

Contract Renewal Evaluation Form

Date:	October 20, 2025
Department:	DIVERSITY AND CIVIL RIGHTS COMPLIANCE (DCRC)
Contract Number:	24ITB144376B-RT
Contract Title:	Foreign Language Oral Interpretation & Written Translation

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.

DCRC in conjunction with the Fulton County Department of Purchasing and Contract Compliance completed an invitation to bid process, which ran from August 2024 through October 2024 whereby the vendor with the lowest responsible bidder was selected to perform the service.

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?	☐ 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:

Click here to enter text.

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

DCRC conducted an open solicitation where prices were compared from other vendors.

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

\$7,352.85

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?

The County would be in violation of Title VI of the Civil Rights of 1964, which mandates that local government entities take reasonable steps to ensure individuals with Limited English Proficiency (LEP) have meaningful access to service. Additionally, the entire county would be without a foreign language service provider to provide oral and written translation, creating a hardship for members of the public who need county services and the employees assisting.

Maleka Rahman

October 20, 2025

Prepared by

Date


Department Head

October 21, 2025

Date