



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT  
OR SERVICE**

# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 113193  
ASKREPLY INC  
DBA B2GNOW  
725 W MCDOWELL RD  
PHOENIX AZ 85007

**Mail Invoice to**  
COH HOUSING & COMMUNITY DEV  
FINANCIAL SERVICES SEC, ACCT PAY  
P.O. Box 1562  
HOUSTON TX 77251-1562

**Information**  
Purchase Order Number/Date 4500311335-0 / 10/07/2019  
CoH Vendor Number 109673  
Page 1 of 1  
Buyer's Name Darla Colomb S61  
Buyer's Telephone Number 832-394-6762  
Buyer's Fax Number 832-394-6788  
Buyer's E-mail Address Darla.Colomb@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER  
TO BUYER'S E-MAIL ADDRESS

**Shipping Address** HOUSING & COMMUNITY DEVELOPMENT  
PROCUREMENT SERVICES  
2100 TRAVIS, 9TH FLOOR  
HOUSTON TX 77002  
USA

**Terms of payment :** Pay net 30 w/o deduction Currency USD

**Shipping Terms** FOB(Free on board) /DESTINATION

**Our reference:** 2018-0557

**Your reference:** H28785

AskReply, Inc. dba B2Gnow  
DIR Contract Number: DIR-TSO-4212\*\*\*Contract Exp Date: 8/21/2024

HCD CONTACT: CLARENCE MOTON @ 832.394.6212

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96345 LICENSING FEES LCPTTracker Annual Service Fee Release Order against contract 4600015218 Item 09870	48,237.50 / AU	48,237.50
			Gross Price USD 1 AU	1.000	48,237.50
			The item covers the following services:		
10		B2Gnow Partner Sale	1.000 AU	24,118.75	24,118.75
20		Effective dates 5-15	1.000 AU	24,118.75	24,118.75
<b>Delivery Date:</b> 10/09/2019					
<b>Total ****</b>				<b>USD</b>	<b>48,237.50</b>

**The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.**

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

*Suzanne Turner* Mayor  
*Jerry Adams* Chief Procurement Officer  
*Clarence Moton* Controller

# Housing and Community Development



## PROCUREMENT REQUEST FORM



*Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.  
\* Required Fields [must be completed]*

Description of Purchase *	B2GNow PO Request	HCDD Division: *	Compliance
Deadline Date of Request: *	6/28/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Arbuckle, Suzette - HCD	Created:	6/26/2019
Requester Phone Number: *	832-394-6152		

*Brief Description of Scope of Work for Goods/Services:  
B2GNow Invoice #19041807  
DUE 5/18/2019  
\$48,237.50  
May 15, 2019 to May 14, 2020  
Note: Please allow a minimum of three (3) days for bid responses.*

DBCT  
5800  
00030002  
522430  
3200  
52000019  
2019  
0001-2019  
Karpov  
6/27/19  
24118.75

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: <u>5800</u>	Status: Pending
Funding Source: <u>DBCT DR - Harvey</u>	Purchase Order No#:
Cost Center: <u>3200030002</u>	Name of Vendor:
G/L Account: <u>522430</u>	Date Processed:
Business Area: <u>3200</u>	Date Received:
Internal Order: <u>AT 3200077-19</u>	Total Amount: <u>\$48,237.50</u>
BFY: <u>FY 2019</u>	Procurement Staff
Grant: <u>3200077-2019</u>	Priority:
Funds Reservation: <u>\$24118.75</u>	Notify Department:
Funds Approval Mgr:	Notify Department:
Justification of Need for Goods/Services	Procurement Notes:

Requestor's Signature: <u>Suzette Arbuckle</u> Date: <u>6/26/19</u>	Supervising Manager (Purchase under \$5,000) Manager: <u>VIRGOZ FANTHOMANIS</u> Date: <u>6/26/19</u>
Buyer's Signature: <u>Clarens Motor</u> Date: <u>6/27/19</u>	Funds Approval Signature: <u>[Signature]</u> Date: <u>6/28/19</u>
Procurement DPU Signature: <u>Jywanza L. Lane</u> Date: <u>6/27/19</u>	(Purchase over \$5,000) CFO Signature: <u>[Signature]</u> Date: <u>6/28/19</u>
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith W. Gynnam</u> Date: <u>6/26/19</u>	Director Signature (Only Consultant Services) Director or Designee: Date:
Attachments	



**City of Houston**  
**Finance - Strategic Procurement Division**

**Request to Purchase from Cooperative/Interlocal**

<b>General Information</b>	Date: 06/26/19
Unit/Department: Housing and Community Development	Phone No.832-394-6157
Contact Name: Pirooz Farhoomand	Email Pirooz.Farhoomand@houstontx.gov

<b>Vendor Information</b>	Requisition No.
Name: B2Gnow/AskReply, Inc.	Purchase Order No.
Address: 725 W. McDowell Rd. Phoenix, AZ 85007	Contract No. 4600015218

**Description.** Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. Attach documents/information as appropriate.

BG2now/LCP Tracker is an electronic payroll reporting system that has been utilized by HCDD and other City Departments to collect/review and monitor the certified reports of construction workers to ensure compliance with local and federal Labor Standards.  
**INVOICE # 19041806 for \$2,868.75 and INVOICE # 10941807 for \$48,237.50**

**Type of Request.** Please select one of the options below.

Interlocal      Name of Government Entity \_\_\_\_\_

Cooperative      Name of Coop. Org. \_\_\_\_\_

Reason: Attach back up information as appropriate

Competitive Price

One-time Need

Other, explain why benefit to the city: \_\_\_\_\_

HCDD has had contract with this vendor about 4 years. The system currently holds all closed and ongoing projects. The system is most manageable and time effective in monitoring the Federal Labor Standards including the Section 3 Participation. The system interfaces with BG2now for monitoring and tracking the City-wide contracts with or without minority goals. The system offers one of the most user-friendly web-based by municipalities. The system has been tailored over the past few years to meet the specific needs of the HCDD. In addition, HCDD has already paid the upfront cost and training expenses associated with the use of the services first rendered. Therefore, the cost to implement new software system would not be cost effective.

B2Gnow has provided HCDD with a discounted rate for LCPTracker due to existing contract. The use of the service is also vital to vendors to maintain records.



**City of Houston**  
**Finance - Strategic Procurement Division**

<b>Department Recommendation</b>	
Requestor: <i>[Signature]</i>	Date: 6/26/19
Department Director: <i>Ruth W. Dyanam</i>	Date: 6/26/19
<b>Chief Procurement Officer's Approval</b>	
Signature:	Date:

B2Gnow/AskReply, Inc.  
725 W. McDowell Rd  
Phoenix, AZ 85007  
(602)325-9277  
accounting@b2gnow.com  
www.b2gnow.com

PAID TO: B2Gnow/AskReply, Inc.  
FINANCIAL SERVICES  
RECEIVED

2019 JUN 19 AM 9:00

# B2Gnow

**BILL TO**  
City of Houston Housing & Community  
Development  
Financial Services Sec, Acct Pay  
P.O. Box 1562  
Houston, TX 77251-1562

INVOICE # 19041807  
DATE 04/18/2019  
DUE DATE 05/18/2019  
TERMS Net 30

DATE	DESCRIPTION	QTY	RATE	AMOUNT
04/18/2019	B2Gnow Partner Sale LCPTracker Annual Service Fee Multiple Project License Fee up to \$750 million	1	48,237.50	48,237.50
04/18/2019	effective dates 5-15-2019 to 5-14-2020			

BALANCE DUE

**\$48,237.50**

**From:** [Farhoomand, Pirooz - HCD](#)  
**To:** [Moton, Clarence - HCD](#)  
**Cc:** [Owens, Mary - HCD](#); [Shah, Pranav - IT](#); [Rhone, Tywana - HCD](#)  
**Subject:** RE: City of Houston - LCPTracker  
**Date:** Wednesday, July 24, 2019 1:52:12 PM  
**Attachments:** [image001.png](#)

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All,

As Stated before, upon receipt of the invoice from Clarence, prior to my approval, I contacted the vendor regarding the itemized charges listed on the invoice and the amount requested by the vendor. Ryan Ronk of the LCP Tracer, a sister company of the BG2NOW, requested someone in the headquarter to provide me with the supporting information I needed. This process took way longer than I anticipated.

When the supporting documentation was finally provided, I reviewed and approved the invoice and forward the same to your office for processing.

Please note, as far as I remember. The delay was from the vender for providing the supporting documentation and the explanation of the itemized charges that were needed in order to get the invoice processed.

*Pirooz Farhoomand*

*Division Manager*

*Real Estate Compliance*

*2100 Travis, 9<sup>th</sup> Floor*

*Houston, Texas 77002*

*Office: 832 394 615*

*Mobile: 713 775 2211*

*[Pirooz.farhoomand@houstontx.gov](mailto:Pirooz.farhoomand@houstontx.gov)*



**From:** Moton, Clarence - HCD  
**Sent:** Wednesday, July 24, 2019 8:51 AM  
**To:** Farhoomand, Pirooz - HCD <[Pirooz.Farhoomand@houstontx.gov](mailto:Pirooz.Farhoomand@houstontx.gov)>  
**Cc:** Owens, Mary - HCD <[Mary.Owens@houstontx.gov](mailto:Mary.Owens@houstontx.gov)>; Shah, Pranav - IT <[Pranav.Shah@houstontx.gov](mailto:Pranav.Shah@houstontx.gov)>; Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Subject:** RE: City of Houston - LCPTracker

Hello Pirooz,

Please provide a justification/statement regarding the late invoices, per Ketan Shah and Jerry Adams, SPD.

Thank you,  
Clarence Moton  
832-394-6212

**From:** Farhoomand, Pirooz - HCD  
**Sent:** Wednesday, July 24, 2019 8:17 AM  
**To:** Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Cc:** Owens, Mary - HCD <[Mary.Owens@houstontx.gov](mailto:Mary.Owens@houstontx.gov)>; Shah, Pranav - IT <[Pranav.Shah@houstontx.gov](mailto:Pranav.Shah@houstontx.gov)>  
**Subject:** FW: City of Houston - LCPTTracker

Please let us know the status of the said invoice attached.

Thanks

*Pirooz Farhoomand*

*Division Manager  
Real Estate Compliance  
2100 Travis, 9<sup>th</sup> Floor  
Houston, Texas 77002  
Office: 832 394 6157  
Mobile: 713 775 2211  
[Pirooz.farhoomand@houstontx.gov](mailto:Pirooz.farhoomand@houstontx.gov)*



**From:** Owens, Mary - HCD  
**Sent:** Tuesday, July 23, 2019 2:38 PM  
**To:** Farhoomand, Pirooz - HCD <[Pirooz.Farhoomand@houstontx.gov](mailto:Pirooz.Farhoomand@houstontx.gov)>  
**Subject:** FW: City of Houston - LCPTTracker

**From:** Tracy Begalke <[tracy@b2gnow.com](mailto:tracy@b2gnow.com)>  
**Sent:** Tuesday, July 23, 2019 1:00 PM  
**To:** Serrano, Laura - HCD <[Laura.Serrano@houstontx.gov](mailto:Laura.Serrano@houstontx.gov)>  
**Cc:** [accountspayable@housingforhouston.com](mailto:accountspayable@housingforhouston.com); Owens, Mary - HCD <[Mary.Owens@houstontx.gov](mailto:Mary.Owens@houstontx.gov)>; Shah, Pranav - IT <[Pranav.Shah@houstontx.gov](mailto:Pranav.Shah@houstontx.gov)>  
**Subject:** City of Houston - LCPTTracker

[Message Came from Outside the City of Houston Mail System]

Attached please find all the currently open and past due invoices for City of Houston Housing & Development. Can you please let me know when we can expect payment on the past due items?

Thank you for your help!

**Tracy Begalke**  
Operations Manager  
SHRM-CP

[tracy@b2gnow.com](mailto:tracy@b2gnow.com)  
cell 623.414.0709  
office 602.325.9277

.....  
**B2Gnow**  
<http://www.B2Gnow.com/>  
Diversity Management Software & Systems



**Moton, Clarence - HCD**

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**From:** Rhone, Tywana - HCD  
**Sent:** Friday, October 04, 2019 1:10 PM  
**To:** Moton, Clarence - HCD  
**Subject:** FW: B2GNow Procurement Request  
**Attachments:** FW: B2GNow Procurement Request

**Importance:** High

Clarence,

FYI, please process accordingly,

Thanks,

Tywana

**From:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Sent:** Friday, October 4, 2019 12:40 PM  
**To:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>  
**Subject:** FW: B2GNow Procurement Request

Tywana

Please see attached approval from CPO and process accordingly.

Ketan

**From:** Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>  
**Sent:** Friday, October 04, 2019 12:16 PM  
**To:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Subject:** FW: B2GNow Procurement Request

Approved

---

**From:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>  
**Sent:** Friday, October 4, 2019 11:11 AM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Subject:** FW: B2GNow Procurement Request

Jerry

I believe, Martin Buzak also sent you email on August 14, 2019. Any update?

Ketan

**From:** Shah, Ketan - FIN  
**Sent:** Monday, September 30, 2019 10:34 AM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Subject:** FW: B2GNow Procurement Request

Jerry

Any update?

Ketan

**From:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Sent:** Wednesday, August 21, 2019 3:15 PM  
**To:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>  
**Subject:** FW: B2GNow Procurement Request

Ketan,

Can you please check on this with Jerry for us. This may have gotten lost in his e-mail thread.

Thanks,

Tywana

**From:** Eudy, Ellen - HCD <[Ellen.Eudy@houstontx.gov](mailto:Ellen.Eudy@houstontx.gov)>  
**Sent:** Thursday, August 15, 2019 9:19 AM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Cc:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>; McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>; lbe, Orié - HCD <[Orié.lbe@houstontx.gov](mailto:Orié.lbe@houstontx.gov)>  
**Subject:** FW: B2GNow Procurement Request

Hi, Jerry,

Circling back to you on this item for B2GNow. Tywana had reached out to Ketan this morning, but he is out. Is this one moving forward now?

Thanks so much,  
Ellen

**From:** Buzak, Martin - LGL <[Martin.Buzak@houstontx.gov](mailto:Martin.Buzak@houstontx.gov)>  
**Sent:** Wednesday, August 14, 2019 3:58 PM  
**To:** Eudy, Ellen - HCD <[Ellen.Eudy@houstontx.gov](mailto:Ellen.Eudy@houstontx.gov)>; Penny, Deidra - LGL <[Deidra.Penny@houstontx.gov](mailto:Deidra.Penny@houstontx.gov)>  
**Cc:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>; Farhoomand, Pirooz - HCD <[Pirooz.Farhoomand@houstontx.gov](mailto:Pirooz.Farhoomand@houstontx.gov)>; McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>; lbe, Orié - HCD <[Orié.lbe@houstontx.gov](mailto:Orié.lbe@houstontx.gov)>  
**Subject:** Re: B2GNow Procurement Request

Ellen, I sent Jerry an email recommending these charges be paid. They are not pre-contract services.

