

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://discoverrensselaer.com/econ/About.aspx
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?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
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	
8a 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	

Procurement Transactions Listing:

1. Vendor Name: CFO for Hire, Inc.

2. Vendor Name: CT Male associates

Type of Procurement: Financial Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 01/01/2013
 End Date: 12/31/2013
 Amount: \$9,900
 Amount Expended for Fiscal Year: \$9,900
 Fair market value: \$9,900

Explain why the fair market value is less than the amount:

Address Line1: Three E-Comm Square
 Address Line2:
 City: ALBANY
 State: NY
 Postal Code: 12207
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: bookkeeping services

Type of Procurement: Other Professional Services
 Award Process: Authority Contract - Competitive Bid
 Award Date: 01/01/2008
 End Date:
 Amount: \$238,529
 Amount Expended for Fiscal Year: \$11,380.92
 Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 50 Century Hill Drive
 Address Line2:
 City: LATHAM
 State: NY
 Postal Code: 12110
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Environmental engineering services

Procurement Transactions Listing:

3. Vendor Name: Eastern New York Angels

4. Vendor Name: Global Citizen LLC

Type of Procurement: Financial Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 08/11/2011
 End Date: 08/11/2015
 Amount: \$100,000
 Amount Expended for Fiscal Year: \$25,000
 Fair market value: \$100,000

Explain why the fair market value is less than the amount:

Type of Procurement: Consulting Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 11/15/2012
 End Date: 08/15/2013
 Amount: \$150,000
 Amount Expended for Fiscal Year: \$150,000
 Fair market value: \$150,000

Explain why the fair market value is less than the amount:

Address Line1: 5 Computer Drive South
 Address Line2:
 City: ALBANY
 State: NY
 Postal Code: 12205
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: financial assistance

Address Line1: 2 Whitman Court
 Address Line2:
 City: TROY
 State: NY
 Postal Code: 12180
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: professional services

Procurement Transactions Listing:

5. Vendor Name: Hudson Valley Agri-Business Development, Inc.

Type of Procurement: Consulting Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 04/01/2013
 End Date: 03/31/2016
 Amount: \$75,000
 Amount Expended for Fiscal Year: \$25,000
 Fair market value: \$75,000

Explain why the fair market value is less than the amount:

Address Line1: 507 Warren St.
 Address Line2: 2nd floor
 City: HUDSON
 State: NY
 Postal Code: 12534
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: marketing and advertising services

6. Vendor Name: Information Technology Management, Inc.

Type of Procurement: Technology - Consulting/Development or Support
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 06/13/2013
 End Date: 12/15/2013
 Amount: \$48,000
 Amount Expended for Fiscal Year: \$48,000
 Fair market value: \$48,000

Explain why the fair market value is less than the amount:

Address Line1: 33 Second Street
 Address Line2:
 City: TROY
 State: NY
 Postal Code: 12180
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: professional services

Procurement Transactions Listing:

<p>7. Vendor Name: Information Technology Management, Inc.</p> <p>Type of Procurement: Technology - Consulting/Development or Sup</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/10/2013</p> <p>End Date: 03/31/2013</p> <p>Amount: \$25,000</p> <p>Amount Expended for Fiscal Year: \$25,000</p> <p>Fair market value: \$25,000</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 33 Second Street</p> <p>Address Line2:</p> <p>City: TROY</p> <p>State: NY</p> <p>Postal Code: 12180</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Information technology services</p>	<p>8. Vendor Name: Jay H. Sherman</p> <p>Type of Procurement: Other Professional Services</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/01/2013</p> <p>End Date: 12/31/2013</p> <p>Amount: \$30,000</p> <p>Amount Expended for Fiscal Year: \$30,000</p> <p>Fair market value: \$30,000</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 1560</p> <p>Address Line2: Randolph Rd.</p> <p>City: SCHENECTADY</p> <p>State: NY</p> <p>Postal Code: 12309</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Empire zone coordinator</p>
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Procurement Transactions Listing:

<p>9. Vendor Name: L&P Media</p> <p>Type of Procurement: Technology - Consulting/Development or Sup Award Process: Authority Contract - Non-Competitive Bid Award Date: 07/11/2013 End Date: Amount: \$8,950 Amount Expended for Fiscal Year: \$5,511 Fair market value: \$8,950</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 255 River Street Address Line2: City: TROY State: NY Postal Code: 12180 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: advertizing and marketing services</p>	<p>10. Vendor Name: Laberge Group</p> <p>Type of Procurement: Consulting Services Award Process: Authority Contract - Competitive Bid Award Date: 12/01/2010 End Date: 11/30/2013 Amount: \$100,000 Amount Expended for Fiscal Year: \$4,200 Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 4 Computer Drive West Address Line2: City: ALBANY State: NY Postal Code: 12205 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Grant Preparation, administration and Program delivery</p>
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Procurement Transactions Listing:

11. Vendor Name: Whiteman, Osterman & Hanna LLP

Type of Procurement: Legal Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 12/08/2011
End Date:
Amount: \$25,000
Amount Expended for Fiscal Year: \$0
Fair market value: \$25,000

Explain why the fair market value is less than the amount:

Address Line1: One Commerce Plaza
Address Line2:
City: ALBANY
State: NY
Postal Code: 12260
Plus 4:
Province Region:
Country: USA

Procurement Description: legal services

12. Vendor Name: Wojeski & Company

Type of Procurement: Financial Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2013
End Date: 12/31/2013
Amount: \$12,500
Amount Expended for Fiscal Year: \$12,500
Fair market value: \$12,500

Explain why the fair market value is less than the amount:

Address Line1: 75 Troy Road
Address Line2:
City: EAST GREENBUSH
State: NY
Postal Code: 12061
Plus 4:
Province Region:
Country: USA

Procurement Description: accounting services

Procurement Transactions Listing:

Additional Comments: