

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 System Division Date Submitted: 12/15/2020

Contact: Steve Stoural Phone: 707-565-2130

Supplier Name: DBAdmin LLC (Anup Agrawal)

Contract: Other _____

Amount: \$ 195,000 Requisition #/Name of Contract: _____

Describe the product or service:

Technical support service agreement to the County of Sonoma Information Services Division for Informix database administration and Linux operating system administration to support Sonoma County's centralized Integrated Justice System (IJS) including: database/system administration, application database changes, expertise, advice, analytical support, documentation, troubleshooting and knowledge transfer related to work being performed.

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)

The skillset and knowledge that Anup possesses is unique and of critical importance to the County and the ongoing support of the Integrated Justice System (IJS). Anup has extensive knowledge and expertise of the Informix relational database management system that is the primary data store for IJS. Since September of 2018, Anup has been supporting IJS and in that time has obtained a deep understanding of the custom data structures, system configuration, system architecture and application deployment models as well as county policies, practices, and processes. In addition, Informix is a niche relational database that comprises roughly 3% of the professional market. Resources that have Informix expertise do exist but in very small numbers and none will have the additional knowledge or ability to effectively and efficiently support IJS as Anup does in his current role. For the reasons stated, Anup is a uniquely qualified and invaluable asset that needs to be retained for the health and support of IJS.

Department Head or Designee Signature:  Date: 1/12/2021


Single/Sole Source Approved: ☒ Single/Sole Source Denied: ☐

Revision C

C:\Users\ccarlock\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\47C03WWC\Single_Source_Waiver_Request_Form_Anup 1-12-21.doc

Reason for Determination

Based on the department's findings of lack of service providers to support critical county systems approving this single source request is in the best interest of the County.

Purchasing Staff:  _____

Date: 1/14/2021






Single_Source_Waiver_Request_Form_Anup 1-12-21

Final Audit Report

2021-01-12

Created:	2021-01-12
By:	Craig Carlock (Craig.Carlock@sonoma-county.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB0o9DB47c4azvwcQais322YaXcFP-Ubk

"Single_Source_Waiver_Request_Form_Anup 1-12-21" History

-  Document created by Craig Carlock (Craig.Carlock@sonoma-county.org)
2021-01-12 - 7:38:17 PM GMT- IP address: 209.77.204.154
-  Document emailed to John Hartwig (John.Hartwig@sonoma-county.org) for signature
2021-01-12 - 7:39:52 PM GMT
-  Email viewed by John Hartwig (John.Hartwig@sonoma-county.org)
2021-01-12 - 7:40:50 PM GMT- IP address: 174.194.139.218
-  Document e-signed by John Hartwig (John.Hartwig@sonoma-county.org)
Signature Date: 2021-01-12 - 7:43:17 PM GMT - Time Source: server- IP address: 174.194.139.218
-  Agreement completed.
2021-01-12 - 7:43:17 PM GMT