

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://www.ecfsa.state.ny.us/OpDoc.html
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	Yes	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents or specifications for procurement contracts?.	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	
10. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a statement on its prompt payment policy?	Yes	Attachment Included
11. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a report on the scope and implementation of its prompt payment policy?	No	
12. Is the Authority subject to Article 15-A of the Executive Law?	Yes	
13. Has the Authority designated a person or persons to oversee its MWBE program?	Yes	
14. Does the Authority maintain a current and updated list of qualified certified MWBEs?	Yes	
15. Does the Authority provide notices to professional and other organizations that serve MWBEs as to the types of services procured by the Authority?	Yes	
16. Did the Authority establish a goal for participation by	Yes	

Procurement-Information:

Question	Response	URL (if applicable)
a. If yes, what was the goal (percentage of total procurements) for the reporting period?	.2%	
b. What was the actual percentage of total procurements awarded to MWBEs for the reporting period?	17.	

Procurement Transactions Listing:

1. Vendor Name:	Freed Maxick	Type of Procurement:	Financial Services
Transaction Number:		Award Process:	Authority Contract - Competitive Bid
Procurement Description:	Auditors	Award Date:	12/31/2010
		Begin Date:	01/01/2011
		Renewal Date:	12/31/2013
Amount Expended for Fiscal Year:	\$7,910	End Date:	12/31/2013
Amount Expended for Life to Date:	\$14,910	Amount:	\$7,910
Does the contract have an end Date:	Yes	Fair Market value:	
Current or Outstanding Balance:	\$0	Explain why the fair market value is less than the contract amount:	
Number Of Bids Or Proposals Received Prior to Award of Contract:	2		
Is the Vendor a NYS or Foreign Business Enterprise?		Status:	OPEN
Is the Vendor a Minority or Woman-Owned Business Enterprise?	No	were MWBE firms solicited as part of this procurement proces	Yes
Exemption from the publication requirements of Article 4c of the economic-development law?		Number of bids and proposal received from MWBE firms:	0
If Yes, basis for exemption:			
Address Line1:	424 Main Street		
Address Line2:	Suite 800		
City:	BUFFALO		
State:	NY		
Postal Code:	14202		
Plus 4:			
Province Region:			
Country:	USA		

Procurement Transactions Listing:

<p>2. Vendor Name: M&T Bank</p> <p>Transaction Number:</p> <p>Procurement Description: Banking fees</p> <p>Amount Expended for Fiscal Year: \$11,000.08</p> <p>Amount Expended for Life to Date:</p> <p>Does the contract have an end Date:</p> <p>Current or Outstanding Balance:</p> <p>Number Of Bids Or Proposals Received Prior to Award of Contract:</p> <p>Is the Vendor a NYS or Foreign Business Enterprise?</p> <p>Is the Vendor a Minority or Woman-Owned Business Enterprise? No</p> <p>Exemption from the publication requirements of Article 4c of the economic-development law?</p> <p>If Yes, basis for exemption:</p> <p>Address Line1: 1 M&T Plaza</p> <p>Address Line2:</p> <p>City: BUFFALO</p> <p>State: NY</p> <p>Postal Code: 14203</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p>	<p>Type of Procurement: Financial Services</p> <p>Award Process: Non Contract Procurement/Purchase Order</p> <p>Award Date:</p> <p>Begin Date:</p> <p>Renewal Date:</p> <p>End Date:</p> <p>Amount:</p> <p>Fair Market value:</p> <p>Explain why the fair market value is less than the contract amount:</p> <p>Status: OPEN</p> <p>were MWBE firms solicited as part of this procurement proces</p> <p>Number of bids and proposal received from MWBE firms:</p>
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Procurement Transactions Listing:

<p>3. Vendor Name: Paychex</p> <p>Transaction Number:</p> <p>Procurement Description: Payroll Service</p> <p>Amount Expended for Fiscal Year: \$2,907.25</p> <p>Amount Expended for Life to Date:</p> <p>Does the contract have an end Date:</p> <p>Current or Outstanding Balance:</p> <p>Number Of Bids Or Proposals Received Prior to Award of Contract:</p> <p>Is the Vendor a NYS or Foreign Business Enterprise?</p> <p>Is the Vendor a Minority or Woman-Owned Business Enterprise? No</p> <p>Exemption from the publication requirements of Article 4c of the economic-development law?</p> <p>If Yes, basis for exemption:</p> <p>Address Line1: 1175 John Street</p> <p>Address Line2:</p> <p>City: WEST HENRIETTA</p> <p>State: NY</p> <p>Postal Code: 14586</p> <p>Plus 4: 9199</p> <p>Province Region:</p> <p>Country: USA</p>	<p>Type of Procurement: Other Professional Services</p> <p>Award Process: Non Contract Procurement/Purchase Order</p> <p>Award Date:</p> <p>Begin Date:</p> <p>Renewal Date:</p> <p>End Date:</p> <p>Amount:</p> <p>Fair Market value:</p> <p>Explain why the fair market value is less than the contract amount:</p> <p>Status: OPEN</p> <p>were MWBE firms solicited as part of this procurement proces</p> <p>Number of bids and proposal received from MWBE firms:</p>
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Procurement Transactions Listing:

<p>4. Vendor Name: Phillips Lytle</p> <p>Transaction Number:</p> <p>Procurement Description: Legal Services</p> <p>Amount Expended for Fiscal Year: \$2,066.3</p> <p>Amount Expended for Life to Date: \$48,128.44</p> <p>Does the contract have an end Date: Yes</p> <p>Current or Outstanding Balance: \$0</p> <p>Number Of Bids Or Proposals Received Prior to Award of Contract:</p> <p>Is the Vendor a NYS or Foreign Business Enterprise?</p> <p>Is the Vendor a Minority or Woman-Owned Business Enterprise? No</p> <p>Exemption from the publication requirements of Article 4c of the economic-development law?</p> <p>If Yes, basis for exemption:</p> <p>Address Line1: 3400 HSBC Center</p> <p>Address Line2:</p> <p>City: BUFFALO</p> <p>State: NY</p> <p>Postal Code: 14203</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p>	<p>Type of Procurement: Legal Services</p> <p>Award Process: Authority Contract - Competitive Bid</p> <p>Award Date: 01/01/2009</p> <p>Begin Date: 01/01/2010</p> <p>Renewal Date: 01/01/2013</p> <p>End Date: 12/31/2016</p> <p>Amount: \$2,066.3</p> <p>Fair Market value:</p> <p>Explain why the fair market value is less than the contract amount:</p> <p>Status: OPEN</p> <p>were MWBE firms solicited as part of this procurement proces Yes</p> <p>Number of bids and proposal received from MWBE firms: 0</p>
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Additional Comments:

In the 2012 procurement report, the authority indicated that it had no transactions where it paid a vendor \$5,000 or more for goods and/or services during the reporting period. The ABO expects all payments to outside vendors to be reported if the authority paid the vendor \$5,000 or more. Examples include, but are not limited to, payments for legal services, accounting services, consulting services or other professional services. On the Summary Financial screen, the authority shows over \$23,000 in Professional services contracts. Once changes are made to the Procurement Report the Annual Report must be recertified as well.