

# Contract Renewal Evaluation Form

<b>Date:</b>	August 3, 2022
<b>Department:</b>	REGISTRATION AND ELECTIONS
<b>Contract Number:</b>	22ITBC031722MH-C
<b>Contract Title:</b>	Ballot Printing

**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.**

Per election code, Elections is required to have provisional / emergency ballots at 10% of the number of registered voters per precinct location. Test decks are required for logic and accuracy testing of the voting equipment. Absentee ballots are also required.

**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: Brennan Center**

	Date of search:	August 3, 2022
	Price found:	Price ranges from 0.214 - 0.35 cents
	Different features / Conditions:	Yes
	Percent difference between internet price and renewal price:	Average Range

**Explanation / Notes:**

The analysis is provided in the scope of work  
 The parameters in place for delivery of goods  
 Emergency services  
 And proximity of the location to vendor for same day emergency delivery

**Market Survey of other jurisdictions:**

Date contacted:	August 4, 2022
Jurisdiction Name / Contact name:	<b>Multiple</b>
Date of last purchase:	June 21, 2022
Price paid:	<b>.31</b>
Inflation rate:	<b>None exist</b>
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 checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Are they aware of a reduction in pricing in this industry?	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
How does pricing compare to Fulton County's award contract?	<b>Less and More</b>

**Explanation / Notes:**

Contacted multiple jurisdictions with various vendors and various prices for various services. All other vendors are not local to our jurisdiction

**Other (Describe in detail the analysis conducted and the outcome):**

All jurisdictions are using multiple vendors for various ballot printing and other services pertaining to elections.

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

\$226,517.74

**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:

Price paid:

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

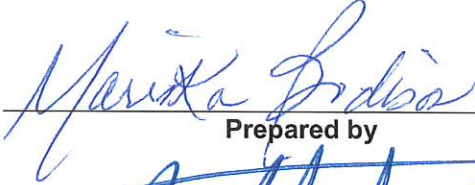
**Explanation / Notes:**


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. County does not have ballot printing capabilities.

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

The county will be in violation of election code

  
\_\_\_\_\_  
Prepared by

  
\_\_\_\_\_  
Department Head

August 3, 2022

\_\_\_\_\_  
Date

August 5, 2022

\_\_\_\_\_  
Date

## MARKET SURVEY

**Date:** August 4, 2022

**Department:** Registration & Elections  
**Contract Number:** 22ITBC031722MH-C  
**Contract Title:** Ballot Printing

**Prepared by:** Mariska Bodison

I have completed a telephone market survey of the following organizations and received the comments noted.

<b>Organization:</b>	<b>Cobb County</b>	<b>Clayton County</b>	<b>Dekalb County</b>	<b>Gwinnett County</b>
<b>Person:</b>	Erica Hamilton	Mary Pierce	Glenda Wood/ Jay Katherwood	Emmanuel Ohai
<b>Phone No.:</b>	770-528-2581	770-477-3372	404-298-4020	678-226-7210
<b>Position:</b>	Management	Absentee Manager	Management	Management
<b>Are you aware of any new vendors?</b>	Yes, NPC Election Solution	Tattnall Ballot Solutions	Fort Orange, Tattnall & In-house	Fort Orange
<b>Are you aware of a reduction in pricing in this industry?</b>	Yes, .179 cents	No, .37cents	None, outsourcing the full mailing component minus postage	Unknown, Follow-up pending
<b>How does pricing compare to FC's current contract?</b>	Approximately 45% reduction	15% increase approximately	No Comparison because this vendor builds and mails all ballot	No Comparison because this vendor builds and mails all ballot
<b>Considering all factors, would you renew or re-bid now?</b>	Renew, this vendor is in Pennsylvania	Renew, current pricing is in line with National cost	Renew	Renew
<b>Term of contract.</b>	2022	2022	2022	2022