



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 150221
 BUILDINGCOMMUNITY WORKSHOP
 416 S ERVAY ST
 DALLAS TX 75201
 USA

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 4500283254-0 / 06/25/2018
 CoH Vendor Number 150221
 Page 1 of 1
 Buyer's Name Bunny Arita 455
 Buyer's Telephone Number 832-394-6123
 Buyer's Fax Number
 Buyer's E-mail Address Bunny.Arita@houstontx.gov

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

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
 601 SAWYER STREET, SUITE 121
 HOUSTON TX 77007
 USA

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

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: THOR ERICKSON

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96258 PROFESSIONAL SVCS (N Community Outreach & Engagement Plan Technical Assistance for implementing a Community Outreach and Engagement Plan related to 2017 CDBG funding for Disaster Recovery.)1-Facilitate the first-round Community Engagement Meetings informing Residents about long-term Disaster Recovery and soliciting their input as to Housing Recovery Programs that the City will be designing and launching in 2018.)2-Develop and deliver Training to table facilitators for the first round of Community Engagement Meetings.)3-Provide info-graphic and data visualizations for the first round of Community Engagement Meetings.)4-contribute to planning efforts regarding a long-term Community Engagement strategy.	27,000.00 / AU	27,000.00
Gross Price			27,000.00 USD	1 AU	27,000.00
Expected value of unplanned services:			27,000.00		
Delivery Date: 06/27/2018					
Total ****					USD 27,000.00

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.

Superior Turner *Jung Adams* *Cliff Pearson*
 Mayor Chief Procurement Officer Controller

96258

PR102

49719

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 *	BC Workshop	HCDD Division: *	Director's Office
Deadline Date of Request: *	6/15/2018	Purchase Type: *	Service Under <50K
Requester Name: *	Domeracki, Kristen - HCD	Created:	
Requester Phone Number: *	832.394.6125		

Brief Description of Scope of Work for Goods/Services:

HCDD is seeking technical assistance for implementing a community outreach and engagement plan related to 2017 CDBG funding for disaster recovery. The successful vendor(s) must be able to (1) facilitate the first-round community engagement meetings informing residents about long-term disaster recovery and soliciting their input as to housing recovery programs that the city will be designing and launching in 2018, (2) develop and deliver training to table facilitators for the first round of community engagement meetings, (3) provide info-graphic and data visualizations for the first round of community engagement meetings, and (4) contribute to planning efforts regarding a longer-term community engagement strategy. The need for these services is expected to take several months and cost \$27,000.

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5000	Status: Pending
Funding Source: CDBG	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: BC workshop
G/L Account: 520805	Date Processed:
Business Area: 3200	Date Received:
Internal Order: CP3200001-18	Total Amount: \$27,000.00
BFY: 2018	Procurement Staff: Sunny Anita
Grant: 32000001-2018	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:
Justification of Need for Goods/Services:	Procurement Notes:

Requestor's Signature: <i>[Signature]</i> Date: 6/16/18	Supervising Manager (Purchase under \$5,000) Manager: Date:
Buyer's Signature: <i>[Signature]</i> Date: 6/20/18	Funds Approval Signature: <i>[Signature]</i> Date: 6/20/18
Procurement DPU Signature: <i>[Signature]</i> Date: 6/21/18	(Purchase over \$5,000) CFO Signature: <i>[Signature]</i> Date: 6/20/18
(Purchase over \$6,000) Assistant or Deputy Director: Date	Director Signature (Only Consultant Services) Director or Designee: <i>[Signature]</i> Date:
Attachments: [bc] proposal for Houston action plan engagement 2.pdf	



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

Professional Services Justification

General Information	Date:
Department: Housing and Community Development	Phone No: (832) 394-6204
Contact Name: Tywana Rhone	Email: tywana.rhone@houstontx.gov

Vendor Information	Requisition No.
Name: Building Communities [bc] Workshop, Vendor #150221	Purchase Order No.
Address: 708 Main St, Houston TXZ 7702	Contract No.

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. Please also identify the annual cost of this good or service.

HCDD is seeking technical assistance for implementing a community outreach and engagement plan related to 2017 CDBG funding for disaster recovery. The successful vendor(s) must be able to (1) facilitate the first-round community engagement meetings informing residents about long-term disaster recovery and soliciting their input as to housing recovery programs that the city will be designing and launching in 2018, (2) develop and deliver training to table facilitators for the first round of community engagement meetings, (3) provide info-graphic and data visualizations for the first round of community engagement meetings, and (4) contribute to planning efforts regarding a longer-term community engagement strategy. The need for these services is expected to take several months and cost \$27,000.

