

# Contract Renewal Evaluation Form

<b>Date:</b>	October 13, 2022
<b>Department:</b>	Finance
<b>Contract Number:</b>	20RFP11091208C-MH
<b>Contract Title:</b>	Cost Allocation Plan 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.

[Click here to enter text.](#) This service was bid out in 2020 which yielded a cost reduction of approximately \$8,000.

### 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:	<a href="#">Click here to enter a date.</a>
Price found:	<a href="#">Click here to enter text.</a>
Different features / Conditions:	<a href="#">Click here to enter text.</a>
Percent difference between internet price and renewal price:	<a href="#">Click here to enter text.</a>

#### Explanation / Notes:

[Click here to enter text.](#)

#### ☐ Market Survey of other jurisdictions:

Date contacted:	<a href="#">Click here to enter a date.</a>
Jurisdiction Name / Contact name:	<a href="#">Click here to enter text.</a>
Date of last purchase:	<a href="#">Click here to enter a date.</a>
Price paid:	<a href="#">Click here to enter text.</a>
Inflation rate:	<a href="#">Click here to enter text.</a>
Adjusted price:	<a href="#">Click here to enter text.</a>

Percent difference between past purchase price and renewal price:	<b>\$1,600 (3%)</b>
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?**

Service is ongoing and no payments as of yet for the 1<sup>st</sup> year work for Maximus, Inc., but full amount of award is expected to be paid by 12/31/2021.

**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:	2022
Price paid:	<b>Expected \$56,650 by 12/31/2022</b>
Inflation rate:	Click here to enter text.
Adjusted price:	<b>\$56,650</b>
Percent difference between past purchase price and renewal price:	<b>3.0%</b>

**Explanation / Notes:**

\$55,000 paid in 2022 was the price bid for the 1<sup>st</sup> year of the renewal, If accepted.

\$56,650 is the price bid for the 2<sup>nd</sup> year of the renewal

**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.

**The cost allocation plan is beneficial to be done by independent third party.**

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

Could affect federal and state grant operational concerns with indirect cost charged to grants, as well as impact the analysis charged to the County's Water and Sewerage system for indirect cost.