



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
 Contact: Silvia Hogan
 Supplier Name: 21Tech, LLC

Date Submitted: 3/9/2026
 Phone: 707-524-8375

Amount: \$ \$256,941.00/ttl Term Requested: 3/5/2029 4/1/2026-3/31/2029 Requisition Number: _____

Describe the product or service:

M-Files is a metadata-driven document management system that offers a more advanced and efficient approach to document management with features such as automated retention and lifecycle management; advanced search capabilities and integrated workflows; a public-facing knowledge base for controlled external access; and integration with Microsoft tools and identity/access management systems. 21 Tech, LLC provides the contractual management for M-Files.

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)

Sonoma County Water Agency (Sonoma Water) has outgrown the existing document storage product (DocuShare). Sonoma Water runs on Microsoft 365 integrated systems. In 2025, M-Files was selected by Microsoft as their preferred document management system due to ease and integration with their systems. The M-Files product provides long-term scalability, regulatory compliance, and an advanced approach to document management. Sonoma Water contacted 6 firms offering alternative products and determined that M-Files was the most suitable.

Department Head or Designee Signature: Grant Davis (Mar 9, 2026 13:15:11 PDT)

Date: 03/09/2026

FOR PURCHASING ONLY Reason for Determination: Single/Sole Source Approved: Single/Sole Source Denied:

Purchasing Agent: [Signature] Date: 03/09/2026 3/10/2026

For your signature (URGENT): Sole Source Waiver Request_Rev_A - TW 25/26-059

Final Audit Report

2026-03-09

Created:	2026-03-09 (Pacific Daylight Time)
By:	Lisa Consani (lisa.consani@scwa.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjXr1_tuKbdouDW2CB4A3DOLPMTvqL61Q

"For your signature (URGENT): Sole Source Waiver Request_Rev_A - TW 25/26-059" History

-  Document created by Lisa Consani (lisa.consani@scwa.ca.gov)
2026-03-09 - 12:04:02 PM PDT - IP address: 73.189.193.156
-  Document emailed to Grant Davis (grant.davis@scwa.ca.gov) for signature
2026-03-09 - 12:07:56 PM PDT
-  Email viewed by Grant Davis (grant.davis@scwa.ca.gov)
2026-03-09 - 1:13:17 PM PDT - IP address: 104.47.64.254
-  Document e-signed by Grant Davis (grant.davis@scwa.ca.gov)
Signature Date: 2026-03-09 - 1:15:11 PM PDT - Time Source: server- IP address: 50.237.68.158
-  Agreement completed.
2026-03-09 - 1:15:11 PM PDT