

Memorandum

To: Brian Matthews, County Manager *Brian Matthews*

From: Traci Colley, Public Health Director

Cc: Janet Payne, Human Services Administrator
Cheryl Wright, Division Director Procurement

Date: May 28, 2025

Re: Exemption of RFP Process for Living Goodness, Inc. (Medical Director)

Pursuant to Union County Procurement Policy, Section 3.5, 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 \$50,000 shall be reported to the Board of County Commissioners at its next regular meeting and shall include the justification for exemption."

BACKGROUND: The Public Health Department requests an exemption of the RFP process for renewal of the annual contract for Medical Director services and consultation. The existing working relationship with the provider (Stephen Keener, MD, MPH) and his knowledge and years of experience as a Medical Director in a public health department facilitates efficiency and effectiveness in our operation. This contractual arrangement provides valuable skill sets and expertise that enhance our ability to proactively carryout important public health functions in the County. This also allows consistency in our Medical Director leadership. It is my determination that using Living Goodness Inc. to provide Medical Director services and consultation for the Public Health Department would be in the best interest of Union County.

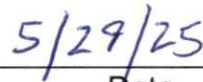
Upon receiving approval, the Public Health Department will initiate a new contract with Living Goodness, Inc. (via Stephen Keener, MD, MPH) and this service will be provided for a one-year renewal with an additional one-year year optional renewal dependent upon FY27 budget appropriation, for an estimated total of \$168,800 over the two years. The extension and previous contract amount 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.

Human Services /Public Health Department
2330 Concord Ave
Monroe, NC 28110
T 704.296.4800

I respectfully request the exemption of the RFP process to initiate a new contract/agreement to Living Goodness, Inc. to provide the Medical Director and consultation services.



Brian Matthews
County Manager



Date