

Procurement Report for Clifton Park Industrial Development Agency

Run Date: 08/02/2016

Fiscal Year Ending: 12/31/2015

Status: CERTIFIED

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://www.cliftonpark.org/townhall/industrial-development-agency/
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?	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	

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Procurement Transactions Listing:

1. Vendor Name: Cusack & Company

Type of Procurement: Financial Services
Award Process: Authority Contract - Competitive Bid
Award Date: 11/15/2014
End Date: 12/31/2017
Amount: \$5,150
Amount Expended for Fiscal Year: \$5,000
Fair market value:

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

Address Line1: 7 Airport Park Blvd
Address Line2:
City: LATHAM
State: NY
Postal Code: 12110
Plus 4:
Province Region:
Country: USA
Procurement Description: Annual Audit

2. Vendor Name: Melissa Yager

Type of Procurement: Staffing Services
Award Process: Authority Contract - Competitive Bid
Award Date: 09/10/2012
End Date:
Amount: \$6,000
Amount Expended for Fiscal Year: \$6,000
Fair market value:

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

Address Line1: 137 Ashdown Road
Address Line2:
City: BALLSTON LAKE
State: NY
Postal Code: 12019
Plus 4:
Province Region:
Country: USA
Procurement Description: CFO stipend

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Procurement Transactions Listing:

3. Vendor Name: SEDC

Type of Procurement: Consulting Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/06/2009
End Date:
Amount: \$6,566.25
Amount Expended for Fiscal Year: \$13,875
Fair market value:

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

Address Line1: 28 Clinton Street
Address Line2:
City: SARATOGA SPRINGS
State: NY
Postal Code: 12866
Plus 4:
Province Region:
Country: USA

Procurement Description: Assistance in bringing new projects to
the agency

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Additional Comments: