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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:**

Letter received from company indicating that Cornerstone is the sole manufacturer, and sole source provider of its proprietary software and/or has licenses to any portions of its software which it did not manufacture. Any sales agent or representatives of Cornerstone software products are strictly governed by the contracts held by Cornerstone.

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

Researched company website to verify that software resellers are not used for customized version of this software.

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

The vendor Cornerstone submitted a price quote, in line with prior year costs that was accepted by the City of Columbus.

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**Ordinance No.:** Ord. No. 3185-2018

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

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