

# Contract Renewal Evaluation Form

Date:	September 15, 2021
Department:	Select a department.
Contract Number:	19RFP11703A-FB
Contract Title:	Food Services Management

## 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.

**This contract was approved by the Board of Commissioners in August 2019 and the contractor had not yet fully transitioned into full operation by the end of 2019. The Multipurpose Facilities closed to the public in March 2020 and the contractor pivoted to assist the Department in delivering meals to Multipurpose participants. Therefore, since the service has been so unique no efforts have been made to reduce the scope and/or cost of the contract.**

### 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:

This renewal will represent the first full year of service and the first full year of the new food services model (using a contractor to manage the food services of the Senior Services and Behavioral Health Departments). Since the initial intent of the services was suspended to assist with delivering meals to seniors that were sheltering in place there is insufficient data to support an analysis of this type.

☐ **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:**

**This renewal will represent the first full year of service and the first full year of the new food services model (using a contractor to manage the food services of the Senior Services and Behavioral Health Departments). Since the initial intent of the services was suspended to assist with delivering meals to seniors that were sheltering in place there is insufficient data to support an analysis of this type.**

☐ **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?**

\$0.00

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:	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.

This renewal will represent the first full year of service and the first full year of the new food services model (using a contractor to manage the food services of the Senior Services and Behavioral Health Departments). Since the initial intent of the services was suspended to assist with delivering meals to seniors that were sheltering in place there is insufficient data to support an analysis of this type.

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

We would need to identify a vendor to provide perishable and non-perishable food items and other supplies required to self-manage the food services until the contract is approved.

Andre L. Gregory

September 15, 2021

**Prepared by**

**Date**

Ladisa Onyiliogwu

September 15, 2021

**Department Head**

**Date**