

**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?	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: Camoin Associates

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 06/12/2015  
End Date: 08/19/2015  
Amount: \$9,500  
Amount Expended for Fiscal Year: \$9,500  
Fair market value: \$9,500

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

Address Line1: 120 West Avenue, Suite 303  
Address Line2:  
City: SARATOGA SPRINGS  
State: NY  
Postal Code: 12866  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Grantwriting services for B&B Ranch and Generations Malting

2. Vendor Name: Clark Patterson Lee

Type of Procurement: Design and Construction/Maintenance  
Award Process: Authority Contract - Competitive Bid  
Award Date: 08/27/2015  
End Date:  
Amount: \$18,663.75  
Amount Expended for Fiscal Year: \$18,663.75  
Fair market value:

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

Address Line1: 205 St Paul Street, Suite 500  
Address Line2:  
City: ROCHESTER  
State: NY  
Postal Code: 14604  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: engineering study and initial design concerning Oneonta Rail Yards

**Procurement Transactions Listing:**

3. Vendor Name: Community Foundation of Herkimer and Oneida Counties

Type of Procurement: Other Professional Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 08/27/2015  
 End Date: 09/23/2015  
 Amount: \$10,000  
 Amount Expended for Fiscal Year: \$10,000  
 Fair market value: \$10,000

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

Address Line1: 2608 Genesee Street  
 Address Line2:  
 City: UTICA  
 State: NY  
 Postal Code: 13502  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Services with regard to research, writing and creative services, and publication, of MV500 report

4. Vendor Name: Delaware Engineering

Type of Procurement: Consulting Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 08/06/2014  
 End Date:  
 Amount: \$28,392.74  
 Amount Expended for Fiscal Year: \$28,392.74  
 Fair market value: \$28,392.74

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

Address Line1: 28 Madison Avenue Extension  
 Address Line2:  
 City: ALBANY  
 State: NY  
 Postal Code: 12203  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: SEQR and site readiness engineering and services for Pony Farm Industrial Park, Richfield Springs, and Hartwick Table Rock site

Procurement Transactions Listing:

5. Vendor Name: Elan Planning

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 08/13/2014  
End Date:  
Amount: \$81,063.64  
Amount Expended for Fiscal Year: \$81,063.64  
Fair market value: \$81,063.64

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

Address Line1: 18 Division Street  
Address Line2: Studio 304  
City: SARATOGA SPRINGS  
State: NY  
Postal Code: 12866  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Consulting and strategic planning services for comprehensive plan for Village of Cooperstown and the Village and Town of Richfield Springs

6. Vendor Name: Elsevier

Type of Procurement: Technology - Consulting/Development or Support  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 06/17/2015  
End Date:  
Amount: \$7,592.4  
Amount Expended for Fiscal Year: \$7,592.4  
Fair market value: \$7,592.4

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

Address Line1: 1600 JFK Boulevard, Suite 1800  
Address Line2:  
City: PHILADELPHIA  
State: PA  
Postal Code: 19103  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: training package, via software and online, for direct service professionals training

Procurement Transactions Listing:

7. Vendor Name: Fairweather Consulting

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 09/24/2015  
End Date: 01/05/2016  
Amount: \$7,500  
Amount Expended for Fiscal Year: \$7,500  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: 124 Main St, Suite 2  
Address Line2:  
City: NEW PALTZ  
State: NY  
Postal Code: 12561  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: consulting services related to strategic plan

8. Vendor Name: Hodgson Russ

Type of Procurement: Legal Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/01/2015  
End Date:  
Amount: \$12,125  
Amount Expended for Fiscal Year: \$12,125  
Fair market value: \$12,125  
Explain why the fair market value is less than the amount:

Address Line1: 677 Broadway  
Address Line2:  
City: ALBANY  
State: NY  
Postal Code: 12207  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Legal services

