFORMATION FORM

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

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

   [X]   sole manufacturer/distributor

   [ ]   sole company offering this unique service (manufacturer's warranty/product support)

   [ ]   other _____

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2. Describe efforts to determine that the company was a sole source:

   The Civil Service Commission already has this software in use and this is an upgrade.

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3. 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 Commission has successfully utilized this software for applicant tracking and test development since 1993. It would not be cost-effective or reasonable at this time to replace this proprietary software that has worked very well for us this 12+ years.

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

   Price quote was determined by Sigma and includes a 20%+ discount for being a current customer and finalizing the upgrade by 12/31/05.

ORDINANCE #: _____

APPROVED BY: *Authorized Approval on Corresponding Legislative File*

DATE: