



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 County Water Agency

Date Submitted: 3/18/25

Contact: Gregg Horton

Phone: (707) 547-1907

Supplier Name: See Attachment A.

Amount: \$ 280,000 Term Requested: 36 month Requisition Number: _____

Describe the product or service:

See Attachment A.

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 Attachment A.

Department Head or Designee Signature: _____

Date: 3-20-25

FOR PURCHASING ONLY
Reason for Determination:

Single/Sole Source Approved: ☒

Single/Sole Source Denied: ☐

Purchasing Agent: _____

Date: 3/21/2025

Attachment A

☒ **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 County Water Agency

Date Submitted: 3/18/25

Contact: Gregg Horton

Phone: (707) 547-1907

Supplier Name:

University of California San Diego, Scripps Institution of Oceanography - California Sea Grant

Describe Product or Service:

Sonoma Water has a direct contract with CDFW to collect salmonid population data from the Russian River Watershed. The data collected will contribute to CDFW's "California Monitoring Plan (CMP) for Salmon and Steelhead in Coastal California Rivers." Activities will include conducting Coho Salmon and steelhead spawning ground surveys, snorkel surveys, and life cycle monitoring to provide estimates of adult and juvenile salmonid abundance, redd abundance, and juvenile occupancy rates. In order to perform this work, landowner access to conduct field monitoring must be secured. This entails individual landowner access requests, coordination with other agencies accessing the streams for similar purposes and maintaining a landowner communication database. There are nearly 3,400 unique landowners adjacent to streams in the CMP Russian River sample frame, and access requests to approximately 900 landowners will be needed on an annual basis to conduct surveys for Coho Salmon basinwide monitoring. In addition, appropriate regional, state, and federal permits to conduct all monitoring tasks must be secured. Sonoma Water requires the assistance of this consultant/subcontractor to perform these activities.

Describe 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 or other agencies).

A consultant/subcontractor must be able to obtain the appropriate regional, state, and federal permits to collect data. The permits are 1) Federal Endangered Species Act Section 10 Permit; 2) State of California Scientific Collecting Permit; and 3) California Endangered Species Act MOU (pursuant to CDFW's authority under Section 2081(a) of the Fish and Game Code). Sonoma Water reached out to the permitting agencies to inquire about permit holders and was informed that the only entities holding these permits in the Russian River Watershed are Sonoma Water and California Sea Grant.