

Contract Renewal Evaluation Form

Date:	September 13, 2023
Department:	FINANCE
Contract Number:	RFP 21RFP10251C-MH
Contract Title:	Life and Disability Broker 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.

A formal procurement was done to solicit the most qualified vendors at the best price for the 2022 plan year. There will be no increase to the contract amount for 2023.

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:

The analysis that was done include a formal Request for Proposal effective 2022 to solicit qualified vendors at the most effective price.

Internet search of pricing for same product or service:

	Date of search:	RFP Review Process
	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.

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):

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

The actual expenditure for fiscal 2022 was the contract amount of \$95,000, \$41,166 paid to date in 2023 but expected to be the full contract amount.

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.

The technical expertise, staffing levels and resources do not exist in-house to handle this type services.

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

Inability to obtain professional insurance brokerage services to include but not limited to the marketing/placement of life & disability, voluntary benefits insurance coverages, claim advocate services, and related insurance/program consulting services for employees life and disability benefits.