

Contract Renewal Evaluation Form

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|-------------------------|---|
| Date: | October 5, 2022 |
| Department: | Library |
| Contract Number: | 21ITBC0407B-EC |
| Contract Title: | Books for the Auburn Ave Research Library |

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.

This contract has a not to exceed limit and materials are purchased with a competitive bid process that prevents items from being purchased above market value. Cost can be reduced when using a demand based model for this project.

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. There are only three vendors (Ingram, Brodart, Baker and Taylor) that have responded to our solicitation in the past 20 years. We checked with several library systems comparable to AFPL and they use one or a combination of the aforementioned vendors.

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|--|--|
| Date of search: | August 1, 2022 |
| Price found: | Amounts are comparable to our current vendors' |
| Different features / Conditions: | N/A |
| Percent difference between internet price and renewal price: | N/A |

Explanation / Notes:

[Click here to enter text.](#)

Market Survey of other jurisdictions:

| | |
|-----------------------------------|----------------------|
| Date contacted: | August 1, 2022 |
| 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?

An invoice for \$21,000 is sitting in the Finance office pending approval.

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: | 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 |

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.**

This service does cannot be performed in-house.

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

Fulton County would not be able to provide patrons with best-selling material throughout the year. This pertains to titles curated for the Auburn Research library.