

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://fairportoced.org/uploads/IDA/Policies/OCED_ProcurementPolicy.pdf">http://fairportoced.org/uploads/IDA/Policies/OCED_ProcurementPolicy.pdf</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?	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"?	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	

Procurement Transactions Listing:

1. Vendor Name: Happy Software

Type of Procurement: Technology - Software  
 Award Process: Authority Contract - Competitive Bid  
 Award Date: 01/01/2016  
 End Date: 12/31/2016  
 Amount: \$6,701  
 Amount Expended for Fiscal Year: \$6,701  
 Fair market value:

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

Address Line1: 11 Federal Street Federal Street  
 Address Line2:  
 City: SARATOGA SPRINGS  
 State: NY  
 Postal Code: 12866  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Software Support

2. Vendor Name: Harris Beach PLCC

Type of Procurement: Legal Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 12/08/2016  
 End Date:  
 Amount: \$7,656  
 Amount Expended for Fiscal Year: \$7,656  
 Fair market value: \$7,656

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

Address Line1: 99 Garnsey Road  
 Address Line2:  
 City: PITTSFORD  
 State: NY  
 Postal Code: 14534  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Legal Services

Procurement Transactions Listing:

3. Vendor Name: Raymond F. Wager, CPA

Type of Procurement: Financial Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 10/01/2015  
End Date: 12/31/2015  
Amount: \$10,145  
Amount Expended for Fiscal Year: \$10,145  
Fair market value:

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

Address Line1: 1020 Lehigh Station Road  
Address Line2:  
City: HENRIETTA  
State: NY  
Postal Code: 14467  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Audit services of independent accountant

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Procurement Transactions Listing:

Additional Comments: