

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: _____ ISD _____ Date Submitted: 7/27/2021

Contact: _____ Dan Fruchey _____ Phone: 707-565-2703

Supplier Name: Insight Public Sector Inc., a Virginia Corporation

Contract: _____ Other _____

Amount: \$ 526,360.50 Requisition #/Name of Contract: NASPO Valuepoint AR2485

Describe the product or service:

Insight has been identified to perform a Microsoft 365 rich coexistence deployment for Sonoma County. Insight consults, designs, implements, and manages integrated IT solutions for our clients. Supplier will design and implement the migration structure to allow for a migration path for Microsoft Exchange and other data, and to enable the use of new applications such as Microsoft Teams. These solutions include services and products designed to support networking, collaboration, storage, security, cloud, mobility, converged infrastructure, and other advanced technologies.

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 vendor, Insight Public Sector, was awarded a contract through a competitive process (https://s3-us-west-2.amazonaws.com/naspovaluepoint/1504882269_Cloud%20Solutions%20CH16012%20RFP.pdf) resulting in a cooperative agreement with the lead state of Utah and a participating addendum by the state of California (California-Cloud Solutions- AR2485/ 7-17-70-40-01-61001567) to provide implementation services for Microsoft 365. A statement of work has been developed to meet the specific needs of Sonoma County.

The Information Systems Department hosts most of the County's electronic data, including email, in physical locations in Sonoma County, which are subject to disruptions from wildfire, earthquake, prolonged power outage, and other local hazards. Recent study findings show that business disruption from an outage of email would result in high costs during normal operations from lost productivity and much higher cost if the outage were to occur during a public emergency. Microsoft 365 is a set of software and cloud-based online services for hosting data including email and documents in secure data centers safe from local disasters affecting Sonoma County, and includes additional features for communication, collaboration, and data security. ISD has leveraged a new state licensing contract to transition to Microsoft 365 subscription-based licenses at a substantial discount.

Revision C


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Department Head or Designee Signature:  Date: 7/28/2021

Single/Sole Source Approved: X Single/Sole Source Denied: _____

Reason for Determination

The County has elected to piggyback on a NASPO agreement that was competitively solicited with the State of Utah acting as the lead agency in the solicitation.

Purchasing Staff:  Date: 7/28/2021