

**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 4500331167-0 / 08/19/2020  
 CoH Vendor Number 109672  
 Page 1 of 2  
 Buyer's Name Michael Pierce S86  
 Buyer's Telephone Number 832-393-8720  
 Buyer's Fax Number 832-393-0499  
 Buyer's E-mail Address Michael.Pierce@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:** H29371

**Your reference:** 2020-0110

COH Contact: Chrystal Boyce

Invoice# 20073002

DIR Contract: DIR-TSO-4212

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	20880 SOFTWARE, MICROCOMPU B2Gnow Service Fee	14,850.00 / AU	14,850.00
			Release Order against contract 4600015997 Item 02230 Baseline System & Vendor Management module Certification Management - up to 200 certified firms Online Application Effective Dates March 1, 2020 thru February 28, 2021.		
	Gross Price		14,850.00 USD	1 AU	1,000 14,850.00
			The item covers the following services:		
	10 Service Fee - CDBG	1.000 AU	7,425.00		7,425.00
	20 Service Fee - Disast	1.000 AU	7,425.00		7,425.00



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OR SERVICE**

**PURCHASE ORDER**

PO number/date 4500331167 -0 / 08/19/2020 Page 2 of 2

Delivery Date: 08/26/2020

Total \*\*\*\*

USD 14,850.00

**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.

Handwritten signature of Mayor Sylvester Turner.

Mayor

Handwritten signature of Chief Procurement Officer Jerry Adams.

Chief Procurement Officer

Handwritten signature of Controller C. B. Brown.

Controller

# CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

## RECORD OF CONCURRENCE FOR APPROVAL

<b>SUBJECT:</b> B2GNow/Ask Reply, Inc. Baseline System & Vendor Management module Certification Management Invoice # 20073002	<b>DUE DATE:</b> 08/29/2020	<b>DATE SUBMITTED</b> 08/04/2020	<b>ONBASE DOC ID:</b> 2030444
<b>EXPLANATION:</b> B2Gnow Service Fee Baseline System & Vendor Management module Certification Management - up to 200 certified firms Online Application Effective Dates March 1, 2020 - February 28, 2021			
<b>ORIGINATOR/ RELATIONSHIP MANAGER</b>  Chrystal Boyce	<b>DATE ORIGINATED</b>  08/04/2020	<b>PERSON TO CONTACT FOR DETAILS/ CONTACT'S NUMBER</b>  Chrystal Ext. 4-6130	<b>AMOUNT OF PAYMENT:</b>  \$14,850.00
<b>ROUTING SEQUENCE</b>	<b>APPROVING AUTHORITY</b>	<b>SIGNATURE</b>	<b>DATE</b>  <b>COMMENTS</b>
1.	Chrystal Boyce	DocuSigned by: Chrystal Boyce <small>A96A169A29EE494...</small>	8/4/2020
2.	Keith W. Bynam	DocuSigned by: Keith W. Bynam <small>0979087638E6490...</small>	8/4/2020  *If payment is submitted/ resubmitted over 45 days and all travel requires Director's or Deputy Director Signature*
3.	Clarence Moton	DocuSigned by: Clarence Moton <small>062E51408898498...</small>	8/7/2020
4.	Chau Pham	DocuSigned by: Chau Pham <small>DC29803E73743...</small>	8/11/2020
5.	Tywana Rhone	DocuSigned by: Tywana, Rhone <small>A3F6AD42C804F9...</small>	8/12/2020
6.	Floyd Smith	DocuSigned by: Floyd Smith <small>EDE6FC0D55C840D...</small>	8/12/2020
7.			



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

**Request to Purchase from Cooperative/Interlocal**

<b>General Information</b>	Date: 08/04/20
Unit/Department: Housing and Community Development	Phone No.832-394-6130
Contact Name: Chrystal Boyce	Email Chrystal.Boyce@houstontx.gov

<b>Vendor Information #113193</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 service fee is a baseline system and vendor management module online application reporting system that has been utilized by HCDD to collect/review and monitor the certified reports of up to 200 certified firms.  
**INVOICE #20073002 for \$14,850.00**

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

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

Cooperative      Name of Coop. Org.    DIR-TSO-4210

Reason: Attach back up information as appropriate  
 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**

Department Recommendation	
Requestor: <i>Crystal Boggs</i> Signed by:	Date: 8/4/2020
Department Director: <i>Keith W. Bynum</i>	Date: 8/4/2020
<small>69AB087038E6490...</small>	
Chief Procurement Officer's Approval	
Signature:	Date:

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



**BILL TO**

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

INVOICE # 20073002  
DATE 07/30/2020  
DUE DATE 08/29/2020  
TERMS Net 30

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DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>B2Gnow Service Fee</b>	1	14,850.00	14,850.00
	Baseline System & Vendor Management module			
	Certification Management - up to 200 certified firms			
	Online Application			
	Effective Dates March 1, 2020 - February 28, 2021			

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BALANCE DUE

**\$14,850.00**

**From:** B2Gnow/AskReply, Inc. <[quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com)>

**Sent:** Thursday, July 30, 2020 4:30 PM

**To:** [accountspayable@housingforhouston.com](mailto:accountspayable@housingforhouston.com); Boyce, Chrystal - HCD <[Chrystal.Boyce@houstontx.gov](mailto:Chrystal.Boyce@houstontx.gov)>

**Subject:** Invoice 20073002 from B2Gnow/AskReply, Inc.

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

INVOICE 20073002

# B2GNOW

B2Gnow/AskReply, Inc.

