

# Contract Renewal Evaluation Form

<b>Date:</b>	September 12, 2022
<b>Department:</b>	Library
<b>Contract Number:</b>	21RFP0210B-EC
<b>Contract Title:</b>	Popular and Shelf Ready Books

**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.**

**Cost in this situation is based on market conditions. The Library System has instituted a system that uses algorithms in order to predict the approximate amount of books to purchase. This will enable the Collections department to avoid duplication and ordering either a surplus of books or not enough books.**

**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:**

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.

**Internet search of pricing for same product or service:**

	Date of search:	August 1, 2022
	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:	August 1, 2022
Jurisdiction Name / Contact name:	<b>Dekalb County</b>

Date of last purchase:	August 1, 2022
Price paid:	N/A
Inflation rate:	N/A
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 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?**

So far through 8 months the Library System has expensed \$414,000 on Shelf Ready Books. The Collections department is currently placing orders for the balance of the funding remaining on the PO.

**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.

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. We would also lose the ability to provide leased titles as well.