

Contract Renewal Evaluation Form

Date:	September 13, 2023
Department:	FINANCE
Contract Number:	21RFP1108C-MH
Contract Title:	Financial Advisory Services

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.

The contract approved 12/15/2021 agenda item 21-1028 is for financial advisory services involving the County's annual short term borrowing options. This item was bid out via RFP.

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:

Date of search: [Click here to enter a date.](#)

Price found: [Click here to enter text.](#)

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.](#)

Item was procured in late 2021 via Purchasing using an RFP process.

Market Survey of other jurisdictions:

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
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.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

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?

\$19,500

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: \$19,500	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price: \$19,500	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.

Explanation / Notes:

The contract approved price was \$19,500 for 2023. The fee remains at \$19.500 for fiscal year 2024

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.

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

The Finance department relies on financial advisory services to evaluate current market conditions, options, and other regulatory financing requirements for short term borrowing considerations on an annual basis. This ensures the County's borrowing utilizes best practices to fund operations needs throughout 2024.

Ray Turner

September 13, 2023

Prepared by

Date

Hakeem Oshikoya

September 13, 2023

Department Head

Date