

Contract Renewal Evaluation Form

Date:	September 19, 2022
Department:	INFORMATION TECHNOLOGY
Contract Number:	RFP#19RFP114474B-BR
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.

The Fulton County Information Technology (FCIT) conduct reviews of monthly bills to include meetings to discuss various needs of Fulton County. Scope, services rendered, and cost are reviewed for business needs. As a result, Standard Operation Systems (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 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):

Click here to enter text.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year? 2021 - \$1,126,817.84

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.

Technology Department cannot provide the product or service internally.

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

The County would forfeit the ability to have availability of services to Copy, Scan and Fax documents countywide.

Chiquita Barnswell

September 19, 2022

Prepared by

Date

Lateef Ashekun

September 19, 2022

Department Head

Date