

# CANANDAIGUA

## LOCAL DEVELOPMENT CORPORATION

### PROCUREMENT LOBBYING POLICY

#### *Restricted Period*

The Canandaigua Local Development Corporation will strictly adhere to the establishment of a restricted period during Corporation procurements, essentially the time between when the earliest notice of the Request for Proposal (RFP) is given and when the final contract is awarded, during which time contact between bidders and the Corporation are restricted to a person designated by the Canandaigua Local Development Corporation.

During procurements, the Corporation will:

- Designate a person to be contacted by bidders. For the Canandaigua Local Development Corporation, this person is the Treasurer;
- Maintain records of contacts (including name, address, telephone number, place of employment and occupation) with bidders during the restricted period;
- Include copies of this policy in the Corporation's RFP documents;
- Receive affirmation from all bidders of their understanding of the provisions of this law and their agreement to comply;
- Include a certification in the contract that all information provided to Corporation is complete, true and accurate. This language must allow the Corporation to terminate the contract if it is found that the certification is intentionally false or incomplete; and

Corporation staff must notify the Chair of the Governance Committee in the event they become aware of a violation of this policy.

#### *Impermissible Contact*

If the Corporation (staff or any Board member) is contacted by a vendor or potential vendor in such a manner as to attempt to unduly influence a solicitation or procurement, the chair of the Governance Committee will be immediately notified by the Contracting Officer to discuss the severity of the action and determine if further action is required.

If it is determined that there is no cause to believe the allegation is true, then the matter is documented and given to the Contracting Officer to place on file. If there is cause to determine that an impermissible contact was made, the vendor or potential vendor shall be notified in writing that an investigation is being held. Results of the investigation may include a 'no wrong doing' finding or a willful violation of State Finance Law 139- j(3,) resulting in a non-responsible candidate for services. In either case the Offeror shall be notified in writing of the determination. All documents are held in the Contracting Officer's files.