Contract Renewal Evaluation Form

Date:	September 17, 2025	
Department:	Department: INFORMATION TECHNOLOGY	
Contract Number:	Contract Number: 23RFP139160B-EC	
Contract Title:	Digital Multi-Functional Devices and Support 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.

Fulton County Information Technology (FCIT) conduct reviews of monthly bills to include meetings and discuss various needs of Fulton County. Scope, service rendered, and cost are reviewed for business needs. As a result, Standard Office Systems of Atlanta (SOS) has provided cost-saving services and equipment in response to departmental needs. FCIT, also, works with SOS to suspend services and remove unused equipment from County facilities without penalty or additional cost to the County.

2. Describe the analysis you made to determine whether 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:	Click here to enter a date.				
Price found:	Click here to enter text.				
Different features / Conditions:	Click here to enter text.				
Percent difference between internet price and renewal price:	Click here to enter text.				

Explanation / Notes:

□ Market Survey of othe	jurisuictions.				
Date contacted:		C	Click here t	o enter a date.	
Jurisdiction Name / C	Jurisdiction Name / Contact name:		Click here to enter text.		
Date of last purchase	Date of last purchase:		Click here to enter a date.		
Price paid:		C	Click here t	o enter text.	
Inflation rate:		C	Click here t	o enter text.	
Adjusted price:		C	Click here t	o enter text.	
Percent difference be price:	tween past purchase price and renewal	C	Click here t	o enter text.	
Are they aware of any	new vendors?		□ Yes	□ No	
	eduction in pricing in this industry?		□ Yes	□ No	
How does pricing con	How does pricing compare to Fulton County's award contract?		Click here to enter text.		
 Other (Describe in detail the analysis conducted and the outcome):					
Was it part of the initial c	ontract?	□ Ye	es	□ No	
Date of last purchase:		Click here	e to enter a	a date.	
Price paid:		Click here	Click here to enter text.		
Inflation rate:		Click here	Click here to enter text.		
Adjusted price:		Click here	Click here to enter text.		
Percent difference between past purchase price and renewal price:			e to enter t	ext.	
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? \square Yes \boxtimes No \square If yes, attach the analysis.					
	FCIT is unable to provide the product or service internally.					
7.	7. What would the impact on your department be if this contract was not approved?					
	The County would forfeit the ability to have copy, scan and fax capabilities.					
	Annette M. Wilson	September 17, 2025				
Prepared by		Date				
	Kevin Kerrigan	Click here to enter a date.				
	Department Head	Date				