

Contract Renewal Evaluation Form

Date:	September 19, 2025
Department:	REGISTRATION AND ELECTIONS
Contract Number:	25ITB1393668C-MH
Contract Title:	Ballot Printing

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.

Efforts were made to ensure that the cost of purchasing ballots remained reasonable and aligned with industry standards. Comparative analysis was conducted with other out-of-state vendors and neighboring counties to confirm pricing competitiveness. Based on this review, the proposed costs are consistent with prevailing market rates and reflect a fair value for the required ballot production and delivery services.

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:	October 9, 2025
Price found:	.30 – 2.25
Different features / Conditions:	Multiple languages, front and back, and size
Percent difference between internet price and renewal price:	unknown

Explanation / Notes:

Gwinnett County utilizes an out-of-state vendor due to their ballots requiring multiple languages, which significantly increases production costs. In comparison, the cost for Fulton County's ballots is more economical and consistent with competitive pricing among similar jurisdictions.

☒ Market Survey of other jurisdictions:

Date contacted:	October 10, 2025
Jurisdiction Name / Contact name:	Clayton County / Scott Brown
Date of last purchase:	October 1, 2025
Price paid:	.37 (\$250 set-up plus \$50 delivery fee)
Inflation rate:	Unknown
Adjusted price:	Unknown
Percent difference between past purchase price and renewal price:	
Are they aware of any new vendors?	<input checked="" type="checkbox"/> Yes <input 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?	Their rate is more.

Explanation / Notes:

Fulton's rate is .31 cents and Clayton's rate is .37 cents and the set-up fee is the same

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

I contacted 4 counties and at the time of submission 3 responded

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

\$387,348.71

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:

Price paid:

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

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.

A new automated ballot printing system was purchased and installed to enhance efficiency and streamline ballot production for upcoming elections. However, after installation and initial testing, the equipment was determined to be **non-functional and unable to meet operational requirements**.

Despite troubleshooting efforts and communication with the vendor, the system could not be configured for reliable use within the department's production environment. As a result, the **equipment was returned to the vendor**. The department will continue using the existing ballot printing process until a viable and fully functional automated solution can be identified and implemented.

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

The Fulton County Department of Registration and Elections requires the continued use of an external, certified ballot printing vendor to ensure compliance with Georgia election laws and operational readiness. The County does not currently possess the specialized tools, certified printing equipment to produce official ballots in accordance with state-mandated standards. Furthermore, reliance on a qualified vendor is essential to maintain flexibility and responsiveness during election cycles. In the event of an emergency the department must have a vendor capable of printing and delivering ballots within short notice to meet statutory deadlines. Contracting with a certified vendor ensures the integrity, accuracy, and timeliness of ballot production while mitigating operational and legal risks to the County.

Kathryn Glenn

October 17, 2025

Prepared by

Date

Nadine Williams

October 20, 2025

Department Head

Date