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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:**

Matrix Pointe Software, LLC did the original Case Management System Implementation (Ord. No. 1028-2015). No effort was made to bid for an alternate item. Letter received from the vendor stating that Matrix Pointe Software, LLC is the owner, manufacturer and sole source provider of software maintenance and support for the MatrixProsecutor Case Management System. Switching products/services would require intensive staff training on different applications and languages, thereby decreasing efficiency, work productivity and it would not be cost effective.

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

Matrix Pointe Software, LLC provided a sole source letter verifying that they are the sole provider of Matrix Software and Services.

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

Matrix Pointe Software, LLC provided a quote for maintenance and support services. The City of Columbus accepted the quoted prices.

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**Ordinance No.:** 1481-2021

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

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