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

To be effective, the selected vendor must have a proven track-record of soliciting community input and facilitating public discussions within Houston and/or within similarly sized cities. BC Workshop has worked with community groups throughout Texas, including in Houston and Dallas. They have extensive experience (1) engaging with community groups to gather their input and feedback on the most urgent needs of the community and (2) integrating said feedback into reports. Given this experience, HCDD believes that BC Workshop is extremely qualified to provide the services required for this contract.

Due Diligence. Describe the due diligence performed that led to the conclusion that this service provider offers the best value to the city.

HCDD has worked previously with BC Workshop and based on its experience and feedback from community advocates and non-profit, HCDD believes this company is one of the best providers available to offer the necessary services within the required time frame. HCDD has negotiated with BC workshop in order to obtain a final and best bid that was lower than the amount originally submitted.

Department Recommendation	
Requestor: <i>K. Domergaki</i>	Date: 6/15/18
Department Director: <i>[Signature]</i>	Date: 6/15/18
Chief Procurement Officer's Approval	
Signature:	Date:

Arita, Bunny - HCD

From: Adams, Jerry - FIN
Sent: Tuesday, June 19, 2018 3:45 PM
To: Shah, Ketan - FIN
Subject: FW: PROFESSIONALJUSTIFICATIONBCWORKSHOP61818.pdf - BUILDINGCOMMUNITY WORKSHOP
Attachments: PROFESSIONALJUSTIFICATIONBCWORKSHOP61818.pdf

approved

From: Shah, Ketan - FIN
Sent: Tuesday, June 19, 2018 2:19 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: PROFESSIONALJUSTIFICATIONBCWORKSHOP61818.pdf - BUILDINGCOMMUNITY WORKSHOP

Jerry

FY18 Citywide non-contract spending w/o council action for Vendor # 150221 BUILDINGCOMMUNITY WORKSHOP: \$0

Current requirement: \$27,000.00

For your review and approval please.

Ketan

From: Arita, Bunny - HCD
Sent: Monday, June 18, 2018 9:43 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: PROFESSIONALJUSTIFICATIONBCWORKSHOP61818.pdf

Good morning Ketan,

Can you please get CPO approval on the attached?

Thanks,

Bunny



416 S. Henry Street
Dallas, TX 75201
702 Main Street
Houston, Texas 77002
600 East 11th Street
Bryanville, TX 77830
715 N. Street Ave
Washington, DC 20001

June 5, 2018

Sarah Labovitz
Housing and Community Development Department
601 Sawyer 4th Floor
Houston, Texas 77007
via email - sarah.labovitz@houstonbc.gov

RE: Proposal for Community Outreach and Engagement Plan Technical Assistance
Dear Ms. Labovitz,

BuildingCommunityWORKSHOP (BCJ) is pleased to submit our proposal to the City of Houston Housing and Community Development Department for implementing a community outreach and engagement plan supporting the 2017 CDBG funding 3for disaster recovery.

BCJ is a Texas-based nonprofit corporation, community design center seeking to improve the livability and viability of communities through the practice of thoughtful design and making. We enrich the lives of citizens by bringing design thinking to areas of our cities where resources are most scarce. To do so, BCJ recognizes that it must first understand the social, economic, and environmental issues facing a community before beginning work.

We look forward to the opportunity to discuss this proposal with you further. Thank you for your time and consideration.

Sincerely,

Thor Erickson, AICP
President & Managing Director

WHICH OF THE FOLLOWING HOUSING ACTIVITIES SHOULD BE TOP PRIORITIES FOR FEDERAL FINANCIAL ASSISTANCE?
¿CUALES DE LAS SIGUIENTES ACTIVIDADES DE VIVIENDA DEBEN SER LAS MAYORES PRIORIDADES PARA LA AYUDA FINANCIERA FEDERAL?

PROJECT/ PROYECTO

Help repair or rebuild homes for homeowners
Ayudar a reparar o reconstruir las viviendas de los propietarios

Help repair or rebuild single family homes for renters
Ayuda a reparar o reconstruir casas unifamiliares para inquilinos

Help or reconstruct multifamily homes for renters
Ayuda a reparar o reconstruir casas multifamiliares para inquilinos

Construct new single family homes for purchase
Construir casas unifamiliares nuevos para comprar

Construct new apartments for renters
Construir apartamentos nuevos para inquilinos

Buyout homes in the floodplain to remove residents from areas that are
Comprar todas las casas en el terreno inundable para alejar a los residentes de las zonas inundables

Buyout homes in the floodplain to protect residents from future flooding
Comprar todas las casas en el terreno inundable para proteger a los residentes de futuras inundaciones