

Contract Renewal Evaluation Form

Date:	July 31, 2024
Department:	External Affairs
Contract Number:	23RFP081423A-KM
Contract Title:	External Grant Writing & Support Services (Think and Ink)

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.

Funding was maximized by utilizing this smaller contractor for certain grants.

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:	August 11, 2023
Price found:	18,000
Different features / Conditions:	Varying federal grants
Percent difference between internet price and renewal price:	\$12,000

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 checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	This is a new vendor whose prices fall below average for experience.	

Explanation / Notes:

This is a new vendor whose prices fall below average for experience.

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?

\$100,000.00

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:	July 22, 2024
Price paid:	6,800
Inflation rate:	0
Adjusted price:	0
Percent difference between past purchase price and renewal price:	0

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.

Analysis was conducted in 2015, when more grant writers were employed. Today, there are far fewer grant writers in departments. This external grant writing is greatly needed by departments and on average brings in \$70 for each \$1 expended on the services, in addition to the indirect costs that the County receives from each grant.

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

An average reduction of \$7 million in federal funds to the County would result.

