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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: **Greenwood 360, the provider of the Allita 360 software system, is the only organization with current access to all applications for emergency rental assistance (ERA) submitted to the City of Columbus as well as applications submitted to other entities providing ERA in Franklin County. This makes Greenwood 360 the sole organization capable of immediately beginning work to research and assess suspicious activity reports and analyze for potential duplication of benefits across municipalities and non-profit organizations.**

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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:**

Due to the unique matters above, the anticipated cost being less than \$38,045.50, and in consideration of Greenwood 360's having a project lead available who is certified in fraud examination, efforts to bid or solicit an alternate item were not considered necessary.

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

The Department of Finance and Management collaborated with the Department of Development to assess potential offerors and solutions. No other organizations were identified with the same data access and personnel certified in fraud examination.

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

The original contract was a fixed blended hourly rate of \$150 per hour times an estimated maximum of 325 hours rounded up to the nearest \$1,000 dollars. The contract extension will utilize the remaining funds from the original contract - \$38,045.50.

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**Ordinance No.: 1919-2024**

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

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