

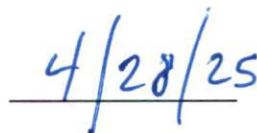
To: Clayton Voignier, Assistant County Manager
From: Beverly Liles, Finance Director
Cc: Cheryl Wright, Director, Procurement
Date: April 23, 2025
Re: Exemption of RFP Process – Fifth Asset, Inc. DBA DebtBook

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

BACKGROUND: The Finance Department requests an exemption of the RFP process for a three-year renewal of the DebtBook software to provide debt, lease, and subscription-based IT service (SBITA) tracking.

Upon receiving your approval, this service will be provided for an additional three years for a total cost of \$49,500. The extension and previous contract amount will exceed the \$50,000 threshold, requiring Board approval. The Finance Department currently utilizes the software to track and provide data for all outstanding debt. The software also provides tracking and tools for determining whether leases and SBITAs have to be reported to meet compliance with Governmental Accounting Standards Board (GASB) Statement 87, Leases and GASB Statement 96, Subscriptions, as well as providing notes for our annual financial reports.

I respectfully request the exemption of the RFP process to award a contract/agreement Fifth Asset, Inc, DBA DebtBook to provide the services listed above.


Clayton Voignier, Assistant County Manager
Date**Finance**

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