

Contract Renewal Evaluation Form

Date:	September 1, 2024
Department:	Library
Contract Number:	21RFP0210B-EC
Contract Title:	Shelf-Ready Books for Shelf-Ready Books for Adults

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 cost of these goods and services varies from year-to-year depending on the type of materials purchased. The library purchases a wide range of titles focusing on bestselling authors along with additional forms of media. Items are purchased on an as needed basis with limitations on quantities based on demand. The cost of the items is based on market value which varies depending on the author and popularity of the item.

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:	July 1, 2024
	Price found:	Various prices for various titles. Prices are set based on market conditions and other factors.
	Different features / Conditions:	Items purchased are in new condition
	Percent difference between internet price and renewal price:	Price changes are due to the age and demand of the product/item

Explanation / Notes:

[Click here to enter text.](#)

Market Survey of other jurisdictions:

Date contacted:	September 1, 2024
Jurisdiction Name / Contact name:	Dekalb Library System

Date of last purchase:	Various dates
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?	<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 vary based on the demand and age of the product.

Explanation / Notes:

[Click here to enter text.](#)

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

The current vendor has provided satisfactory services during the duration of the prior year and current contract.

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

\$677,995.28

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:	October 1, 2023
Price paid:	Various amounts
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	Books purchased are different from prior year purchases.

Explanation / Notes:

Products purchased vary from year-to-year. Percent difference cannot be calculated

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.**

Performing services in-house does not apply to this contract.

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

The library system would have to allocate funding from another resource to pay shelf ready books and materials. This stretching of funding dilutes the resources budgets and will have a negative impact on other services provided in the resource budget.