

Contract Renewal Evaluation Form

Date:	August 19, 2021
Department:	Superior Court Administration
Contract Number:	20RFP100920A-CJC
Contract Title:	Legal Services for Fulton County Courts Justice Resource Center (JRC)

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.

Atlanta Legal Aid Society and the Fulton County Courts Justice Resource Center have worked to maintain and stay within the agreed upon level of services that is prescribed in the contract and offered to the public.

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 19, 2021
Price found:	No
Different features / Conditions:	N/A
Percent difference between internet price and renewal price:	N/A

Explanation / Notes:

These are specialized services within the Metropolitan Atlanta area which does not yield pricing results. These services are normally offered through a non-profit organization such as The Atlanta Legal Aid Society, Inc. or by independent law firms.

☒ **Market Survey of other jurisdictions:**

Date contacted:	August 2, 2021
Jurisdiction Name / Contact name:	Dekalb Superior Court
Date of last purchase:	January 1, 2021
Price paid:	~\$60,000 Annually
Inflation rate:	N/A
Adjusted price:	N/A

Percent difference between past purchase price and renewal price:	No
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Fulton County's annual price is 110% higher

Explanation / Notes:

We found our price to be higher due to the level of services we provide as well as our higher utilization of these services. Additionally, we expanded our services to include a special component to assist seniors with legal matters. Dekalb does not offer senior services.

☐ **Other (Describe in detail the analysis conducted and the outcome):**

We reached out to Dekalb Superior Court to determine how they utilized these services and found that they do not offer the same services we offer to our patrons. Dekalb only offer these services on a direct referral basis and we accept walk-ins. We also have expanded our services to include a specialized component for seniors.

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

Contract fees for 2021: \$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:	January 1, 2021
Price paid:	\$205,380.00
Inflation rate:	None
Adjusted price:	None
Percent difference between past purchase price and renewal price:	None

Explanation / Notes:

The vendor did not contact us regarding an adjustment for inflation.

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 Fulton County Courts Justice Resource Center would not be able to provide family and senior legal information and advice services to self-represented litigants.