

Procurement Report for The North Country Alliance Local Development Corporation

Fiscal Year Ending: 12/31/2018

Run Date: 03/27/2019

Status: CERTIFIED

Certified Date : 03/27/2019

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.citec.org/northcountryalliance.org/policies.php
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?	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	Boire Benner Group	Address Line1	121 Bridge Street
Type of Procurement	Consulting Services	Address Line2	Suite 201
Award Process	Non Contract Procurement/Purchase Order	City	PLATTSBURGH
Award Date		State	NY
End Date		Postal Code	12901
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$12,172.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Design services for the North Country Regional Economic Development Council annual report/plan.

2. Vendor Name	CITEC Inc	Address Line1	65 Main Street
Type of Procurement	Other Professional Services	Address Line2	Box 8561 Clarkson University
Award Process	Authority Contract - Competitive Bid	City	POTSDAM
Award Date	9/1/2016	State	NY
End Date	8/31/2019	Postal Code	13699
Fair Market Value		Plus 4	8561
Amount	\$11,200.00	Province/Region	
Amount Expended For Fiscal Year	\$11,520.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Coordination of non-financial services, including but not limited to membership and website, communications and correspondence, meetings and events and other general matters as outlined in the Scope of Services.

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3. Vendor Name	Crowley & Halloran, CPAs, P.C.	Address Line1	215 Washington Street
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	WATERTOWN
Award Date	1/2/2014	State	NY
End Date	3/31/2018	Postal Code	13601
Fair Market Value		Plus 4	
Amount	\$5,205.00	Province/Region	
Amount Expended For Fiscal Year	\$5,175.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Audit services

4. Vendor Name	Development Authority of the North Country	Address Line1	317 Washington Street
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	WATERTOWN
Award Date	5/23/2011	State	NY
End Date		Postal Code	13601
Fair Market Value		Plus 4	
Amount	\$48,709.44	Province/Region	
Amount Expended For Fiscal Year	\$49,683.64	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Services related to management of its revolving loan funds, financial management, and associated administrative services.

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5. Vendor Name	Menter Rudin Trivelpiece, PC	Address Line1	125 East Jefferson Street
Type of Procurement	Legal Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	SYRACUSE
Award Date		State	NY
End Date		Postal Code	13202
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$6,723.77	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Legal services for collections

Additional Comments