



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: Clerk Recorder Assessor

Date Submitted: 12-5-2025

Contact: Ray Leonard

Phone: 1880

Supplier Name: Kofile

Amount: \$ 427,624.40 Term Requested: 3 years Requisition Number: _____

Describe the product or service:

Archive and encapsulate historical County records and maps.

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)

Kofile’s unique archival products and their exclusive U.S. Patent statuses are the results of years of research, testing, development, and expertise that make them the only vendor to provide this level of technology (DBS and Flat Layer Archival Pockets)

Department Head or Designee Signature: _____

Date: _____

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

Purchasing Agent: _____ Date: _____