

# Contract Renewal Evaluation Form

<b>Date:</b>	<b>September 30, 2021</b>
<b>Department:</b>	<b>Finance</b>
<b>Contract Number:</b>	<b>20RFP0827C-MH</b>
<b>Contract Title:</b>	<b>Printing &amp; Mailing of Water and Sewer Bills</b>

**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.**

This vendor was selected as the service provider via RFP in 2020. The service cost was one of the factors leading to this selection. Their service costs are remaining the same for the upcoming year. The vendor's service costs make up only 16% of the overall contract cost. The other 84% is the pass-through cost for the USPS mail costs.

**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:	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:**

Click here to enter text.

**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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):**

Dove Mailing has billed the County per the contract, based on the bid submitted in the open competitive process.

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

\$197,122.26 as of September 23, 2021 is recorded in AMS, and total spending is expected to approach \$ 234,000 for a 12 month year. Monthly bills average \$19,500 per month.

**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:	\$0.470 per item
Inflation rate:	Click here to enter text.
Adjusted price:	\$0.513 per item
Percent difference between past purchase price and renewal price:	Click here to enter text.

**Explanation / Notes:**

The fees proposed for 2022 are at \$279,000:

- \$249,000 – 201 210 2111 1160 – Finance – Water & Sewer Utility Bills printing and mailing
- \$30,000 – 201 540 5401 1160 – Public Works – Annual Water Quality Report printing and mailing

The increase is due to the USPS postage cost increase. Vendor's service fees are not changing.

**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?**

The County would not be able to mail bills to Water and Sewer customers.