

Contract Renewal Evaluation Form

Date:	September 21, 2021
Department:	LIBRARY
Contract Number:	21ITBC129246B-YJ
Contract Title:	Non-book Materials (CD's, DVD's and Spoken Words Audio Materials)

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

Funding for this category has slightly decreased over the years based on increased usage of E-resources however demand still remains for physical materials for many library locations.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

Internet search of pricing for same product or service: Not an appropriate source of information for this contract. Vendors do not list prices and services on the internet

Date of search:	September 1, 2021
Price found:	Amounts are comparable to our current vendors'
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

Click here to enter text.

Market Survey of other jurisdictions:

Date contacted:	September 1, 2021
Jurisdiction Name / Contact name:	Dekalb County
Date of last purchase:	N/A
Price paid:	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Prices are comparable

Explanation / Notes:

[Click here to enter text.](#)

Other (Describe in detail the analysis conducted and the outcome):

[Click here to enter text.](#)

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

\$59,882.37

4. Does the renewal option include an adjustment for inflation? Yes No
(Information can be obtained from CPI index)

Was it part of the initial contract? Yes No

Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.

Explanation / Notes:

[Click here to enter text.](#)

5. Is this a seasonal item or service? Yes No

6. Has an analysis been conducted to determine if this service can be performed in-house? Yes No If yes, attach the analysis. Providing this service in-house is not feasible for the type of service.

7. What would be the impact on your department if this contract was not approved?

Patrons who do not have the most modern forms of media will not be able enjoy certain forms of entertainment that is still being utilized although modern forms of media is becoming the norm.

Jamar Parker

September 22, 2021

Prepared by

Date

Jamar Parker

September 22, 2021

Department Head

Date