Martin Buzak  
Chief, Contracts Section  
City of Houston Legal Department  
900 Bagby Street, 4th Floor  
Houston, Texas 77002  
[Martin.Buzak@HoustonTX.gov](mailto:Martin.Buzak@HoustonTX.gov)  
832-393-6431

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---

**From:** Eudy, Ellen - HCD <[Ellen.Eudy@houstontx.gov](mailto:Ellen.Eudy@houstontx.gov)>  
**Sent:** Wednesday, August 14, 2019 3:51:41 PM  
**To:** Buzak, Martin - LGL <[Martin.Buzak@houstontx.gov](mailto:Martin.Buzak@houstontx.gov)>; Penny, Deidra - LGL <[Deidra.Penny@houstontx.gov](mailto:Deidra.Penny@houstontx.gov)>

Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Farhoomand, Pirooz - HCD <Pirooz.Farhoomand@houstontx.gov>; McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>; Ibe, Ori - HCD <Ori.Ibe@houstontx.gov>  
**Subject:** FW: B2GNow Procurement Request

Hi, Martin,

I'm following up from our conversation last week regarding B2GNow. Were you able to speak with Jerry about it?

Thanks so much,

**Ellen Eudy**  
Chief Financial Officer

City of Houston  
Housing and Community Development Dept.  
2100 Travis Street | 9th floor | Houston, TX 77002  
832.394.6228 (office)  
713.208.9355 (mobile)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)  
[www.recovery.houstontx.gov](http://www.recovery.houstontx.gov)  
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**From:** Eudy, Ellen - HCD  
**Sent:** Tuesday, August 06, 2019 12:56 PM  
**To:** Buzak, Martin - LGL <Martin.Buzak@houstontx.gov>; Penny, Deidra - LGL <Deidra.Penny@houstontx.gov>  
**Cc:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Farhoomand, Pirooz - HCD <Pirooz.Farhoomand@houstontx.gov>  
**Subject:** FW: B2GNow Procurement Request

Good afternoon,

We have been directed by SPD to contact Legal about pre-contract services regarding a procurement for B2GNow. This is a software subscription that renewed in May. Can you help us with explaining this to SPD? Please feel free to give me or Tywana a call to discuss.

My best,

**Ellen Eudy**  
Chief Financial Officer

City of Houston  
Housing and Community Development Dept.  
2100 Travis Street | 9th floor | Houston, TX 77002  
832.394.6228 (office)  
713.208.9355 (mobile)  
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[www.recoverty.houstontx.gov](http://www.recoverty.houstontx.gov)  
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**From:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Sent:** Tuesday, August 06, 2019 7:46 AM  
**To:** Eudy, Ellen - HCD <[Ellen.Eudy@houstontx.gov](mailto:Ellen.Eudy@houstontx.gov)>  
**Cc:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>; Rhone, Twana - HCD <[Twana.Rhone@houstontx.gov](mailto:Twana.Rhone@houstontx.gov)>; Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Subject:** RE: B2GNow Procurement Request

Ellen,  
Your invoice is already past due. How is it that you are receiving services prior to the issuance of a purchase order?  
HCD has already been directed to speak with legal about pre-contract services.

I encourage you to take this route soon.

Jerry

**From:** Eudy, Ellen - HCD  
**Sent:** Thursday, August 1, 2019 9:50 AM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Cc:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>; Rhone, Twana - HCD <[Twana.Rhone@houstontx.gov](mailto:Twana.Rhone@houstontx.gov)>; Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Subject:** B2GNow Procurement Request

Good morning, Jerry,

I'm trying to track down what the issue is with our procurement request for B2GNow, and why it is held up. This is a license renewal for a software product we have been using for a number of years. The vendor invoices any overages at the end of a service year, and invoices for the upcoming year at the same time. Our

service year starts in May -- that is why the invoices were dated in April. There are two invoices \$2,868.75 for overages in the service period just ended and \$48,237.50 for service through May, 2020.

Please let me know of any additional information you need to move this request, so we can get the vendor paid.

Thanks so much,

**Ellen Eudy**

Chief Financial Officer

City of Houston

Housing and Community Development Dept.

2100 Travis Street | 9th floor | Houston, TX 77002

832.394.6228 (office)

713.208.9355 (mobile)

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