

**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 Company has completed custom built applications currently in use

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

There are several companies that offer competing products; however, this company has custom built applications that pertain to our situation and use. We have used this company for the last three years exclusively. These existing custom built applications are currently in use by staff and customers. Over the past year, these applications have been used by over 50,000 people. In order to continue this service uninterrupted, there is a need to continue using this product specifically. Other companies do not have these applications designed specifically for our use, so we would have to start over from scratch with another company.

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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:

Other companies have been researched and none have been able to offer everything needed. Several competing companies offer basic products. You must use what they offer. They do not offer services of "custom applications" at no additional charge like this one has over the last three years. Switching to a different company now would require us to take a "step back" in technology and our customers would suffer. This "step back" would be a blow to us in how we survive our competitors. It would also force us to start the customization/design process over and this would require substantial additional costs and staff time.

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4. Indicate how the price or fee structure was determined:
This is their standard current pricing offered to all clients.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
