

Contract Renewal Evaluation Form

Date:	November 8, 2023
Department:	INFORMATION TECHNOLOGY
Contract Number:	21ITB0929B-EC
Contract Title:	W-2, 1099, and Affordable Care Act Filing, Processing, Printing, and Mailing 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 scope of service has been reduced to the bare minimum wherein all data will be sent in text format by FCIT in a secure manner to the vendor to ensure we legally comply with IRS regulations to prepare and mail out the W2, 1099's, 1095's etc. in a timely manner

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:

We had in the past had issued a competitive bid and established that the vendor was the only one that could deliver the entire scope of service at a competitive rate.

☐ 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?**

\$40,000.00

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.**

We do not have the personnel bandwidth or hardware to execute this task in a timely manner as per IRS guidelines.

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

We would find it difficult to meet the deadlines set by the IRS to issue W2's, 1099, 1095 etc.

Donald V. Sequeira

November 9, 2023

Prepared by

Date

Click here to enter text.

Click here to enter a date.

Department Head

Date