

Memorandum

To: Brian Matthews, County Manager
From: Nina Chaffin, Library Director
Cc: Cheryl Wright, Division Director Procurement
Date: June 25, 2025
Re: Exemption of RFP Process for Library Patron Database and Catalog Software

Pursuant to Union County Procurement Policy, Section 3.5.3, which states in part, "Because there are no statutory requirements applicable to the procurement of such services, An Assistant County Manager (ACM) or the County Manager may exempt service from the RFP process for good cause and when in the best interest of Union County. The exemption of any such service exceeding \$90,000 shall be reported to the Board of County Commissioners at its next regular meeting and shall include the justification for exemption."

The Library Corporation provides support services for their software that is used by the Library to maintain our patron database and catalog. It is the primary software we use for everything pertaining to our library patrons and collections. It is important that we maintain these services in order to provide uninterrupted services to our patrons.

Upon receiving approval, the Library will issue a purchase order to The Library Corporation and this service will be provided for one-year with an additional one-year optional renewal dependent upon FY27 budget appropriation, for an estimated total of \$135,000 over the two years. The purchase order amount for the first year of service will exceed the \$50,000 threshold, requiring Board approval. The department will work with Procurement to explore solicitation options near the end of the term.

I respectfully request the exemption of the RFP process to issue a new purchase order to The Library Corporation to provide the Library with Patron Database and Catalog Software services.



Brian Matthews
County Manager

6/25/25

Date

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