

Contract Renewal Evaluation Form

Date:	October 16, 2025
Department:	Library
Contract Number:	24ITBC141418B-RT
Contract Title:	Special Collections for the Auburn 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 is needs based. The Auburn library is a special library with an assorted collection based on specific requests. The amount spent each year is routinely less than the bid amount. There will not be an increase to this contract in the foreseeable future.

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:	Various prices for various titles. Prices are set based on market conditions and other factors.
Price found:	Items purchased are in new condition
Different features / Conditions:	Price changes are due to the age and demand of the product/item
Percent difference between internet price and renewal price:	Various prices for various titles. Prices are set based on market conditions and other factors.

Explanation / Notes:

Prices for items sought for this category have a variant based on the nature of the selection. Books sought are specialized and are not routine purchases by nature. There is not a large fluctuation in pricing as prices remain constant for most searches for material.

☐ **Market Survey of other jurisdictions:**

Date contacted:	September 1, 2025
Jurisdiction Name / Contact name:	New York Public Library
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:	Click here to enter text.
Are they aware of any new vendors?	☐ Yes ☒ No
Are they aware of a reduction in pricing in this industry?	☐ Yes ☒ No
How does pricing compare to Fulton County's award contract?	Materials are in limited quantities

Explanation / Notes:

Materials are sometimes borrowed from one library and loaned to another as books are sometime limited in quantities. In some occasions, only 1 book are limited editions are available.

☐ **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?

\$20,000.00

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:	September 1, 2023
Price paid:	Various amounts
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	Books purchased are different from prior year purchases.

Explanation / Notes:

Products purchased vary from year-to-year. Percent difference cannot be calculated

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.**

Performing services in-house does not apply to this situation.

7. **What would be the impact on your department if this contract was not approved?**
The Auburn library would not be able to purchase rare, limited, and unique items for its collection.

[Click here to enter text.](#)