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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:**

This is a legacy system that will be replaced when CHRIS is implemented. It is not in the City's best interest to bid for an alternate item at this point.

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

This company has been doing business with the Department of Human Resources since 1993. Their product is a proprietary software application created solely by Manan LLC (dba Gyrus Systems). The company has provided a letter verifying that they are the sole source of maintenance and support.

The Department of Human Resources executed the required research and due diligence to ensure that this company was the only company that could offer exactly what was requested and meet their requirements. This company also had prior knowledge and experience working with government entities; thus it was determined that this company was deemed to be sole source for this application for the Department of Human Resources.

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

Gyrus provided a price quote reflecting standard pricing for 12 months of maintenance and support.

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**Ordinance No.:** 0340-2011

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

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