Procurement Report for Village of Elmira Heights Urban Renewal Agency **Run Date: 01/09/2013**

Fiscal Year Ending: 06/30/2012 **Status: CERTIFIED**

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.ElmiraHeightsURA.com
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"?	No	
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?	No	

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Procurement Transactions Listing:

1.

Vendor Name:	Community Progress Inc.
Type of Procurement:	Consulting Services
Award Process:	Authority Contract - Non-Competitive Bid
Award Date:	07/01/2012
End Date:	06/30/2013
Amount:	$7,533
Amount Expended for Fiscal Year:	$7,533
Fair market value:	$7,533
Explain why the fair market value is less than the amount:	
Address Line1:	147 East Second Street
Address Line2:	
City:	CORNING
State:	NY
Postal Code:	14830
Plus 4:	
Province Region:	
Country:	USA
Procurement Description:	Development Consulting

2.

Vendor Name:	Richard McNeilly CPA
Type of Procurement:	Financial Services
Award Process:	Non Contract Procurement/Purchase Order
Award Date:	
End Date:	
Amount:	
Amount Expended for Fiscal Year:	$5,050
Fair market value:	
Explain why the fair market value is less than the amount:	
Address Line1:	124 W Franklin Street
Address Line2:	
City:	HORSEHEADS
State:	NY
Postal Code:	14845
Plus 4:	
Province Region:	
Country:	USA
Procurement Description:	Audit Services

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Procurement Transactions Listing:

3. Vendor Name: Southern Tier Economic Growth

Type of Procurement: Consulting Services
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: 400 East Church Street
Address Line2:
City: ELMIRA
State: NY
Postal Code: 14902
Plus 4: 0251
Province Region:
Country: USA

Procurement Description: Development Consulting

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Procurement Transactions Listing:

Additional Comments: