

# Contract Renewal Evaluation Form

<b>Date:</b>	<b>December 29, 2021</b>
<b>Department:</b>	INFORMATION TECHNOLOGY
<b>Contract Number:</b>	19ITBC05212019K-DB
<b>Contract Title:</b>	CDW - Computer Hardware Equipment

**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.**

FCIT recommends the approval of this request for the purchase of Specialty devices & accessories (iPads, IMacs, MS Surface Pros and supporting peripherals, docking stations, printers and other computer related equipment).

**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:	<a href="#">Click here to enter a date.</a>
	Price found:	<a href="#">Click here to enter text.</a>
	Different features / Conditions:	<a href="#">Click here to enter text.</a>
	Percent difference between internet price and renewal price:	<a href="#">Click here to enter text.</a>

**Explanation / Notes:**

This procurement was conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is code Selection 102-373, Competitive Sealed Bid.

**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 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?**

2021      \$370,825.46

**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?

Failure to maintain will result in sluggish performance and the inability to have departmental applications supported.

Sherri McNair

December 29, 2021

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**Prepared by**

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**Date**

Glenn Melendez

December 29, 2021

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**Department Head**

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**Date**