

# Contract Renewal Evaluation Form

<b>Date:</b>	September 29, 2023
<b>Department:</b>	Senior Services
<b>Contract Number:</b>	21ITB000028ACJC
<b>Contract Title:</b>	Indigent Burial 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.**

**Mutual Meadows, the vendor, has experience an increase in cost by 6%. This remains below the industry cost for burials.**

**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:	September 29, 2023
Price found:	<b>\$2597.00</b>
Different features / Conditions:	<b>Burial or cremation w/ no viewing or memorial service or storage per.</b>
Percent difference between internet price and renewal price:	<b>45%</b>

**Explanation / Notes:**

Cost per average burial or cremation w/ Mutual Meadows (current vendor) is \$1,425. This included the \$80 additional cost per burial. Even with the requested renewal amount, it is 45% less than the lowest internet cost for burial.

**Market Survey of other jurisdictions:**

Date contacted:	September 29, 2023
Jurisdiction Name / Contact name:	<b>DeKalb County</b>
Date of last purchase:	NA
Price paid:	<b>NA</b>
Inflation rate:	<b>NA</b>

Adjusted price:	NA
Percent difference between past purchase price and renewal price:	NA
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?	NA

**Explanation / Notes:**

**Local counties do not have a separate program for Indigent Burials. The Department of Family and Children Services manages these services.**

**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?**

\$440,425

**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:	August 31, 2023
Price paid:	\$47,075
Inflation rate:	NA
Adjusted price:	NA
Percent difference between past purchase price and renewal price:	NA

**Explanation / Notes:**

Expenses for Indigent Burials has gone up per burial. Chemicals, fuel, staffing and fees have impacted costs. This is all tied to inflation.

**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?**

**Each county in Georgia is obligated to bury or cremate any person who dies in the county if family or kin is unable to pay for decent internment. The absence of this service would put Fulton County out of compliance with the State of Georgia.**