**Procurement Transactions Listing:**

9. Vendor Name: Hotel and Leisure Advisors

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 07/23/2015  
End Date: 11/04/2015  
Amount: \$21,894  
Amount Expended for Fiscal Year: \$21,894  
Fair market value: \$21,894

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

Address Line1: 14805 Detroit Avenue, Suite 420  
Address Line2:  
City: CLEVELAND  
State: OH  
Postal Code: 44107  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Consulting services for feasibility study of destination hotel

10. Vendor Name: ISD

Type of Procurement: Technology - Hardware  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$35,556.95  
Fair market value:

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

Address Line1: 98 Chestnut Street  
Address Line2:  
City: ONEONTA  
State: NY  
Postal Code: 13820  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: purchase of AV equipment including smartboards and tv monitors, laptop charging station, and a minimal amount of tech support across 2015

Procurement Transactions Listing:

<p>11. Vendor Name: Innerspace</p> <p>Type of Procurement: Commodities/Supplies  Award Process: Authority Contract - Non-Competitive Bid  Award Date: 06/30/2015  End Date: 10/15/2015  Amount: \$39,804.59  Amount Expended for Fiscal Year: \$39,804.59  Fair market value: \$39,804.59</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: 3901 Genesee Street, Suite 600  Address Line2:  City: BUFFALO  State: NY  Postal Code: 14225  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: Furniture</p>	<p>12. Vendor Name: MELEX</p> <p>Type of Procurement: Other  Award Process: Authority Contract - Non-Competitive Bid  Award Date: 05/01/2014  End Date: 05/01/2017  Amount: \$22,500  Amount Expended for Fiscal Year: \$22,500  Fair market value: \$22,500</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: 330 Pony Farm Road  Address Line2:  City: ONEONTA  State: NY  Postal Code: 13820  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: Leased office space 2015</p>
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Procurement Transactions Listing:

13. Vendor Name: MVEDD

Type of Procurement: Other  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$5,000  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: 26 West Main St  
Address Line2:  
City: MOHAWK  
State: NY  
Postal Code: 13407  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Membership organization

14. Vendor Name: Mathes Public Affairs

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 01/09/2014  
End Date: 12/31/2016  
Amount: \$55,833  
Amount Expended for Fiscal Year: \$55,833  
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: Contract for services: leadership, strategic planning, site development, IDA transition, business attraction and development, management



**Procurement Transactions Listing:**

15. Vendor Name: Mostert, Manzanero and Scott

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 10/01/2015  
End Date: 05/20/2016  
Amount: \$6,800  
Amount Expended for Fiscal Year: \$6,800  
Fair market value: \$6,800

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

Address Line1: 4 Associate Drive  
Address Line2:  
City: ONEONTA  
State: NY  
Postal Code: 13820  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Certified financial audit for FY 2014

16. Vendor Name: NYS EDC

Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$8,570  
Fair market value:

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

Address Line1: 111 Washington Ave  
Address Line2:  
City: ALBANY  
State: NY  
Postal Code: 12210  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Education & training, conferences, marketing and promotion

**Procurement Transactions Listing:**

17. Vendor Name: Nordutch Technologies

Type of Procurement: Technology - Hardware  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 07/01/2015  
End Date: 09/17/2015  
Amount: \$50,018.99  
Amount Expended for Fiscal Year: \$50,018.99  
Fair market value: \$50,018.99

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

Address Line1: 46 Reed Street  
Address Line2:  
City: COXSACKIE  
State: NY  
Postal Code: 12051  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Computers, software and related for Training Center

18. Vendor Name: Oneonta Youth Soccer Association

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/01/2015  
End Date: 12/31/2015  
Amount: \$25,000  
Amount Expended for Fiscal Year: \$25,000  
Fair market value: \$25,000

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

Address Line1: PO Box 303  
Address Line2:  
City: ONEONTA  
State: NY  
Postal Code: 13820  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Maintenance of fields, scoreboards, bleachers, irrigation, concession stand for former Soccer Hall of Fame property, per mandate by NYS Supreme Court

Procurement Transactions Listing:

