

Procurement Report for Clifton Park Industrial Development Agency

Run Date: 04/17/2018

Fiscal Year Ending: 12/31/2017

Status: CERTIFIED

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://cliftonpark.org/committees-commissions/industrial-development-agency.html">http://cliftonpark.org/committees-commissions/industrial-development-agency.html</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?	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: \$5,100  
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:** Jean M. Mahserjian Esq. PC

Type of Procurement: Legal Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 01/01/2017  
End Date: 12/31/2017  
Amount: \$2,375  
Amount Expended for Fiscal Year: \$2,375  
Fair market value:

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

Address Line1: 1741 US 9  
Address Line2:  
City: CLIFTON PARK  
State: NY  
Postal Code: 12065  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Provides legal services.

Procurement Transactions Listing:

3. 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

4. Vendor Name: SEDC

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/06/2009  
End Date:  
Amount: \$37,562.5  
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: