

# Contract Renewal Evaluation Form

<b>Date:</b>	October 6, 2021
<b>Department:</b>	Finance
<b>Contract Number:</b>	20RFP112320C-MH
<b>Contract Title:</b>	Annual Audit 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 annual audit is a State requirement on all Georgia municipalities, schools, and counties. The County has produced the financial statements in final form for the auditors, rather than have the audit firm produce the county's statements, which results in recurring cost savings. This service was bid in 2020.

**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:**

Each governmental entity has unique characteristics which affect the fees bid by external CPA firms. Larger counties with a broad scope of activities require more effort on the part of external auditors, which in turn yield larger audit fees. CPA firms do not quote rates on the internet.

**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:	<a href="#">Click here to enter text.</a>
Adjusted price:	<a href="#">Click here to enter text.</a>
Percent difference between past purchase price and renewal price:	<a href="#">Click here to enter text.</a>
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?	<a href="#">Click here to enter text.</a>

**Explanation / Notes:**

**The County is expected to spend the full contract amount for these services in 2021 of \$307,650 2020's total spent was \$302,350.**

**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?**

\$281,826.25 as of October 6, 2021 spent in 2021. \$25,823.75 is outstanding encumbrances expected to be paid by 12/31/2021 for a total expected spend of \$307,650.

**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:	2021
Price paid:	307,650
Inflation rate:	<a href="#">Click here to enter text.</a>
Adjusted price:	315400
Percent difference between past purchase price and renewal price:	2.5%

**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.**

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

Another auditor would have to be selected via procurement, delaying our required timetable For an annual audit as required by O.C.G.A. 36-81-7.