

Contract Renewal Evaluation Form

Date:	December 12, 2022
Department:	PERSONNEL
Contract Number:	20RFP0810B-EC
Contract Title:	Family and Medical Leave (FMLA) Act Administration 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.

This vendor was selected as the service provider via RFP in 2020. The service cost was one of the factors leading to this selection. Their service costs are remaining the same for the upcoming year.

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):

Sedgwick Claims Management, Inc. has billed the County per the contract, based on the bid in the open competitive process.

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

\$81,150.40 spent as of October 2022. \$18,849.60 is outstanding encumbrances expected to be paid by year end.

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.

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

Another vendor would have to be selected via the procurement process. Additional positions would need to be created and filled to support the administration of FMLA claims.

Stacey Jones

December 12, 2022

Prepared by

Date

Kenneth Hermon

December 12, 2022

Department Head

Date