19. Vendor Name: Paperkite Creative

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 05/28/2014  
End Date:  
Amount: \$24,352.28  
Amount Expended for Fiscal Year: \$24,352.28  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: PO Box 214  
Address Line2:  
City: HARTWICK  
State: NY  
Postal Code: 13348  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Brand/logo/website, annual report creation & publication, social media contract, creative services for Otsego Now and Training Center

20. Vendor Name: Philadelphia Insurance Company

Type of Procurement: Financial Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 05/13/2014  
End Date: 12/31/2015  
Amount: \$12,917.15  
Amount Expended for Fiscal Year: \$12,917.15  
Fair market value: \$12,917.15  
Explain why the fair market value is less than the amount:

Address Line1: One Bala Plaza  
Address Line2: suite 100  
City: BALA CYNWYD  
State: PA  
Postal Code: 19004  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Commercial insurance packages

**Procurement Transactions Listing:**

<p>21. Vendor Name: Shelter Planning</p> <p>Type of Procurement: Other Professional Services  Award Process: Authority Contract - Non-Competitive Bid  Award Date: 05/07/2014  End Date: 10/06/2014  Amount: \$7,500  Amount Expended for Fiscal Year: \$7,500  Fair market value: \$7,500</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: 94 Glenwood Avenue  Address Line2:  City: QUEENSBURY  State: NY  Postal Code: 12804  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: Creation of grant applications for CFAs and setasides, both with agency and with local businesses</p>	<p>22. Vendor Name: Staffworks</p> <p>Type of Procurement: Staffing Services  Award Process: Non Contract Procurement/Purchase Order  Award Date:  End Date:  Amount:  Amount Expended for Fiscal Year: \$6,210.02  Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: 2-8 Hawley St  Address Line2:  City: BINGHAMTON  State: NY  Postal Code: 13901  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: temporary clerical help and contract buyout</p>
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Procurement Transactions Listing:

<p>23. Vendor Name: Tammy Barry</p> <p>Type of Procurement: Other Professional Services  Award Process: Authority Contract - Competitive Bid  Award Date: 08/10/2015  End Date:  Amount: \$13,263.33  Amount Expended for Fiscal Year: \$13,263.33  Fair market value:    Explain why the fair market value is less than the amount:</p> <p>Address Line1: 155 main St, Apt 201  Address Line2:  City: ONEONTA  State: NY  Postal Code: 13820  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: classroom teaching services for Training Center, and curriculum development</p>	<p>24. Vendor Name: The Olin Group</p> <p>Type of Procurement: Other Professional Services  Award Process: Authority Contract - Non-Competitive Bid  Award Date: 01/20/2015  End Date:  Amount: \$5,100  Amount Expended for Fiscal Year: \$5,100  Fair market value: \$5,100    Explain why the fair market value is less than the amount:</p> <p>Address Line1: 468 Algerine St  Address Line2:  City: AFTON  State: NY  Postal Code: 13730  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: site and building appraisals across a number of properties</p>
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Procurement Transactions Listing:

25. Vendor Name: The Rochester Group

Type of Procurement: Technology - Consulting/Development or Sup  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 06/25/2015  
End Date:  
Amount: \$11,000  
Amount Expended for Fiscal Year: \$11,000  
Fair market value: \$11,000

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

Address Line1: sdfjoi  
Address Line2:  
City: ALBANY  
State: NY  
Postal Code: 12210  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: acquisition of Sales Force software, customization and consulting

26. Vendor Name: Wilson Elser

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 02/26/2015  
End Date:  
Amount: \$45,000  
Amount Expended for Fiscal Year: \$45,000  
Fair market value: \$45,000

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

Address Line1: 677 Broadway  
Address Line2:  
City: ALBANY  
State: NY  
Postal Code: 12207  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: government relations services

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Procurement Transactions Listing:

Additional Comments:

At its meeting on 3/3/16, the board of the County of Otsego IDA voted to approve this Procurement Report.