

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://www.otsegonow.com">www.otsegonow.com</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?	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	

Procurement Transactions Listing:

1. Vendor Name: Mathes Public Affairs

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 05/28/2015  
End Date: 12/31/2019  
Amount: \$110,000  
Amount Expended for Fiscal Year: \$110,000  
Fair market value:

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

Address Line1: 24 Molly White Drive  
Address Line2:  
City: COXSACKIE  
State: NY  
Postal Code: 12051  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Consulting services related to creation of shovelready sites, business attraction, infrastructure enhancement, attraction of private investment in Otsego County

Procurement Report for Otsego County Capital Resource Corporation

Run Date: 03/08/2017

Fiscal Year Ending: 12/31/2016

Status: CERTIFIED

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Procurement Transactions Listing:

Additional Comments:

The Board of Directors of the OCCRC voted on February 23, 2017, to approve this Procurement Report and to authorize its submission to the ABO. The report will be posted on our website, [www.otsegonow.com](http://www.otsegonow.com), by 3/31/17.