

COUNTY OF TEHAMA

WAIVER OF FORMAL BIDS OVER \$50,000 - FINDINGS FORM

This form must be attached to an Agenda Request Form

Pursuant to Tehama County Code Sections 4.24.080 and 4.24.110, competitive procurement must be used unless there is substantial justification for waiving the formal bid process

DATE: 4/24/2026 DEPARTMENT: Social Services

REQUESTED BY: Matt Franssen TITLE: Supervising Staff Services Analyst

PROPOSED ACQUISITION: Authorization to purchase Microsoft 365 software and licensing

REQUESTED ACTIONS BY THE BOARD OF SUPERVISORS:

- a) Request to adopt the finding(s) as indicated below
b) Request to find it in the best interest of the County to waive the formal bid process for the acquisition based on the finding(s)

When requesting waiver of the bidding process, the written request shall include finding(s) which indicate that bidding procedures would not be in the best interest of the people -- Tehama County Code Section 4.24.080

Check applicable finding(s):

[] Sole Source Acquisition: Based on a finding declaring the vendor as the sole supplier who could feasibly supply the equipment or products needed by the Department.

[x] Participation In Existing Bid: Based on the finding that the existing bid meets all Tehama County Bidding Criteria and allows the County to take advantage of special low pricing without the time and expense involved with conducting a formal bid process.

[] Compatibility: Based on the finding that the acquisition of a specific type or brand of product is required by the County in order to allow for full integration with existing equipment or facilities.

Explain:

[Empty box for explanation]

[] Other, List Finding(s):

[Empty box for other findings]

Additional Justification:

Leveraging the County of Riverside licensing solution provider contract ITARC - 00929 with SHI International Corp. is in the best interest of the County to take advantage of the low pricing available to only select vendors of Microsoft. Multiple quotes were obtained and SHI was the lowest quote with a total 3 year cost of \$261,464.20. Other counties have leveraged the County of Riverside contract as well.

Recommended: Tom Province Date: 5/7/26

Submittal to Purchasing must occur at least 7 working days prior to agenda deadline