

Eddie Cathey Sheriff of Union County

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To: Mark Watson, County Manager
From: Sheriff Eddie Cathey, Union County Sheriff
Cc: Michelle Lancaster, Deputy County Manager
Dorothy Thomas, Operations Manager
Cheryl Wright, Director, Procurement

Date: November 15, 2021

Re: **Exemption of RFP Process – VirTra**

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

BACKGROUND: I am requesting an exemption of the RFP process to lease a Law Enforcement Simulator from VirTra to provide immersive, life-like training services in a controlled environment for the UC Sheriff's Office.

Upon receiving your approval, this service will be provided for a term of 60 months (5 yrs.) for a total cost of \$325,668.15. The first-year cost obligation of \$76,085.63 includes a one-time Contract Initiation Payment of \$13,690.00 and the annual lease payment of \$62,395.63. The cost obligation for years 2-5 will be in the amount of \$62,395.63 per year. This lease service does not include the option to buy the Simulator equipment. Therefore, this item is viewed as a service.

I have checked the market and determined that the price for the Law Enforcement Simulator training service from VirTra is reasonable and in the best interest of the County.

I respectfully request exemption of the RFP process to award a contract/agreement to VirTra to provide the services listed above.

A handwritten signature in blue ink, appearing to read "Mark Watson", is written over a horizontal line.

Mark Watson, County Manager

A handwritten date "11/23/2021" in blue ink is written over a horizontal line.

Date