

Procurement Report for Cortland County Business Development Corporation

Fiscal Year Ending: 12/31/2023

Run Date: 02/28/2024

Status: CERTIFIED

Certified Date : 02/28/2024

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	

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Procurement Transactions Listing:

1. Vendor Name	Eve's Broadcasting, Inc	Address Line1	P.O. Box 386
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	HOMER
Award Date		State	NY
End Date		Postal Code	13077
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$8,050.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Radio advertisements for BDC services and community events

2. Vendor Name	Insero & Co CPAs LLP	Address Line1	401 E State Street Suite 500
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ITHACA
Award Date	6/12/2023	State	NY
End Date	5/15/2027	Postal Code	14850
Fair Market Value	\$41,500.00	Plus 4	
Amount	\$41,500.00	Province/Region	
Amount Expended For Fiscal Year	\$7,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual independent audit

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3. Vendor Name	Plan First Technologies, Inc.	Address Line1	17 Main Street
Type of Procurement	Technology - Consulting/Development or Support	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	CORTLAND
Award Date		State	NY
End Date		Postal Code	13045
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$6,387.38	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	IT services

4. Vendor Name	Pracademic Partners, LLC	Address Line1	6534 Florence Lane
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	LIVONIA
Award Date	5/7/2023	State	NY
End Date	5/7/2025	Postal Code	14487
Fair Market Value	\$18,000.00	Plus 4	
Amount	\$18,000.00	Province/Region	
Amount Expended For Fiscal Year	\$18,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Executive Employment Search Services

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Additional Comments