

Contract Renewal Evaluation Form

Date:	October 3, 2022
Department:	Library
Contract Number:	21ITBC129236B-YJ
Contract Title:	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.

The purchase of these items are evaluated on an annual basis. The size and scope of purchases are based on demand and analytics. Although there has been an advancement in technology purchases at the library, there is still a demand for the older more traditional forms of media. Analytical tools aid in the purchase of materials by ensuring that the library avoids purchasing a surplus of items and alternatively not enough materials.

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:	August 1, 2022
Price found:	Amounts are comparable to our current vendors'
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:	Dekalb County
Date of last purchase:	August 1, 2022
Price paid:	N/A
Inflation rate:	N/A

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?	Prices are comparable

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?

Currently \$35,556 dollars has been expensed for the Non-Book category.

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.

This is not the type of service that can be performed in-house.

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

This action not being approved would result in a reduction in Library Non-book Materials (CD's, DVD's and Spoken Words Audio Materials.

