

# Contract Renewal Evaluation Form

<b>Date:</b>	Click here to enter a date.
<b>Department:</b>	Click here to enter text.
<b>Contract Number:</b>	Click here to enter text.
<b>Contract Title:</b>	Click here to enter text.

## 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.

Click here to enter text.

### 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.

The current vendor pricing averages at \$88 per hour which is \$12 - \$62 less than the regional and national average.

#### ☐ Market Survey of other jurisdictions:

Date contacted:	
Jurisdiction Name / Contact name:	
Date of last purchase:	
Price paid:	
Inflation rate:	
Adjusted price:	
Percent difference between past purchase price and renewal price:	
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):**

Our current vendors provide a unique combination of services for our seniors. They provide individual case management, group programming via senior centers and the management of said centers, and distribution of daily meals. It is difficult to identify comparable services and costs because of the layered services provided.

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

Click here to enter text.

4,382,742.67

**4. Does the renewal option include an adjustment for inflation?**  
(Information can be obtained from CPI index)

☐ Yes

☐ No

**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.

A \$90,000 amendment for cost increases was approved in March 2025.

**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?**

☐ No

If yes, attach the analysis.

☐ Yes

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

Click here to enter text.

If this renewal was not approved, it would negatively impact thousands of seniors who receive case management resources, daily programs and meals as well as access to their local neighborhood senior centers.