

**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)

- 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:

Tier customized software for the city's accounting, budgeting and purchasing system (Performance).

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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:

It is not feasible to bid for an alternate service since Tier customized the software for us. They are familiar with the customizations and our warranty could possibly be voided if other vendors worked on the system.

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

The Department of Technology received estimated costs software and implementation services from Tier. Tier quoted \$15,000 for implementation services and related services. Any changes to the scope of work will require written approval of both parties.

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APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Procurement Manager)

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