

**To:** Clayton Voignier, Assistant County Manager

**From:** Liz Cooper, Public Communications Director

**Date:** Nov. 7, 2025

**Re:** Exemption of RFP Process – Granicus, LLC

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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 a service from the RFP process for good cause and when in the best interests of Union County. The exemption of any such service exceeding \$150,000 shall be reported to the Board of Commissioners at its next regular meeting and shall include the justification for exemption."

Public Communications is requesting an exemption to the RFP process for website hosting, maintenance and support for several County websites. Our current agreement with Granicus, LLC ends in February 2026. The County Attorney's Office advised any renewal term longer than one year should be considered for a Request for Proposals (RFP). Due to the monumental task of a RFP, which could result in a new website vendor, and in turn, the redesign and content migration of six County websites, it is not feasible to accomplish before February 2026 and during a large, ongoing digital accessibility project.

Redesigning and migrating content for six County websites would require a significant investment of time and effort from both staff and vendors. The process involves extensive planning, content review, design development, testing, and coordination across multiple departments to ensure continuity of service and accessibility compliance. Given the scope of work and the potential impact on daily operations, extending the current agreement will allow the County adequate time to conduct a thorough and competitive RFP process while maintaining stable website operations. This extension would also ensure sufficient time for a smooth transition, including redesign and content migration, should a new vendor be selected through that process.

It is my determination that renewing our contract with Granicus, LLC for a three-year term to support Union County's website needs is in the best interest of the County. Within that timeframe, Public Communications will initiate a RFP for website redesign in partnership with the Procurement & Contract Management department.

Upon approval of the Assistant County Manager, Public Communications will submit a contract amendment for Granicus LLC to renew our contract for three years with a total estimated expense over that term totaling \$213,556.21 for website hosting, maintenance and support for six Union County websites. This will also be added to an upcoming Board of Commissioners agenda for approval to renew the current contract.

  
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Clayton Voignier, Assistant County Manager

11/7/2025  
Date