



Memorandum

To: Brian Matthews, County Manager

From: Nina Chaffin

cc: Patrick Niland, Deputy County Manager
Beverly Liles, Finance Director
Corey Brooks, Division Director, Procurement

Date: July 8, 2026

Re: Exemption of RFP Process – Overdrive

Pursuant to Union County Procurement Policy, Section 3.5, Procurement of Other Services, item # 3.5.2 and proposed supporting County Manager procedure,

"Because there are no statutory requirements applicable to the procurement of such services, the County Manager may exempt a 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 Commissioners at the next regular meeting and shall include the justification for exemption."

We have a contract with Overdrive for their platform. Overdrive provides digital materials for their platform that is used by the Library to provide eBooks, eAudiobooks, and other digital or streaming materials for patron use. It is important that we maintain these services in order to provide uninterrupted services to our patrons.

It is my determination that utilizing Overdrive would be in the best interest of Union County and the Library. I respectfully request exemption of the RFP process to receive support services from Overdrive for \$174,000.

A handwritten signature in blue ink that reads 'Brian W. Matthews'.

Brian Matthews
County Manager

A handwritten date '7/9/26' in blue ink.

Date

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Monroe, NC 28112

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unioncountync.gov/library

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