

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.cortlandbusiness.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?	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: Amy A Winters CPA PLLC</p> <p>Type of Procurement: Financial Services Award Process: Non Contract Procurement/Purchase Order Award Date: End Date: Amount: Amount Expended for Fiscal Year: \$12,735.48 Fair market value: Explain why the fair market value is less than the amount:</p> <p>Address Line1: 19 Church St Address Line2: City: CORTLAND State: NY Postal Code: 13045 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Bookkeeping and payroll services</p>	<p>2. Vendor Name: Anne M Sabach</p> <p>Type of Procurement: Other Professional Services Award Process: Non Contract Procurement/Purchase Order Award Date: End Date: Amount: Amount Expended for Fiscal Year: \$13,700.48 Fair market value: Explain why the fair market value is less than the amount:</p> <p>Address Line1: 3769 Robbins Road Address Line2: City: TULLY State: NY Postal Code: 13159 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Design/Publication Services for the BDC Newsletter</p>
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Procurement Transactions Listing:

3. Vendor Name: Center State CEO

Type of Procurement: Consulting Services
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$19,072.5
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 115 W Fayette Street
Address Line2:
City: SYRACUSE
State: NY
Postal Code: 13202
Plus 4:
Province Region:
Country: USA

Procurement Description: Cortland County share of graphic design and market assessment consulting fees for the Upstate Regional Initiative Plan

4. Vendor Name: Ciaschi, Dietershagen, Little, Michelson & Company LLP

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 10/12/2012
End Date: 05/15/2017
Amount: \$32,500
Amount Expended for Fiscal Year: \$6,500
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 401 E State Street, Suite 500
Address Line2:
City: ITHACA
State: NY
Postal Code: 14850
Plus 4:
Province Region:
Country: USA

Procurement Description: Annual Independent Audit

Procurement Transactions Listing:

Additional Comments: