

**Procurement Report for Steuben County Industrial Development Agency**

Run Date: 03/29/2017

Status: CERTIFIED

Fiscal Year Ending: 12/31/2016

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.steubencountyida.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?	Yes	
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?	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"?	No	
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?	Yes	
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?		

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Procurement Transactions Listing:

<p>1. Vendor Name: EFPR Group, CPAS PLLC</p> <p>Type of Procurement: Financial Services</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/28/2016</p> <p>End Date: 03/31/2016</p> <p>Amount: \$8,200</p> <p>Amount Expended for Fiscal Year: \$8,200</p> <p>Fair market value: \$8,200</p> <p>Explain why the fair market value is less than the amount:</p>	<p>2. Vendor Name: Howell Liberatore &amp; Associates, Inc.</p> <p>Type of Procurement: Other Professional Services</p> <p>Award Process: Authority Contract - Competitive Bid</p> <p>Award Date: 08/25/2016</p> <p>End Date: 03/31/2018</p> <p>Amount: \$22,500</p> <p>Amount Expended for Fiscal Year: \$4,500</p> <p>Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p>
<p>Address Line1: 280 Kenneth Drive, Suite 100</p> <p>Address Line2:</p> <p>City: ROCHESTER</p> <p>State: NY</p> <p>Postal Code: 14623</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Annual Audit</p>	<p>Address Line1: 50 Pennsylvania Avenue</p> <p>Address Line2:</p> <p>City: ELMIRA</p> <p>State: NY</p> <p>Postal Code: 14904</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Marketing Management</p>

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**Procurement Transactions Listing:**

**3. Vendor Name:** Susan Payne

**4. Vendor Name:** Three Rivers Development Corporation

<p>Type of Procurement: Award Process: Award Date: End Date: Amount: Amount Expended for Fiscal Year: Fair market value: Explain why the fair market value is less than the amount:</p>	<p>Consulting Services Authority Contract - Non-Competitive Bid 04/13/2016 \$9,250 \$4,625 \$18,500</p>	<p>Type of Procurement: Award Process: Award Date: End Date: Amount: Amount Expended for Fiscal Year: Fair market value: Explain why the fair market value is less than the amount:</p>	<p>Consulting Services Authority Contract - Non-Competitive Bid 01/01/2016 12/31/2016 \$21,050.04 \$24,000 \$21,050.04</p>
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Address Line1:  
Address Line2:  
City:  
State:  
Postal Code:  
Plus 4:  
Province Region:  
Country:

19 Carol Court  
ENDWELL  
NY  
13760  
USA

Procurement Description:  
Plan a strategy for the Hornell Rail  
Innovation Hub Workforce Development  
Center

Address Line1:  
Address Line2:  
City:  
State:  
Postal Code:  
Plus 4:  
Province Region:  
Country:

19 East Market Street, Suite 201  
CORNING  
NY  
14830  
USA

Procurement Description:  
To support efforts to develop Energy  
Institute for Steuben County

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**Procurement Transactions Listing:**

5. Vendor Name: Welch & Zink

Type of Procurement: Legal Services  
 Award Process: Authority Contract - Competitive Bid  
 Award Date: 01/01/2016  
 End Date: 12/31/2016  
 Amount: \$9,000  
 Amount Expended for Fiscal Year: \$9,000

Fair market value:

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

Address Line1: 5 E. Market Street, Suite 201  
 Address Line2:  
 City: CORNING  
 State: NY  
 Postal Code: 14830  
 Plus 4:  
 Province Region:  
 Country: USA  
 Procurement Description: Legal Services

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**Additional Comments:**