

Contract Renewal Evaluation Form

Date:	November 4, 2024
Department:	SUPERIOR COURT
Contract Number:	23RFP476577A-KM
Contract Title:	Legal Services for Fulton County Courts Justice Resource Center

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 to reduce the scope and cost of this contract included an evaluation of previous solicitations, which failed to attract qualified providers due to the specialized nature of the services. Recognizing the essential expertise required, the contracting process was refined to focus on leveraging an organization with established capacity and infrastructure to deliver these specialized services effectively. The Atlanta Legal Aid Society was identified as a uniquely qualified partner due to its extensive history and proven track record in providing civil legal aid to low-income individuals across metro Atlanta. Its existing network of neighborhood offices, hospital partnerships, courthouse collaborations, self-help clinics, and community education programs creates economies of scale that reduce overhead costs. The organization's ability to handle over 20,000 cases annually with a combination of 90 attorneys and over 700 volunteers ensures cost-effective service delivery without compromising quality or accessibility. Additionally, by collaborating with an established provider like Atlanta Legal Aid, the need for duplicative administrative or operational investments was minimized. This approach ensures efficient use of resources while maintaining the specialized support necessary for self-represented individuals.

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:	December 3, 2024
Price found:	N/A
Different features / Conditions:	N/A
Percent difference between internet price and renewal price:	N/A

Explanation / Notes: The analysis to determine if the current prices for this service are reflective of the current market included the following step:

1. Evaluation of Previous Solicitations:

- A review of prior attempts to procure these services highlighted a lack of interest from qualified providers due to the specialized nature of the services. This indicated that market availability is limited, requiring a tailored approach to identify suitable vendors.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	The Georgia counties of Dekalb, Cobb, Gwinnett judicial systems are also employing the services of the Atlanta Legal Aid Society. Fulton County has not conducted a contract comparison
Date of last purchase:	Click here to enter a date.
Price paid:	Fulton County does not have access to the current contract award information between the above mentioned counties and Atlanta Legal Aid Society
Inflation rate:	Click here to enter text.
Adjusted price:	Fulton County does not have access to this current contract information
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:

Fulton County Courts Justice Resource Center has not conducted a survey or analysis of the current service contracts (and renewals) that the Atlanta Legal Aid Society has with other metro Atlanta judicial systems.

☐ **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?

\$205,380.00

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:	\$205,380	
Inflation rate:	0%	
Adjusted price:	\$205,380	
Percent difference between past purchase price and renewal price:	\$0.00	

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.
7. What would be the impact on your department if this contract was not approved?
- The non-approval of this contract would have a negative impact on the Atlanta metro citizen who wishes to represent himself/herself and acquire access to the Fulton County court system.
- For a variety of reasons (financial means being the top reason), citizens who choose to represent themselves in a court of law, depend heavily on the services provided through the partnership of the Atlanta Legal Aid Society (ALAS) and the Fulton County Courts Justice Resource Center (JRC).
- The in person and virtual attorney consultations, clinics, seminars, legal forms, and other court related services offered by the JRC and ALAS provide citizens with a strong foundation and support for navigating through the court system. Without an approved legal assistance contracted program, many citizens would not have access to justice within the Fulton County court system.
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Prepared by	Date
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Department Head	Date