

Procurement Report for Economic Development Corporation - Warren County

Fiscal Year Ending: 12/31/2023

Run Date: 03/28/2024

Status: CERTIFIED

Certified Date : 03/25/2024

**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://www.edcwc.org">www.edcwc.org</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?	No	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
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:**

<b>1. Vendor Name</b>	Adirondack Technical Solutions	<b>Address Line1</b>	5457 State Route 40
<b>Type of Procurement</b>	Technology - Consulting/Development or Support	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ARGYLE
<b>Award Date</b>	1/1/2013	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12809
<b>Fair Market Value</b>	\$19,840.00	<b>Plus 4</b>	
<b>Amount</b>	\$19,840.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$19,840.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	IT Service

<b>2. Vendor Name</b>	Atlas Integrated LLC	<b>Address Line1</b>	1860 Blake Street, Suite B101
<b>Type of Procurement</b>	Technology - Consulting/Development or Support	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	DENVER
<b>Award Date</b>	10/5/2018	<b>State</b>	CO
<b>End Date</b>		<b>Postal Code</b>	80202
<b>Fair Market Value</b>	\$8,485.00	<b>Plus 4</b>	
<b>Amount</b>	\$8,485.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$8,485.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Update of current website ,including improving data collection, connectivity with other social media platforms, compliance .with ADA requirements, service-maintenance

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<b>3. Vendor Name</b>	Behan Communications Inc.	<b>Address Line1</b>	136 Glen Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	Floor 2
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	GLENS FALLS
<b>Award Date</b>	8/5/2020	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12801
<b>Fair Market Value</b>	\$35,104.00	<b>Plus 4</b>	
<b>Amount</b>	\$35,104.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$35,104.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Public Relation Services

<b>4. Vendor Name</b>	Harris Beach	<b>Address Line1</b>	431-433 Broadway Suite 304
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SARATOGA SPRINGS
<b>Award Date</b>	1/7/2019	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12866
<b>Fair Market Value</b>	\$9,372.00	<b>Plus 4</b>	
<b>Amount</b>	\$9,372.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$9,372.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	general legal services

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<b>5. Vendor Name</b>	MMB & Co.	<b>Address Line1</b>	111 Everts Avenue
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	QUEENSBURY
<b>Award Date</b>	9/21/2021	<b>State</b>	NY
<b>End Date</b>	12/31/2024	<b>Postal Code</b>	12804
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$11,801.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$11,801.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Audit and state filing CHAR. Marvin & Company merged with MMB & Co. in January 2023

**Additional Comments**



## Policy No. 9

### ECONOMIC DEVELOPMENT CORPORATION

#### PROCUREMENT POLICY

##### A. Introduction

1. Scope – In accordance with the Public Authorities Accountability Act of 2005, as amended by Chapter 506 of the Laws of 2009 of the State of New York, the Economic Development Corporation (the “Corporation”) is required to adopt procurement policies that will apply to the procurement of goods and services not subject to the competitive bidding requirements the New York State General Municipal Law and paid for by the Corporation for its own use and account.

2. Purpose – The primary objectives of this policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of a political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

##### B. Procurement Policy

Any purchase/contract for goods or services with an annualized expenditure in excess of fifteen thousand (\$15,000) must adhere to the following:

###### Definitions:

*best value* - the basis for awarding all service purchases/contracts to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors. Such basis shall be, whenever possible, quantifiable.

*responsible* - Such requirements may include, but are not limited to, the offerors’ qualifications, financial stability and integrity.

*responsive* - Applies to the extent to which the offer has complied with the specifications or requirements of the solicitation for goods or services.

1) For the purchase of goods, proposals must be requested from a minimum of three (3) offerors. The lowest responsible, responsive bidder shall be accepted unless it is otherwise in the best interest of the Corporation, as justified in writing by the Contracting Officer of the

Corporation. Such justification must be maintained in the procurement record. Contracting Officer is CEO of organization.

2) For purchases of services, proposals must be requested from a minimum of three (3) offerors. The best value bidder shall be accepted unless it is otherwise in the best interest of the Corporation, as justified in writing by the Contracting Officer of the Corporation. Such justification must be maintained in the procurement record.

3) The requirement for competitive bidding may be waived upon prior written approval of the Contracting Officer provided that prior to the acceptance of such goods or services, a written statement is prepared describing the justification for waiving competitive bidding and the reasonableness of the proposed expenditure.

*Approved and adopted this 25<sup>th</sup> day of February 2014.  
Revised and approved March 21, 2017.*

*Re-Affirmed March 20, 2024*