

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://fairportoced.org/urban-renewal-agency/ura-policies.htm">http://fairportoced.org/urban-renewal-agency/ura-policies.htm</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?	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?	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

2. Vendor Name: Raymond F. Wager, CPA

Type of Procurement: Technology - Software  
 Award Process: Authority Contract - Competitive Bid  
 Award Date: 01/01/2015  
 End Date: 12/31/2015  
 Amount: \$6,206  
 Amount Expended for Fiscal Year: \$6,206  
 Fair market value:

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

Type of Procurement: Financial Services  
 Award Process: Authority Contract - Competitive Bid  
 Award Date: 10/01/2014  
 End Date: 12/31/2014  
 Amount: \$9,550  
 Amount Expended for Fiscal Year: \$9,836  
 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

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:**