

Procurement Report for Tompkins County Development Corporation

Fiscal Year Ending: 12/31/2023

Run Date: 02/08/2024

Status: CERTIFIED

Certified Date : 02/08/2024

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://tompkinsdc.org/administration/
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	No	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
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"?	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	MRB Group	Address Line1	18 Division Street
Type of Procurement	Other Professional Services	Address Line2	Suite 303A
Award Process	Authority Contract - Non-Competitive Bid	City	SARATOGA SPRINGS
Award Date	6/15/2023	State	NY
End Date		Postal Code	12866
Fair Market Value	\$8,000.00	Plus 4	
Amount	\$8,000.00	Province/Region	
Amount Expended For Fiscal Year	\$8,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Food Hub/Shared Kitchen Business Plan Analysis. Examine the project, vet the business plan and provide an opinion on the long term viability of the proposed project.

Additional Comments