

# Contract Renewal Evaluation Form

<b>Date:</b>	September 21, 2021
<b>Department:</b>	LIBRARY
<b>Contract Number:</b>	21ITBC129236B-YJ
<b>Contract Title:</b>	Library Non-book Materials (CD's, DVD's and Spoken Words Audio Materials)

**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.**

**Due to the Covid 19 pandemic, the Library System did not procure this item in 2020. In 2021 the decision was made to reduce the budget to half. The budget will be restored back to its normal allotment in 2022 as this item is a source of research for many patrons, scholars and students.**

**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 1, 2021
	Price found:	<b>Amounts are comparable to our current vendors'</b>
	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:	September 1, 2021
Jurisdiction Name / Contact name:	<b>Dekalb County - Jackie Kimbro</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?	Click here to enter text.

**Explanation / Notes:**

Click here to enter text.

**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?**

Fulton County administration decided not to procure this item as the Library adjusted its buffet of resources in a response to the pandemic. As visitation hours are adjusted back to normal, this resource is being reallocated in 2022. In 2019 the Library spent \$50,381.55 on this product.

**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?**  
Not approving this item will not be able to provide citizens of Fulton County with specific research material housed at the Auburn Library.

Jamar Parker	September 21, 2021
_____	_____
<b>Prepared by</b>	<b>Date</b>
Gayle Holloman	September 21, 2021
_____	_____
<b>Department Head</b>	<b>Date</b>