



COUNTY OF SONOMA  
PUBLIC INFRASTRUCTURE PURCHASING DIVISION

SINGLE OR SOLE SOURCE WAIVER REQUEST



Directions: Use this form to justify a single or sole source transaction (see selection criteria below). Departments are encouraged to consult with the Purchasing Division prior to submitting this request to Purchasing. The single or sole source request should be approved before the department makes a commitment to the vendor, and before funds are encumbered. If the request is denied, the department will be advised by the Purchasing Division as to next steps (e.g., conduct a competitive process to select the supplier/contractor).

Choose one below:

☐ Sole Source – Services or Goods are available from only one supplier (e.g., proprietary software, licensed or patented good or service).

☒ Single Source – More than one source exists (selecting one supplier out of all that are available). The County selects a particular provider over others for reasons such as (1) safety, (2) training or standardization, (3) logistical requirements (e.g. local presence needed) (4) only one prospective supplier is willing to enter into an agreement with the County (5) item has design and/or performance features that are essential to the department and no other source satisfies the County's requirements.

Department: Sonoma Water

Date Submitted: 12/5/24

Contact: Dale Roberts

Phone: (707) 547-1979

Supplier Name: West Coast Watershed, Inc.

Amount: \$ 1 million Term Requested: Five Years Requisition Number: \_\_\_\_\_

Describe the product or service:

West Coast Watersheds, Inc., (WCW) will provide the following services for North Coast Resources Partnership (NCRP): Improve funding eligibility for the North Coast region, gather data and engage in mapping and modeling in service of prioritization of NCRP projects, support efforts to stimulate local economic development, conduct regional outreach, enlist participation in state and nationwide initiatives, and continue the integration of energy independence, extreme-event resiliency, and climate initiatives into the north coast planning framework.

Describe the basis for your sourcing recommendation. Include what due diligence you have performed in selecting the supplier. Explain why this is the only product or service that will meet the County's needs. Why is this supplier or contractor the one that can provide the services or products? What steps were taken to verify that the goods or services are not available from another source? Explain what efforts were made to obtain the best possible cost (e.g., current benchmark data from industry, other agencies)

See attached.

Department Head or Designee Signature: \_\_\_\_\_

Date: 12.6.24

FOR PURCHASING ONLY  
Reason for Determination:

Single/Sole Source Approved: ☐

Single/Sole Source Denied: ☐

Purchasing Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Describe the basis for your sourcing recommendation.

WCW is trusted by North Coast governments, Tribes, NGOs, and others. In addition, WCW is well respected by funding agencies such as Department of Water Resources, CalFire, Cal Natural Resources Agency, Department of Conservation, and others. WCW's work to make NCRP the "go-to" example of how to collaborate with diverse groups of local stakeholders to agree on where science-based decision making can lead to cost effectively and innovatively solving natural resource problems. WCW has been providing these services to Sonoma Water for over ten years. It is unlikely that another firm could easily step into this position. In addition, contracting with another firm would likely cause delays and increase costs while the new firm gets "up to speed." The unique reputation WCW has in relation to the NCRP would also be lost, which could adversely affect the NCRP.