

Contract Renewal Evaluation Form

Date:	September 17, 2025
Department:	INFORMATION TECHNOLOGY
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 other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
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.
Are they aware of any new vendors?	☐ Yes ☐ No
Are they aware of a reduction in pricing in this industry?	☐ Yes ☐ No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

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 on this contract for the previous fiscal year?

2025 \$696,988.93

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.

FCIT is unable to provide the product or service internally.

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