

COUNTY OF SONOMA
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 supplier, 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: Information Systems Department _____

Date Submitted: 6/8/2021

Contact: Jim McKenney

Phone: 8203

Supplier Name: NEKO Industries, Inc.

Contract: Yes Other: _____

Amount: \$ 3,081,100 over 5 years

Requisition #/Name of Contract: _____

Describe the product or service:

Managed Support Services to support application(s) maintenance and enhancement efforts of the County Enterprise Document Management System (OnBase by Hyland)

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)

Neko Industries has been the County's OnBase managed services provider since 2005. They have provided both functional and technical development for OnBase, ShareBase, Kofax Capture, and the Nexsan Assureon storage platform. The OnBase platform consists of over 55 separate modules which since 2012 Neko Industries has integrated into the county's business processes. As a result they have gained extensive knowledge unique to the County of Sonoma. Neko Industries is the regional authorized reseller for OnBase products and support. Hyland (the manufacturer of OnBase) precludes other authorized resellers from competing. Hyland has provided a letter to this effect which is attached.

Department Head or Designee Signature: 

Date: Jun 11, 2021

Single/Sole Source Approved: Single/Sole Source Denied:

Reason for Determination

Neko is currently the only authorized reseller of Hyland products and services in our regional area.

Purchasing Staff: 

Date: Jun 15, 2021