

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	No	
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?		
3. Does the Authority allow for exceptions to the procurement guidelines?		
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?	No	
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?.	No	
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?	No	

Procurement Transactions Listing:

1. Vendor Name: Jeff Wilkison RA

Type of Procurement: Design and Construction/Maintenance  
 Award Process: Authority Contract - Competitive Bid  
 Award Date: 05/20/2013  
 End Date:  
 Amount: \$22,000  
 Amount Expended for Fiscal Year: \$1,500  
 Fair market value:

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

Address Line1: 178 Main Street  
 Address Line2:  
 City: BEACON  
 State: NY  
 Postal Code: 12508  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Architectural Services for 1315 Chambers Street

2. Vendor Name: Madeline Fletcher

Type of Procurement: Consulting Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 08/06/2012  
 End Date: 02/05/2014  
 Amount: \$105,000  
 Amount Expended for Fiscal Year: \$67,147  
 Fair market value: \$105,000

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

Address Line1: 66 Verplanck Avenue  
 Address Line2:  
 City: BEACON  
 State: NY  
 Postal Code: 12508  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Contract to provide management related services including program design and management, grant application and management, project coordination, and other related activities for the Newburgh Community Land Bank.

Procurement Transactions Listing:

3. Vendor Name: Marshall & Sterling

Type of Procurement: Other  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 03/20/2013  
End Date: 03/19/2014  
Amount: \$10,425.32  
Amount Expended for Fiscal Year: \$1,901.6  
Fair market value: \$10,425.32

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

Address Line1: 110 Main Street  
Address Line2:  
City: POUGHKEEPSIE  
State: NY  
Postal Code: 12601  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: General Liability Insurance

Procurement Transactions Listing:Additional Comments:

The Newburgh Community Land Bank enlisted the assistance of an attorney in order to determine the precise regulatory requirements of a Land Bank in NYS incorporated under the NonProfit Corporation Law of the state. At the time of the end of the fiscal year, our attorney was engaged in a dialogue with the Empire State Development Corporation regarding the provisions applicable to the Land Bank. When a formal opinion is issued by ESD, the Newburgh Community Land Bank will make any and all changes to their procedures, policies and reporting as required.