

OGDENSBURG BRIDGE AND PORT AUTHORITY

LOBBYING POLICY

Policy

It is the policy of the Ogdensburg Bridge and Port Authority to comply with and seek compliance with State Finance Law §139-j and §139-k relative to anyone contacting the Authority about an Authority procurement.

Applicability

OBPA Lobbying Policy applies to procurement contracts that have an annual value in excess of \$5,000. The requirements of the Policy commence at the earliest written notice, advertisement, or solicitation of request for proposals, invitation for bids, or solicitation of proposals, or any other method for soliciting a response from offerers intending to result in a procurement contract and end with the final contract award.

Procedures

Pursuant to State Finance Law §139-j and §139-k, the Authority will designate person(s) who are the only staff that can be contacted relative to a procurement and will record all "contacts" by an Offerer or its representative regarding the procurement.

A "contact" is any communication with the Authority under circumstances where a reasonable person would infer that the communication was intended to influence the procurement. Information that must be recorded in the procurement record includes: the name, address, telephone number, place or principal employment, and occupation of the person making contact; whether the person is retained or employed by the Offerer; and whether the contact is an attempt to influence a specific procurement.

An impermissible "contact" is any communication that meets the definition above, other than the exceptions cited below, by the Offerer, or its representative, with anyone other than the Authority's designated contact(s) for such procurement. Any Authority employee who becomes aware that an Offerer has violated the provisions of a permissible contact during a procurement must immediately notify the Authority's Compliance Officer who shall investigate such incident.

State Finance Law §139-j and §139-k recognizes specific communications and contacts that can go to other than the Designated Contacts, i.e. to Permissible Subject Matter Contacts.

Approved at December 14, 2016, Board Meeting