

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: 6/24/2026 DEPARTMENT: Health Services Agency
REQUESTED BY: Rosa I Cumpston TITLE: Asst. Executive Director, Admin
PROPOSED ACQUISITION: Three Year Renewal; Microsoft Enterprise License Agreement

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.

☒ **Participation In Existing Bid:** County of Riverside RFQ# RIVCO-2020-0000048
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:

Microsoft Enterprise Licensing is the foundation for our existing computer and network Infrastructure; it facilitates the core functionality of all Windows processes, including Network, Email, Office Programs (Excel, Word, et-al), and Teams, amongst others

☐ **Other, List Finding(s):**

Additional Justification:

Microsoft Enterprise Licensing is proven, effective, and integral to our daily functionality. The current purchase is a renewal of existing services. Migration away from the Microsoft platforms would require a complete overhaul of our current operational structure. Additionally, this purchase will enhance security and threat protection for our existing systems, including the network.

Recommended: Tom Provine Date: 6/29/26

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