Contract Renewal Evaluation Form

Date:	**May 12, 2021**
Department:	SHERIFF
Contract Number:	18RFP020518B-BR
Contract Title:	Delinquent Taxes Sales Preparation 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.**

    Conducted the RFP process whereby vendors submitted bids and cost was a determining factor as to who was awarded the contract.

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: N/A**

Date of search:	**N/A**
Price found:	**N/A**
Different features / Conditions:	**N/A**
Percent difference between internet price and renewal price:	**N/A**

Explanation / Notes:

Click here to enter text.

☐ **Market Survey of other jurisdictions:**

Date contacted:	N/A
Jurisdiction Name / Contact name:	**N/A**
Date of last purchase:	N/A
Price paid:	**N/A**
Inflation rate:	**N/A**
Adjusted price:	**N/A**
Percent difference between past purchase price and renewal price:	**N/A**
Are they aware of any new vendors?	☐ Yes ☐ No

Are they aware of a reduction in pricing in this industry?	☐ Yes	☒ No
How does pricing compare to Fulton County's award contract?	Click here to enter text.	

Explanation / Notes:

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

Received quotes from Georgia Title & Escrow Co. and Southeast Title & Processing Title Search Companies and were higher than current contract price. Additionally, other services (database and advertising) were not available as provided by current contractor.

3. **What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year? $416,331.00**

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.**

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

   Sheriff's Office would not be able to fulfill its mandated responsibility.

   Roderic Terrell   May 19, 2021

   _____   _____
   Prepared by   **Date**

                                                          Click here to enter a date.
   _____   5/10/21
   Department Head   **Date**