

Procurement Report for Clifton Park Industrial Development Agency

Fiscal Year Ending: 12/31/2018

Run Date: 03/29/2019

Status: CERTIFIED

Certified Date : 03/29/2019

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.cliftonpark.org/committees-commissions/industrial-development-agency.html
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?	No	
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"?	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?	Yes	

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Procurement Transactions Listing:

1. Vendor Name	Cusack & Company	Address Line1	7 Airport Park Blvd
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	LATHAM
Award Date	11/15/2014	State	NY
End Date	12/31/2017	Postal Code	12110
Fair Market Value		Plus 4	
Amount	\$5,200.00	Province/Region	
Amount Expended For Fiscal Year	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual Audit

2. Vendor Name	Jean M. Mahserjian Esq. PC	Address Line1	1741 US 9
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	CLIFTON PARK
Award Date	1/1/2018	State	NY
End Date	12/31/2018	Postal Code	12065
Fair Market Value		Plus 4	
Amount	\$1,862.50	Province/Region	
Amount Expended For Fiscal Year	\$1,862.50	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Provides legal services.

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3. Vendor Name	Melissa Yager	Address Line1	53 Orchardview Dr
Type of Procurement	Staffing Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	CLIFTON PARK
Award Date	9/10/2012	State	NY
End Date		Postal Code	12065
Fair Market Value		Plus 4	
Amount	\$10,000.00	Province/Region	
Amount Expended For Fiscal Year	\$10,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	CFO stipend

4. Vendor Name	SEDC	Address Line1	28 Clinton Street
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	SARATOGA SPRINGS
Award Date	1/6/2009	State	NY
End Date		Postal Code	12866
Fair Market Value		Plus 4	
Amount	\$12,093.75	Province/Region	
Amount Expended For Fiscal Year	\$13,875.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Assistance in bringing new projects to the agency

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Additional Comments