

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://www.cortlandbusiness.com">www.cortlandbusiness.com</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?	Yes	
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?.	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?	No	

**Procurement Transactions Listing:**

<p>1. Vendor Name: Ciaschi, Dietershagen, Little, Michelson &amp; Company LLP</p> <p>Type of Procurement: Other Professional Services  Award Process: Authority Contract - Competitive Bid  Award Date: 10/11/2012  End Date: 05/15/2017  Amount: \$32,500  Amount Expended for Fiscal Year: \$6,500  Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: 401 E State Street, Suite 500  Address Line2:  City: ITHACA  State: NY  Postal Code: 14850  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: Prepare and complete annual independent audit</p>	<p>2. Vendor Name: Cortland County Business Development Corp</p> <p>Type of Procurement: Other Professional Services  Award Process: Authority Contract - Non-Competitive Bid  Award Date: 01/01/2014  End Date:  Amount: \$25,000  Amount Expended for Fiscal Year: \$25,000  Fair market value: \$25,000</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: 37 Church St  Address Line2:  City: CORTLAND  State: NY  Postal Code: 13045  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: General administrative services to assist in promoting economic development functions of the IDA</p>
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Procurement Transactions Listing:

3. Vendor Name: Menter, Rudin & Trivelpiece, PC

Type of Procurement: Legal Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$7,801.53  
Fair market value:

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

Address Line1: 308 Maltbie Street  
Address Line2:  
City: SYRACUSE  
State: NY  
Postal Code: 13204  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Legal Services

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Procurement Transactions Listing:

Additional Comments: