

Contract Renewal Evaluation Form

Date:	November 4, 2025
Department:	Purchasing & Contract Compliance
Contract Number:	25RFP0107B-EC
Contract Title:	Support Services for the Office of Contract Compliance

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.

Competitive procurement advertised through the Fulton County Purchasing procurement process. The contract was recently executed and services are within scope of work and cost.

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:

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): Competitively procured within the last six months.**

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

Click here to enter text.

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: Contract did not increase.

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.

Competitively procured within the last six months, at the time it was determined to be more cost effective than hiring full time equivalents. After contract term, another assessment will be made to determine whether to continue to outsource.

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

Department would have to hire FTE's to provide the service and we have had a difficult time recruiting for this position. Would not have the ability to monitor over 400 active contracts the County currently has.