Please follow the link in this email to your invoice. We appreciate your prompt payment.

Thank you for your business!

B2Gnow/AskReply, Inc.  
[accounting@b2gnow.com](mailto:accounting@b2gnow.com)  
602-325-9277

**DUE 08/29/2020**

# \$14,850.00

**Pay invoice**

Powered by QuickBooks

B2Gnow/AskReply, Inc.  
725 W. McDowell Rd Phoenix, AZ 85007 US  
(602)325-9277  
[accounting@b2gnow.com](mailto:accounting@b2gnow.com)

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[www.b2gnow.com](http://www.b2gnow.com)

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If you receive an email that seems fraudulent, please check with the business owner before paying.



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[Privacy](#) | [Security](#) | [Terms of Service](#)



FINANCE USE ONLY		PROCUREMENT USE ONLY	
<p><b>PROCUREMENT REQUEST FORM</b></p> <p>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)</p>			
Description of Purchase *	B2Gnow/Ask Reply, Inc.	HCDD Division: *	Compliance <input checked="" type="checkbox"/>
Deadline Date of Request: *	8/10/2020	Purchase Type: *	Service Under <50K <input checked="" type="checkbox"/>
Requester Name: *	Arbuckle, Suzette - HCD	Created:	8/5/2020
Requester Phone Number: *	832-394-6152		
<p>Brief Description of Scope of Work for Goods/Services:</p> <p>B2Gnow Service Fee Baseline System &amp; Vendor Management module Certification Management - up to 200 certified firms Online Application</p> <p>Effective Dates March 1, 2020 - February 28, 2021</p> <p>Note: Please allow a minimum of three (3) days for bid responses.</p> <p style="text-align: right;">Funding Source CDBG/TIRZ/HARVEY-DR</p>			
5030 DR-HARVEY 3200030002 522430 3200 AT3200077-10 FY2021 32000077-19 \$7,425.00 Arva Dearborne	<p>Fund Number: 5000 NA <input checked="" type="checkbox"/></p> <p>Funding Source: CDBG NA <input checked="" type="checkbox"/></p> <p>Cost Center: 3200030002 NA <input checked="" type="checkbox"/></p> <p>G/L Account: 522430 NA <input checked="" type="checkbox"/></p> <p>Business Area: 3200 NA <input checked="" type="checkbox"/></p> <p>Internal Order: G32000001-21 NA <input checked="" type="checkbox"/></p> <p>BFY: 2021 NA <input checked="" type="checkbox"/></p> <p>Grant: 32000001-2021 NA <input checked="" type="checkbox"/></p> <p>Funds Reservation: NA <input checked="" type="checkbox"/></p> <p>Funds Approval Mgr: Chau Pham NA <input checked="" type="checkbox"/></p>	<p>Status: Pending <input checked="" type="checkbox"/></p> <p>Purchase Order No#:</p> <p>Name of Vendor:</p> <p>Date Processed:</p> <p>Date Received:</p> <p>Total Amount:</p> <p>Procurement Staff:</p> <p>Priority: <input checked="" type="checkbox"/></p> <p>Notify Department: Procurement</p> <p>Notify Department: Finance</p>	
<p>Justification of Need for Goods/Services</p> <p>HCDD has had contract with this vender about 4 years. The system currently holds all closed and ongoing projects. The system 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.</p>		<p>Procurement Notes:</p>	
Requestors Signature: <i>Suzette Arbuckle</i> Date: 8/5/2020	Supervising Manager (Purchase under \$3,000) Manager: <i>Chrystal Boyce</i> Date: 8/5/2020		
Buyer's Signature: <i>Clarence Moton</i> Date: 8/7/2020	Funds Approval Signature: <i>Chau Pham</i> Date: 8/11/2020	<p>DocuSigned by: <i>Arva Dearborne</i> Date: 8/11/2020</p>	
Procurement DPU Signature: <i>Tywana, Rhone</i> Date: 8/12/2020	(Purchase over \$5,000) CFO Signature: <i>Floyd Smith</i> Date: 8/12/2020		
(Purchase over \$5,000) Assistant or Deputy Director: <i>Keith W. Byram</i> Date: 8/12/2020	Director Signature (Only Consultant Services) Director or Designee:		
<p>Attachments <a href="#">Click here to attach a file</a></p>			

**Certificate Of Completion**

Envelope Id: 908CACAA300D4CB4A7CAB640ABB62D80	Status: Sent
Subject: Please DocuSign: Concurrence B2Gnow Baseline System and Vendor Management - \$14,850	
Source Envelope:	
Document Pages: 7	Signatures: 6
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Disabled	Suzette Arbuckle
Time Zone: (UTC-06:00) Central Time (US & Canada)	611 Walker St.
	HITS
	Houston, TX 77002
	Suzette.Arbuckle@houstontx.gov
	IP Address: 73.155.105.21

**Record Tracking**

Status: Original	Holder: Suzette Arbuckle	Location: DocuSign
8/4/2020 3:05:18 PM	Suzette.Arbuckle@houstontx.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: City of Houston IT Services	Location: DocuSign

**Signer Events**

Chrystal Boyce  
Chrystal.Boyce@houstontx.gov  
City of Houston IT Services  
Security Level: Email, Account Authentication (None)

**Signature**

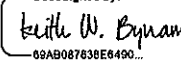
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A8CA163A29EE4B4...  
Signature Adoption: Pre-selected Style  
Using IP Address: 107.77.219.227  
Signed using mobile

**Timestamp**

Sent: 8/4/2020 3:13:38 PM  
Viewed: 8/4/2020 3:55:23 PM  
Signed: 8/4/2020 3:56:06 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign


Keith W. Bynam  
Keith.Bynam@houstontx.gov  
4/15/2020  
City of Houston IT Services  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
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Signature Adoption: Pre-selected Style  
Using IP Address: 204.235.227.150

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Viewed: 8/4/2020 3:57:12 PM  
Signed: 8/4/2020 3:57:36 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign


Suzette Arbuckle  
suzette.arbuckle@houstontx.gov  
City of Houston IT Services  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
C73FBEB077AE417...  
Signature Adoption: Pre-selected Style  
Using IP Address: 73.155.105.21

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Viewed: 8/5/2020 9:05:11 AM  
Signed: 8/5/2020 9:05:24 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Chrystal Boyce  
Chrystal.Boyce@houstontx.gov  
City of Houston IT Services  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
A8CA163A29EE4B4...  
Signature Adoption: Pre-selected Style  
Using IP Address: 73.55.160.89

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Viewed: 8/5/2020 9:28:58 AM  
Signed: 8/5/2020 9:29:08 AM

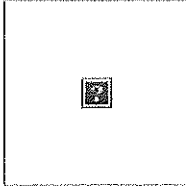
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Chau Pham  Chau.Pham@houstontx.gov  2020  City of Houston IT Services  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		<p>Sent: 8/5/2020 9:29:11 AM  Viewed: 8/5/2020 10:12:22 AM</p>
<p>Clarence Moton  Clarence.Moton@houstontx.gov  City of Houston IT Services  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		<p>Sent: 8/4/2020 3:57:38 PM  Viewed: 8/4/2020 4:13:21 PM</p>
<p>Tywana Rhone  Tywana.Rhone@houstontx.gov  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Floyd Smith  Floyd.Smith2@houstontx.gov  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Keith Bynam  Keith.Bynam@houstontx.gov  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/5/2020 9:29:11 AM
Payment Events	Status	Timestamps

**From:** [Adams, Jerry - FIN](#)  
**To:** [Shah, Ketan - FIN](#)  
**Subject:** FW: CO OP Justification Forms for CPO Approval  
**Date:** Monday, August 17, 2020 3:23:16 PM  
**Attachments:** [Concurrence Packet and Procurement Request Form B2G.pdf](#)  
[B2Gnow CO OP Justification Form Request No. 2.pdf](#)  
[image001.png](#)  
[image002.png](#)

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Approved



**Jerry Adams**  
**Chief Procurement Officer**  
Finance Department  
Strategic Procurement Division  
Phone: 832.393.9126  
Email: [jerry.adams@houstontx.gov](mailto:jerry.adams@houstontx.gov)

Partnering to better serve Houston

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**From:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>  
**Sent:** Monday, August 17, 2020 3:09 PM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Subject:** FW: CO OP Justification Forms for CPO Approval

Jerry

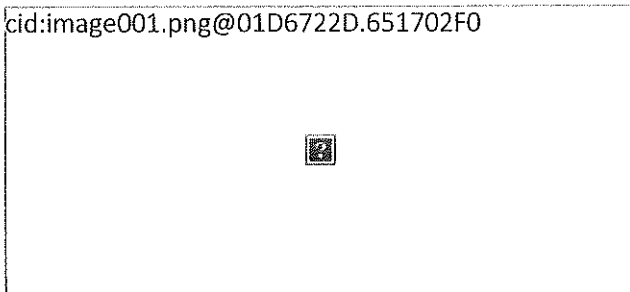
Vendor: Ask Reply Inc./B2G Now

Current DIR Purchase requirement: \$49,725.00 – PR 10278781  
Current DIR Purchase requirement: \$14,850.00 – PR missing

Cooperative/interlocal Contract: DIR - 4600015997

Remark: PR 10278781

cid:image001.png@01D6722D.651702F0



For your review and approval please.

Ketan

**From:** Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Sent:** Friday, August 14, 2020 11:06 AM  
**To:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>  
**Cc:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Subject:** CO OP Justification Forms for CPO Approval

Hello Ketan,

I have attached two CO-OP Justification Forms to renew the software subscriptions for B2Gnow.  
Please forward the forms to the CPO for approval.

Thank you,  
Clarence Moton  
832-394-6212