

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://www.hvadc.org/reports">http://www.hvadc.org/reports</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?	Yes	
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?	No	

Procurement Transactions Listing:

1. Vendor Name: ACDS, LLC

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/02/2017  
End Date: 12/29/2017  
Amount: \$52,822.45  
Amount Expended for Fiscal Year: \$52,822.45  
Fair market value: \$52,822.45

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

Address Line1: PO Box 6666  
Address Line2:  
City: COLUMBIA  
State: MD  
Postal Code: 21045  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Agribusiness development and data analysis

2. Vendor Name: Antidote Collective

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 07/12/2016  
End Date: 09/29/2017  
Amount: \$13,500  
Amount Expended for Fiscal Year: \$10,125  
Fair market value: \$13,500

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

Address Line1: 291 Main St, Suite 1  
Address Line2:  
City: BEACON  
State: NY  
Postal Code: 12508  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Development and implementation of facilitated peer to peer meetings including design, logistics, facilitating six 2-3 hours sessions, identification of industry peers as needed. One-on-one mentorship of 9 businesses.

Procurement Transactions Listing:

3. Vendor Name: Business Opportunities Management Consulting

Type of Procurement: Consulting Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 01/02/2017  
 End Date: 12/31/2017  
 Amount: \$41,605.73  
 Amount Expended for Fiscal Year: \$41,605.73  
 Fair market value: \$41,605.73

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

Address Line1: 32 Clearview Terrace  
 Address Line2:  
 City: RENSSELAER  
 State: NY  
 Postal Code: 12144  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Business planning consulting and technical assistance

4. Vendor Name: CMI Communications

Type of Procurement: Technology - Consulting/Development or Support  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 05/22/2017  
 End Date: 05/25/2017  
 Amount: \$11,943.64  
 Amount Expended for Fiscal Year: \$11,943.64  
 Fair market value: \$11,943.64

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

Address Line1: 400 Mile Crossing Blvd  
 Address Line2:  
 City: ROCHESTER  
 State: NY  
 Postal Code: 14624  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Audio/visual services for 3 day conference

Procurement Transactions Listing:

5. Vendor Name: Dandelion Design, Inc

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/02/2017  
End Date: 12/29/2017  
Amount: \$6,000  
Amount Expended for Fiscal Year: \$5,749.95  
Fair market value: \$6,000

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

Address Line1: 546 Garfield Road  
Address Line2:  
City: EAST NASSAU  
State: NY  
Postal Code: 12062  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Graphic design for websites, print and promotional materials

6. Vendor Name: Fiona Farrell

Type of Procurement: Legal Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/31/2017  
End Date: 10/31/2017  
Amount: \$2,040  
Amount Expended for Fiscal Year: \$5,000  
Fair market value: \$2,040

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

Address Line1: 184 Lohnes Road  
Address Line2:  
City: STILLWATER  
State: NY  
Postal Code: 12170  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Legal services

Procurement Transactions Listing:

7. Vendor Name: Groundwork Group, LLC

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/02/2017  
End Date: 12/31/2017  
Amount: \$36,464.07  
Amount Expended for Fiscal Year: \$36,464.07  
Fair market value: \$36,464.07

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

Address Line1: 10 Saint Pauls Pl, Apt #7T  
Address Line2:  
City: BROOKLYN  
State: NY  
Postal Code: 11226  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Facilitator for Farm & Food Business Accelerator program and business consultant for food hub development

8. Vendor Name: Jason Foscolo, PLLC

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/01/2017  
End Date: 12/31/2017  
Amount: \$6,602  
Amount Expended for Fiscal Year: \$6,602  
Fair market value: \$6,602

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

Address Line1: PO Box 378  
Address Line2:  
City: RED HOOK  
State: NY  
Postal Code: 12571  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Legal services for clients

Procurement Transactions Listing:

<p>9. Vendor Name: Mazzone Catering</p> <p>Type of Procurement: Other</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 03/27/2017</p> <p>End Date: 05/25/2017</p> <p>Amount: \$38,172</p> <p>Amount Expended for Fiscal Year: \$41,519.95</p> <p>Fair market value: \$38,172</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 743 Pierce Rd</p> <p>Address Line2:</p> <p>City: CLIFTON PARK</p> <p>State: NY</p> <p>Postal Code: 12065</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Catering services for 3 day conference</p>	<p>10. Vendor Name: Pattison, Koskey, Howe &amp; Bucci</p> <p>Type of Procurement: Financial Services</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/01/2017</p> <p>End Date: 12/31/2017</p> <p>Amount: \$8,168.54</p> <p>Amount Expended for Fiscal Year: \$8,168.54</p> <p>Fair market value: \$8,168.54</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 502 Union St</p> <p>Address Line2:</p> <p>City: HUDSON</p> <p>State: NY</p> <p>Postal Code: 12534</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Accounting and auditing services</p>
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Procurement Transactions Listing:

<p>11. Vendor Name: S. Van Tassel Services</p> <p>Type of Procurement: Consulting Services</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/01/2017</p> <p>End Date: 12/31/2017</p> <p>Amount: \$15,000</p> <p>Amount Expended for Fiscal Year: \$5,232.48</p> <p>Fair market value: \$15,000</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 40 Houseman Ave</p> <p>Address Line2:</p> <p>City: CHATHAM</p> <p>State: NY</p> <p>Postal Code: 12037</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Bookkeeping</p>	<p>12. Vendor Name: Tactix</p> <p>Type of Procurement: Consulting Services</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/02/2017</p> <p>End Date: 12/29/2017</p> <p>Amount: \$10,000</p> <p>Amount Expended for Fiscal Year: \$7,780</p> <p>Fair market value: \$10,000</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 9 Cottage Terrace</p> <p>Address Line2:</p> <p>City: BEDFORD HILLS</p> <p>State: NY</p> <p>Postal Code: 10507</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Consulting services for advertising, marketing materials, copy editing, web site design</p>
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Procurement Transactions Listing:

Additional Comments: