

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.otsegonow.com
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: Camoin Associates

Type of Procurement: Consulting Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 06/12/2015
End Date: 08/19/2015
Amount: \$9,500
Amount Expended for Fiscal Year: \$9,500
Fair market value: \$9,500

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

Address Line1: 120 West Avenue, Suite 303
Address Line2:
City: SARATOGA SPRINGS
State: NY
Postal Code: 12866
Plus 4:
Province Region:
Country: USA

Procurement Description: Grantwriting services for B&B Ranch and Generations Malting

2. Vendor Name: Clark Patterson Lee

Type of Procurement: Design and Construction/Maintenance
Award Process: Authority Contract - Competitive Bid
Award Date: 08/27/2015
End Date:
Amount: \$18,663.75
Amount Expended for Fiscal Year: \$18,663.75
Fair market value:

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

Address Line1: 205 St Paul Street, Suite 500
Address Line2:
City: ROCHESTER
State: NY
Postal Code: 14604
Plus 4:
Province Region:
Country: USA

Procurement Description: engineering study and initial design concerning Oneonta Rail Yards

Procurement Transactions Listing:

3. Vendor Name: Community Foundation of Herkimer and Oneida Counties

Type of Procurement: Other Professional Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 08/27/2015
 End Date: 09/23/2015
 Amount: \$10,000
 Amount Expended for Fiscal Year: \$10,000
 Fair market value: \$10,000

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

Address Line1: 2608 Genesee Street
 Address Line2:
 City: UTICA
 State: NY
 Postal Code: 13502
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: Services with regard to research, writing and creative services, and publication, of MV500 report

4. Vendor Name: Delaware Engineering

Type of Procurement: Consulting Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 08/06/2014
 End Date:
 Amount: \$28,392.74
 Amount Expended for Fiscal Year: \$28,392.74
 Fair market value: \$28,392.74

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

Address Line1: 28 Madison Avenue Extension
 Address Line2:
 City: ALBANY
 State: NY
 Postal Code: 12203
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: SEQR and site readiness engineering and services for Pony Farm Industrial Park, Richfield Springs, and Hartwick Table Rock site

Procurement Transactions Listing:

5. Vendor Name: Elan Planning

Type of Procurement: Consulting Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 08/13/2014
End Date:
Amount: \$81,063.64
Amount Expended for Fiscal Year: \$81,063.64
Fair market value: \$81,063.64

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

Address Line1: 18 Division Street
Address Line2: Studio 304
City: SARATOGA SPRINGS
State: NY
Postal Code: 12866
Plus 4:
Province Region:
Country: USA

Procurement Description: Consulting and strategic planning services for comprehensive plan for Village of Cooperstown and the Village and Town of Richfield Springs

6. Vendor Name: Elsevier

Type of Procurement: Technology - Consulting/Development or Support
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 06/17/2015
End Date:
Amount: \$7,592.4
Amount Expended for Fiscal Year: \$7,592.4
Fair market value: \$7,592.4

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

Address Line1: 1600 JFK Boulevard, Suite 1800
Address Line2:
City: PHILADELPHIA
State: PA
Postal Code: 19103
Plus 4:
Province Region:
Country: USA

Procurement Description: training package, via software and online, for direct service professionals training

Procurement Transactions Listing:

7. Vendor Name: Fairweather Consulting

Type of Procurement: Consulting Services
 Award Process: Authority Contract - Competitive Bid
 Award Date: 09/24/2015
 End Date: 01/05/2016
 Amount: \$7,500
 Amount Expended for Fiscal Year: \$7,500
 Fair market value:

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

Address Line1: 124 Main St, Suite 2
 Address Line2:
 City: NEW PALTZ
 State: NY
 Postal Code: 12561
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: consulting services related to strategic plan

8. Vendor Name: Hodgson Russ

Type of Procurement: Legal Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 01/01/2015
 End Date:
 Amount: \$12,125
 Amount Expended for Fiscal Year: \$12,125
 Fair market value: \$12,125

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

Address Line1: 677 Broadway
 Address Line2:
 City: ALBANY
 State: NY
 Postal Code: 12207
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: Legal services

Procurement Transactions Listing:

9. Vendor Name: Hotel and Leisure Advisors

Type of Procurement: Consulting Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 07/23/2015
End Date: 11/04/2015
Amount: \$21,894
Amount Expended for Fiscal Year: \$21,894
Fair market value: \$21,894

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

Address Line1: 14805 Detroit Avenue, Suite 420
Address Line2:
City: CLEVELAND
State: OH
Postal Code: 44107
Plus 4:
Province Region:
Country: USA

Procurement Description: Consulting services for feasibility study of destination hotel

10. Vendor Name: ISD

Type of Procurement: Technology - Hardware
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$35,556.95
Fair market value:

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

Address Line1: 98 Chestnut Street
Address Line2:
City: ONEONTA
State: NY
Postal Code: 13820
Plus 4:
Province Region:
Country: USA

Procurement Description: purchase of AV equipment including smartboards and tv monitors, laptop charging station, and a minimal amount of tech support across 2015

Procurement Transactions Listing:

11. Vendor Name: Innerspace

Type of Procurement: Commodities/Supplies
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 06/30/2015
End Date: 10/15/2015
Amount: \$39,804.59
Amount Expended for Fiscal Year: \$39,804.59
Fair market value: \$39,804.59

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

Address Line1: 3901 Genesee Street, Suite 600
Address Line2:
City: BUFFALO
State: NY
Postal Code: 14225
Plus 4:
Province Region:
Country: USA

Procurement Description: Furniture

12. Vendor Name: MELEX

Type of Procurement: Other
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 05/01/2014
End Date: 05/01/2017
Amount: \$22,500
Amount Expended for Fiscal Year: \$22,500
Fair market value: \$22,500

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

Address Line1: 330 Pony Farm Road
Address Line2:
City: ONEONTA
State: NY
Postal Code: 13820
Plus 4:
Province Region:
Country: USA

Procurement Description: Leased office space 2015

Procurement Transactions Listing:

13. Vendor Name: MVEDD

Type of Procurement: Other
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$5,000
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 26 West Main St
Address Line2:
City: MOHAWK
State: NY
Postal Code: 13407
Plus 4:
Province Region:
Country: USA

Procurement Description: Membership organization

14. Vendor Name: Mathes Public Affairs

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 01/09/2014
End Date: 12/31/2016
Amount: \$55,833
Amount Expended for Fiscal Year: \$55,833
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 24 Molly White Drive
Address Line2:
City: COXSACKIE
State: NY
Postal Code: 12051
Plus 4:
Province Region:
Country: USA

Procurement Description: Contract for services: leadership, strategic planning, site development, IDA transition, business attraction and development, management

Procurement Transactions Listing:

15. Vendor Name: Mostert, Manzanero and Scott

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 10/01/2015
End Date: 05/20/2016
Amount: \$6,800
Amount Expended for Fiscal Year: \$6,800
Fair market value: \$6,800

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

Address Line1: 4 Associate Drive
Address Line2:
City: ONEONTA
State: NY
Postal Code: 13820
Plus 4:
Province Region:
Country: USA

Procurement Description: Certified financial audit for FY 2014

16. Vendor Name: NYS EDC

Type of Procurement: Other Professional Services
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$8,570
Fair market value:

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

Address Line1: 111 Washington Ave
Address Line2:
City: ALBANY
State: NY
Postal Code: 12210
Plus 4:
Province Region:
Country: USA

Procurement Description: Education & training, conferences, marketing and promotion

Procurement Transactions Listing:

<p>17. Vendor Name: Nordutch Technologies</p> <p>Type of Procurement: Technology - Hardware Award Process: Authority Contract - Non-Competitive Bid Award Date: 07/01/2015 End Date: 09/17/2015 Amount: \$50,018.99 Amount Expended for Fiscal Year: \$50,018.99 Fair market value: \$50,018.99</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 46 Reed Street Address Line2: City: COXSACKIE State: NY Postal Code: 12051 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Computers, software and related for Training Center</p>	<p>18. Vendor Name: Oneonta Youth Soccer Association</p> <p>Type of Procurement: Other Professional Services Award Process: Authority Contract - Non-Competitive Bid Award Date: 01/01/2015 End Date: 12/31/2015 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: PO Box 303 Address Line2: City: ONEONTA State: NY Postal Code: 13820 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Maintenance of fields, scoreboards, bleachers, irrigation, concession stand for former Soccer Hall of Fame property, per mandate by NYS Supreme Court</p>
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Procurement Transactions Listing:

19. Vendor Name: Paperkite Creative

Type of Procurement: Consulting Services
Award Process: Authority Contract - Competitive Bid
Award Date: 05/28/2014
End Date:
Amount: \$24,352.28
Amount Expended for Fiscal Year: \$24,352.28
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: PO Box 214
Address Line2:
City: HARTWICK
State: NY
Postal Code: 13348
Plus 4:
Province Region:
Country: USA

Procurement Description: Brand/logo/website, annual report creation & publication, social media contract, creative services for Otsego Now and Training Center

20. Vendor Name: Philadelphia Insurance Company

Type of Procurement: Financial Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 05/13/2014
End Date: 12/31/2015
Amount: \$12,917.15
Amount Expended for Fiscal Year: \$12,917.15
Fair market value: \$12,917.15
Explain why the fair market value is less than the amount:

Address Line1: One Bala Plaza
Address Line2: suite 100
City: BALA CYNWYD
State: PA
Postal Code: 19004
Plus 4:
Province Region:
Country: USA

Procurement Description: Commercial insurance packages

Procurement Transactions Listing:

<p>21. Vendor Name: Shelter Planning</p> <p>Type of Procurement: Other Professional Services Award Process: Authority Contract - Non-Competitive Bid Award Date: 05/07/2014 End Date: 10/06/2014 Amount: \$7,500 Amount Expended for Fiscal Year: \$7,500 Fair market value: \$7,500</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 94 Glenwood Avenue Address Line2: City: QUEENSBURY State: NY Postal Code: 12804 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Creation of grant applications for CFAs and setasides, both with agency and with local businesses</p>	<p>22. Vendor Name: Staffworks</p> <p>Type of Procurement: Staffing Services Award Process: Non Contract Procurement/Purchase Order Award Date: End Date: Amount: Amount Expended for Fiscal Year: \$6,210.02 Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 2-8 Hawley St Address Line2: City: BINGHAMTON State: NY Postal Code: 13901 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: temporary clerical help and contract buyout</p>
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Procurement Transactions Listing:

23. Vendor Name: Tammy Barry

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 08/10/2015
End Date:
Amount: \$13,263.33
Amount Expended for Fiscal Year: \$13,263.33
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 155 main St, Apt 201
Address Line2:
City: ONEONTA
State: NY
Postal Code: 13820
Plus 4:
Province Region:
Country: USA

Procurement Description: classroom teaching services for Training Center, and curriculum development

24. Vendor Name: The Olin Group

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/20/2015
End Date:
Amount: \$5,100
Amount Expended for Fiscal Year: \$5,100
Fair market value: \$5,100
Explain why the fair market value is less than the amount:

Address Line1: 468 Algerine St
Address Line2:
City: AFTON
State: NY
Postal Code: 13730
Plus 4:
Province Region:
Country: USA

Procurement Description: site and building appraisals across a number of properties

Procurement Transactions Listing:

25. Vendor Name: The Rochester Group

Type of Procurement: Technology - Consulting/Development or Sup
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 06/25/2015
End Date:
Amount: \$11,000
Amount Expended for Fiscal Year: \$11,000
Fair market value: \$11,000

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

Address Line1: sdfjoi
Address Line2:
City: ALBANY
State: NY
Postal Code: 12210
Plus 4:
Province Region:
Country: USA

Procurement Description: acquisition of Sales Force software, customization and consulting

26. Vendor Name: Wilson Elser

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 02/26/2015
End Date:
Amount: \$45,000
Amount Expended for Fiscal Year: \$45,000
Fair market value: \$45,000

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

Address Line1: 677 Broadway
Address Line2:
City: ALBANY
State: NY
Postal Code: 12207
Plus 4:
Province Region:
Country: USA

Procurement Description: government relations services

Procurement Transactions Listing:

Additional Comments:

At its meeting on 3/3/16, the board of the County of Otsego IDA voted to approve this Procurement Report.