



Agenda Action Form Overview

Request the BOCC to approve a contract with RBG Group in the amount of \$49,500.00 for the provision of training for the BOCC and Manager. Also request the BOCC to exempt this contract from the RFP process due to the nature, sensitivity and urgent need of these services. NC Statutes does not require a solicitation process for consulting services, however, County policy requires an RFP process for services over \$40,000.00.

Background/Justification

The need for this training is important for a more efficient operation of County government.

Policy Impact

Does not have an impact on policy, but hopefully will result in better relationships between those responsible for running County Government. This approval, because of its sensitive nature, will require the BOCC to exempt from the normal RFP process.

Procurement Background

Due to the nature, sensitivity and urgent need for these services, an RFP was not processed. This firm was highly recommended by _____. As explained in the Background section above, _____

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000

Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☒ Other (please explain)



RFP process was not done due to the nature, sensitivity and urgency of these services.

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☒ No ☐

If no, why?

Fiscal Impact

Clarify the fiscal impact for the proposed action in current and future years. Describe funding sources with which the cost will be covered (if applicable). Examples include references to specific revenue sources, grants, state and federal resources, bond issues, designated fund balance, etc. Where multiple sources are listed, include the percentage of the cost each source covers (the total of the percentages should equal 100%).

Recommendation

The request or recommendation must be specific. The clarity and completeness of this section is extremely important. In addition to capturing the recommendation information stated on the Agenda Action Form (AAF), it's important to use this section to contextualize the recommendation beyond the succinct AAF language.