

Procurement Report for Warren County Local Development Corporation

Fiscal Year Ending: 12/31/2023

Run Date: 03/25/2024

Status: CERTIFIED

Certified Date : 03/25/2024

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://warrencountyny.gov/LDC
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:

1. Vendor Name	EDC Warren County	Address Line1	11 SOUTH ST
Type of Procurement	Other Professional Services	Address Line2	Suite 201
Award Process	Authority Contract - Non-Competitive Bid	City	GLENS FALLS
Award Date	1/1/2023	State	NY
End Date	12/31/2023	Postal Code	12801
Fair Market Value	\$50,000.00	Plus 4	
Amount	\$50,000.00	Province/Region	
Amount Expended For Fiscal Year	\$50,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Professional service contract

2. Vendor Name	EFPR Group, CPAs Pllc	Address Line1	6390 Main St.
Type of Procurement	Financial Services	Address Line2	Suite 200
Award Process	Authority Contract - Non-Competitive Bid	City	WILLIAMSVILLE
Award Date	1/1/2023	State	NY
End Date	12/31/2023	Postal Code	14221
Fair Market Value	\$10,000.00	Plus 4	
Amount	\$7,500.00	Province/Region	
Amount Expended For Fiscal Year	\$6,600.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Audit services

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3. Vendor Name	Fitzgerald Morris Baker Firth PC	Address Line1	Fitzgerald Morris Baker Firth PC
Type of Procurement	Legal Services	Address Line2	68 Warren Street; PO Box 2017
Award Process	Authority Contract - Competitive Bid	City	GLENS FALLS
Award Date	8/18/2022	State	NY
End Date		Postal Code	12801
Fair Market Value		Plus 4	
Amount	\$2,195.50	Province/Region	
Amount Expended For Fiscal Year	\$2,195.50	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	A Request for Quotes was sent out to all legal firms within a 50 mile radius. We received 3 proposals.

Additional Comments



WARREN COUNTY LOCAL DEVELOPMENT CORPORATION PROCUREMENT POLICY No. 7

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 Warren County Local 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.

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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.

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 19th day of December 2011
Reviewed & reaffirmed March 21, 2024*

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