

Procurement Report for Cortland County Business Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/08/2023

Status: CERTIFIED

Certified Date : 03/08/2023

**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	

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**Procurement Transactions Listing:**

<b>1. Vendor Name</b>	Fisher Associates	<b>Address Line1</b>	120 East Washington St, Suite 200
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SYRACUSE
<b>Award Date</b>	2/21/2022	<b>State</b>	NY
<b>End Date</b>	4/30/2022	<b>Postal Code</b>	13202
<b>Fair Market Value</b>	\$14,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$14,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$14,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	City of Cortland downtown parking study.

<b>2. Vendor Name</b>	Hark Productions	<b>Address Line1</b>	34 Meyers Road
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	LANSING
<b>Award Date</b>	8/17/2022	<b>State</b>	NY
<b>End Date</b>	9/30/2022	<b>Postal Code</b>	14882
<b>Fair Market Value</b>	\$10,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$10,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Village of Homer DRI Promotional Video

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<b>3. Vendor Name</b>	Insero & Co CPAs LLP	<b>Address Line1</b>	401 E State Street Suite 500
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ITHACA
<b>Award Date</b>	11/13/2017	<b>State</b>	NY
<b>End Date</b>	5/15/2022	<b>Postal Code</b>	14850
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$33,600.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Annual independent audit

**Additional Comments**