

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).

 X 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: Permit & Resource Management Dept

Date Submitted: 5-9-19

Contact: Charlie Swaim

Phone: (707) 565-5280

Supplier Name: e360

Contract: Other

Amount: \$ 3,857,500 Requisition #/Name of Contract: 16-17-013.3 e360 Amendment 3

Describe the product or service:

Project review services related to active planning applications. The consultant reviews and determines project completeness for processing, performs all necessary application processing functions throughout the project review process, conducts project site reviews, coordinates with other County/agency staff who provide project conditions of approval, provides proactive solution-oriented advice and solutions to allow timely processing of applications, prepares CEQA documents, public hearing notices, staff reports, resolutions ordinances, Conditions of Approval and any other necessary documents in the standard County format, attends public hearings, assists in project Condition Compliance, and assists with developing process improvements to streamline and improve project review across the Permit Sonoma Planning Division.

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)

This is the third amendment to an agreement initially executed in October 2016. The original agreement was for an amount not to exceed \$175,000 and for a term of 2 years. The formal solicitation was an RFO issued in March of 2015. The agreement was amended January 2018 extending the term of the agreement to end December 31, 2019 and increasing the amount not to exceed to \$575,000. The agreement was amended for the 2nd time in August of 2018 to increase the amount not to exceed to \$1,765,000. This 3rd amendment is to increase the amount not to exceed to \$3,857,500 to see through the remaining term of the agreement. The total encumbrance is expected to be fully depleted imminently. These funds are needed to see through planning applications that are currently in progress as well as applications that are currently in the processing queue but that Permit Sonoma does not have the capacity to process among existing staff. The applications currently assigned to the consultant have expanded in scope beyond what was initially projected in the contract amendment from August 2018, and the consultant has developed unique experience and expertise in the processing of certain categories of permits (e.g. cannabis-related permits) that, if disrupted, would significantly disrupt service to the community. Projects assigned or anticipated to be assigned to the consultant would be forced on hold until another solicitation and execution is completed, which is anticipated this Fall.

Permit Sonoma will issue a new RFO solicitation shortly after executing this amendment to allow for new statements of qualifications from competitive firms that may exist in the market. This amendment is to allow continuity of service until such time that this new RFO can be completed and new agreements for this service and other planning related services can be executed.

Department Head or Designee Signature: _____

Date: 5-9-2019

Single/Sole Source Approved: ☒ _____

Single/Sole Source Denied: _____

Reason for Determination

FORMAL SOLICITATION (RFO) MUST BE ISSUED NOT LATER THAN OCTOBER, 2019.

Purchasing Staff: _____

Date: 5-10-19