

Contract Renewal Evaluation Form

Date:	September 23, 2024
Department:	Library
Contract Number:	24ITBC1288213BPS
Contract Title:	Shelf Ready DVD, Poetry, Spoken Word, CD, Adult and Teen Material (Non-Book)

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 purchase of this commodity is needs based. The system supplies foreign material based on an algorithm which determines the suggested quantity. This is necessary to ensure that there is not a surplus of materials. This will also moderate the cost structure, reducing quantity to the optimal levels.

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:	July 1, 2024
Price found:	Various prices for various titles
Different features / Conditions:	Items purchased in new condition
Percent difference between internet price and renewal price:	Price difference is nominal

Explanation / Notes:

[Click here to enter text.](#)

Market Survey of other jurisdictions:

Date contacted:	September 1, 2024
Jurisdiction Name / Contact name:	DeKalb County Library System
Date of last purchase:	N/A
Price paid:	Various prices for various items
Inflation rate:	N/A

Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	Prices vary depending on the item purchased
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Books purchased are different from prior year purchases.

Explanation / Notes:

Other large jurisdictions who bid for services will use the same vendors who have the capacity to supply materials in large quantities. There are limited suppliers with the inventory to provide certain materials in bulk.

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

The market

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

\$68,000

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:	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	Materials purchased are different from prior year purchases.

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.**

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

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

The library system would have to allocate funding from another resource to pay for non-book shelf ready materials. This stretching of funding dilutes the resources budgets and reduces allocated funding to other resources in this category.