

# Contract Renewal Evaluation Form

<b>Date:</b>	<b>October 1, 2022</b>
<b>Department:</b>	Library
<b>Contract Number:</b>	22ITB0210B-EC
<b>Contract Title:</b>	Shelf-Ready Foreign Language Books for Adults

**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:**

Date of search:	<b>August 1, 2022</b>
Price found:	Amounts are comparable to our current vendors'
Different features / Conditions:	<a href="#">Click here to enter text.</a>
Percent difference between internet price and renewal price:	<a href="#">Click here to enter text.</a>

**Explanation / Notes:**

Pricing cannot be found on the internet. Some price comparisons were identified through the bidding process as vendors provided sampling of prices.

**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:	<b>N/A</b>
Inflation rate:	<b>N/A</b>

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?	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?**

To date there aren't any expenses in the system for this service, but recent invoices submitted total slightly below \$25,000.

**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 cannot be performed in-house.**

- 7. What would be the impact on your department if this contract was not approved? The County would lack in the area of providing shelf ready in Foreign Languages.**

[Click here to enter text.](#)