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Procurement Report for Cortland Industrial Development Agency

Fiscal Year Ending: 12/31/2021

Run Date: 02/03/2022
Status: CERTIFIED
Certified Date : 02/03/2022

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	www.cortlandcountyida.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	Cortland County Business Development Corp	**Address Line1**	40 Main Street Suite A
Type of Procurement	Other Professional Services	**Address Line2**	
Award Process	Authority Contract - Non-Competitive Bid	**City**	CORTLAND
Award Date	1/1/2014	**State**	NY
End Date		**Postal Code**	13045
Fair Market Value	$25,000.00	**Plus 4**	
Amount	$25,000.00	**Province/Region**	
Amount Expended For Fiscal Year	$25,000.00	**Country**	United States
Explain why the Fair Market Value is Less than the Amount		**Procurement Description**	General administrative services to assist in promoting economic development functions of the IDA

2. Vendor Name	Hancock Estabrook LLP	**Address Line1**	1800 AXA Tower I, 100 Madison Street
Type of Procurement	Legal Services	**Address Line2**	
Award Process	Non Contract Procurement/Purchase Order	**City**	SYRACUSE
Award Date		**State**	NY
End Date		**Postal Code**	13202
Fair Market Value		**Plus 4**	
Amount		**Province/Region**	
Amount Expended For Fiscal Year	$7,708.22	**Country**	United States
Explain why the Fair Market Value is Less than the Amount		**Procurement Description**	Legal services

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3. 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 - Competitive Bid	**City**	ITHACA
Award Date	11/13/2017	**State**	NY
End Date	5/15/2022	**Postal Code**	14850
Fair Market Value		**Plus 4**	
Amount	$33,600.00	**Province/Region**	
Amount Expended For Fiscal Year	$6,800.00	**Country**	United States
Explain why the Fair Market Value is Less than the Amount		**Procurement Description**	Prepare and complete annual independent audit

Additional Comments