

# Contract Renewal Evaluation Form

<b>Date:</b>	<b>October 21, 2021</b>
<b>Department:</b>	<b>Diversity and Civil Rights Compliance</b>
<b>Contract Number:</b>	<b>21RFP022321B-YJ</b>
<b>Contract Title:</b>	<b>Sign Language Interpreting Translation</b>

**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 Department of Diversity and Civil Rights Compliance is adhering to the contract terms and exercising the 1<sup>st</sup> of 2 renewals options as defined by the scope and cost stipulated in the approved contract.

During the RFP Solicitation process in October 2020, DCRC evaluated cost proposals from all responding bidders to select the vendors that was most cost effective and the ability to provide certified American Sign Language interpreters (ASLs) and Certified Deaf Interpreters (CDIs).

DCRC continues to use utilize closed captioning services as an alternative to sign language interpreting for televised BOC meetings resulting in a reduction in the cost of the contract.

DCRC conducts annually performance reviews to review vendor performance.

**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:	September 19, 2019
Price found:	<b>\$ 516.00</b>
Different features / Conditions:	<b>Similar Conditions</b>
Percent difference between internet price and renewal price:	<b>12% increase</b>

**Explanation / Notes:**

These figures are based on normal service conditions prior to the impact of COVID-19.

**Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	<b>Cobb County Government</b>

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 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?	<b>\$198 for 3 types of services=\$261 less/hour</b>

**Explanation / Notes:**

DCRC conducted a comparison review of two local government jurisdiction prior to the COVID-19 pandemic (DeKalb County and Cobb County). At the time, DCRC was informed that Cobb County had a budget of \$350,000.00, for written and foreign language translation and sign language interpreting but could not pinpoint an hourly rate. County #2 services of sign language interpreting services average \$66.00 per hour, but provided lower levels of sign language interpreting at most of 4 times per month at approximately 6 hours total. Conversely the County averages approximately 31 hours per month during normal operations prior to the pandemic.

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

NA

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

\$32,930.00

**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:	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 service cannot be performed in house. The County does not employ certified deaf interpreters in general legal, medical or behavioral health fields with associated certifications. Nor does the County have the ability to anticipate when clients will need the interpreters. Interpreter Services are an “on-demand” service that must be provided upon request for members of the public as required by federal law.

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

The contract provides sign language interpreters to the entire County as required by federal law, specifically the Americans with Disabilities Act (ADA) as amended. If the County fails to renew this contract, the County would not be in compliance with the ADA and subsequently violate federal law.