

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:

1. Vendor Name:	Amy A. Winters CPA, PL	2. Vendor Name:	Anne M Sabach
Type of Procurement:	Financial Services	Type of Procurement:	Other Professional Services
Award Process:	Non Contract Procurement/Purchase Order	Award Process:	Non Contract Procurement/Purchase Order
Award Date:		Award Date:	
End Date:		End Date:	
Amount:		Amount:	
Amount Expended for Fiscal Year:	\$13,700	Amount Expended for Fiscal Year:	\$17,917.34
Fair market value:		Fair market value:	
Explain why the fair market value is less than the amount:		Explain why the fair market value is less than the amount:	
Address Line1:	19 Church St	Address Line1:	3769 Robbins Road
Address Line2:		Address Line2:	
City:	CORTLAND	City:	TULLY
State:	NY	State:	NY
Postal Code:	13045	Postal Code:	13159
Plus 4:		Plus 4:	
Province Region:		Province Region:	
Country:	USA	Country:	USA
Procurement Description:	Bookkeeping and payroll services	Procurement Description:	Design/publication services for BDC newsletter

Procurement Transactions Listing:

3. Vendor Name: Hathaway House

Type of Procurement: Other
 Award Process: Non Contract Procurement/Purchase Order
 Award Date:
 End Date:
 Amount:
 Amount Expended for Fiscal Year: \$5,056.48
 Fair market value:
 Explain why the fair market value is less than the amount:

Address Line1: Route 41
 Address Line2: P.O. Box 621
 City: CORTLAND
 State: NY
 Postal Code: 13045
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: Banquet facility for the Cortland Agricultural Celebration Banquet

4. Vendor Name: Insero & Co CPAs LLP

Type of Procurement: Other Professional Services
 Award Process: Authority Contract - Competitive Bid
 Award Date: 10/12/2012
 End Date: 05/15/2017
 Amount: \$6,500
 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
 Address Line2: Suite 500
 City: ITHACA
 State: NY
 Postal Code: 14850
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: Annual Independent Audit

Procurement Transactions Listing:

Additional Comments: