

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="https://www.troycommunitylandbank.org/wp-content/uploads/2016/10/Procurement-Policy.pdf">https://www.troycommunitylandbank.org/wp-content/uploads/2016/10/Procurement-Policy.pdf</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?	No	
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?	Yes	
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	

Procurement Transactions Listing:

1. Vendor Name: Brown and Brown

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 02/18/2015  
End Date:  
Amount: \$35,000  
Amount Expended for Fiscal Year: \$34,876  
Fair market value:

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

Address Line1: 500 Plum Street  
Address Line2:  
City: SYRACUSE  
State: NY  
Postal Code: 13204  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Insurance Services

Procurement Report for Troy Community Land Bank Corporation

Run Date: 07/20/2018

Fiscal Year Ending: 12/31/2017

Status: CERTIFIED

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Procurement Transactions Listing:

Additional Comments: