

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://www.ccasstera.org/pdfs/Policies1/Procurement%20Policy.pdf">http://www.ccasstera.org/pdfs/Policies1/Procurement%20Policy.pdf</a>
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?	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?	Yes	

Procurement Transactions Listing:

1. Vendor Name: Hayes Companies

2. Vendor Name: Southern Tier West RP&DB

Type of Procurement: Other Professional Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 10/25/2013  
 End Date: 10/25/2014  
 Amount: \$5,274  
 Amount Expended for Fiscal Year: \$5,274  
 Fair market value: \$5,274

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: 01/01/2013  
 End Date:  
 Amount: \$15,000  
 Amount Expended for Fiscal Year: \$15,000  
 Fair market value: \$15,000

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

Address Line1: 1025 Thomas Jefferson Street  
 Address Line2: suite 435  
 City: WASHINGTON  
 State: DC  
 Postal Code: 20007  
 Plus 4:  
 Province Region:  
 Country: USA  
 Procurement Description: Insurance

Address Line1: 4039 Route 219  
 Address Line2:  
 City: SALAMANCA  
 State: NY  
 Postal Code: 14779  
 Plus 4:  
 Province Region:  
 Country: USA  
 Procurement Description: Administration

Procurement Transactions Listing:

3. Vendor Name: Southern Tier West RP&DB

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/01/2012  
End Date: 12/31/2012  
Amount: \$7,500  
Amount Expended for Fiscal Year: \$7,500  
Fair market value: \$7,500

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

Address Line1: 4039 Route 219  
Address Line2:  
City: SALAMANCA  
State: NY  
Postal Code: 14779  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Administrative Services

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Procurement Transactions Listing:

Additional Comments: