

Contract Renewal Evaluation Form

Date:	October 1, 2022
Department:	Library System
Contract Number:	22ITBC134505K-DB
Contract Title:	Shelf Ready Book and Best Selling

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.

Cost in this situation is based on market conditions. The Library System has instituted a system that uses algorithms in order to predict the approximate amount of books to purchase. This will enable the Collections department to avoid duplication and ordering either a surplus of books or not enough books.

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:

Not an appropriate source of information for this contract. Vendors do not list prices and services on the internet. There are only three vendors (Ingram, Brodart, Baker and Taylor) that have responded to our solicitation in the past 20 years. We checked with several library systems comparable to AFPL and they use one or a combination of the aforementioned vendors.

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:	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:	August 1, 2022
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?

This PO was setup later in the year as this procurement had an additional date to go to the BOC. As a result, the library system had to establish carts for all 34 libraries. Now that those carts are setup, staff placed orders for shelved items in order to speed up the process of receiving and paying for items timely. \$50,000 worth of books are ordered but there is not an expenditure in the system as of the date of this evaluation. The library anticipates spending the entire \$1,000,000 in the 2023 but has a renewal option remaining in case the current fiscal atmosphere

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 service cannot be performed in-house.

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

Fulton County would not be able to provide patrons with best-selling material throughout the year. We would also lose the ability to provide leased titles as well.