



Bid Waiver Form

Revised 01/2025

Short Description of Goods/Services	Sourceone Data Migration to Cloud Solution	Total Cost	\$58,948.31		
Vendor Name	Transvault	MUNIS #	36274	Req #	2880
Purchasing Officer	Megan Rogan	Date	11/18/2025		
Department	Admin - Info Mgt	Email	Olson@danecounty.gov		
Name	Sam Olson	Phone	608-283-2970		

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

Provide a detailed description of the goods/services intended to be purchased:

Dane County is in the process of moving from an on-premises exchange environment to the cloud based "exchange online" system. As part of this conversion we plan on moving ~ 11.5 TBs of historical data from the out of support "SourceOne" email archiving system to Microsoft M365. The immediate positive impact will be that email searches for open records requests will only require one interface to gather both historical data and new data that automatically lives in the cloud. There are many other benefits as well, such as getting off of an unsupported archival system.

Dane County is required to keep at minimum 7 years of email records. Transvault has a proven process in place to migrate the data from our on-premises SourceOne archive to M365.

Send to a Purchasing Officer Once Completed



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Procurement Exception List

- ☐ Emergency Procurement
- ☐ Unique and specific technical qualifications are required
- ☐ A special adaptation for a special purpose is required
- ☐ A unique or opportune buying condition exists
- ☒ Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception(s) chosen:

DCIM staff have reviewed multiple products and services that do this migration. DCIM have also consulted with multiple partners to determine the best vendor to complete this migration. Transvault continues to be the vendor that is mentioned highly for this type of service and can import in all data sources from Sourceone.

Bid Waiver Approval (For Purchasing Use Only)

☐ Under \$45,000 (Controller)

☒ \$45,000+ (Personnel & Finance Committee)

Date Approved:

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