

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://mcidcweb.com/policies">http://mcidcweb.com/policies</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?.	No	
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: County of Monroe

Type of Procurement: Other

Award Process: Authority Contract - Non-Competitive Bid

Award Date: 01/01/2017

End Date: 12/31/2017

Amount: \$90,000

Amount Expended for Fiscal Year: \$90,000

Fair market value: \$90,000

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

Address Line1: 39 West Main Street

Address Line2:

City: ROCHESTER

State: NY

Postal Code: 14614

Plus 4:

Province Region:

Country: USA

Procurement Description: Covers a portion of overhead including copying charges, postage, printing, advertising and rent.

2. Vendor Name: DB Richards Consulting

Type of Procurement: Consulting Services

Award Process: Authority Contract - Non-Competitive Bid

Award Date: 02/01/2017

End Date: 12/31/2017

Amount: \$5,800

Amount Expended for Fiscal Year: \$5,800

Fair market value: \$5,800

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

Address Line1: 87 Loch Revan Heights

Address Line2:

City: ROCHESTER

State: NY

Postal Code: 14617

Plus 4:

Province Region:

Country: USA

Procurement Description: SBA Loan Review and SBA Loan Consulting

Procurement Transactions Listing:

3. Vendor Name: Harris Beach

Type of Procurement: Legal Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 01/01/2015  
 End Date: 12/31/2019  
 Amount: \$20,000  
 Amount Expended for Fiscal Year: \$20,000  
 Fair market value: \$20,000

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

Address Line1: 99 Garnsey Road  
 Address Line2:  
 City: PITTSFORD  
 State: NY  
 Postal Code: 14534  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Legal Services

4. Vendor Name: Hays Companies

Type of Procurement: Other  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 06/30/2017  
 End Date: 06/30/2018  
 Amount: \$7,553.42  
 Amount Expended for Fiscal Year: \$7,553.42  
 Fair market value: \$7,553.42

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

Address Line1: 1025 Thomas Jefferson Street NW  
 Address Line2: Suite 425 West  
 City: WASHINGTON  
 State: DC  
 Postal Code: 20007  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: SBA D&O and E&O Liability Insurance Policy

Procurement Transactions Listing:

5. Vendor Name: Imagine Monroe Powered by COMIDA

Type of Procurement: Other

Award Process: Authority Contract - Non-Competitive Bid

Award Date: 01/01/2017

End Date: 12/31/2017

Amount: \$49,000

Amount Expended for Fiscal Year: \$49,000

Fair market value: \$49,000

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

Address Line1: 50 West Main Street

Address Line2: Suite 8100

City: ROCHESTER

State: NY

Postal Code: 14614

Plus 4:

Province Region:

Country: USA

Procurement Description: Economic Development Support Specialist

6. Vendor Name: The Bonadio Group

Type of Procurement: Other Professional Services

Award Process: Authority Contract - Competitive Bid

Award Date: 01/01/2017

End Date: 12/31/2017

Amount: \$15,000

Amount Expended for Fiscal Year: \$15,000

Fair market value:

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

Address Line1: 171 Sully's Trail

Address Line2:

City: PITTSFORD

State: NY

Postal Code: 14534

Plus 4:

Province Region:

Country: USA

Procurement Description: Accounting / Audit Services

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Procurement Transactions Listing:

Additional Comments: