



Procurement Guidelines:

The Albany County Business Development Corporation (ACBDC) appoints their agent, the Capital Region Chamber of Commerce (the Chamber), to procure all services and goods as required and within the following guidelines:

Using the Chamber's Request for Proposal (RFP) process for purchase of goods and supplies individually in excess of \$5,000.

For all RFP's issued on behalf of the ACBDC, the Chamber will collect responses, compare bid information and present the results to the ACBDC board for their selection of provider. If there appears to be a conflict of interest a blind report can be prepared for presentation to the board.