



CITY OF HOUSTON PO NUMBER MUST APPEAR ON ALL PAYMENT AND
 HCD Purchasing Unit 3200 DELIVERY CORRESPONDENCE
POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE **PURCHASE ORDER**

Vendor Address
 Vendor Address Number 112033
 GOVCONNECTION INC
 7503 STANDISH PLACE
 ROCKVILLE MD 20855
 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 4500300994-0 / 04/18/2019
CoH Vendor Number 112033
Page 1 of 2
Buyer's Name Lianshun Zhou S53
Buyer's Telephone Number 832-393-8721
Buyer's Fax Number 832-393-8758
Buyer's E-mail Address Lianshun.zhou@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

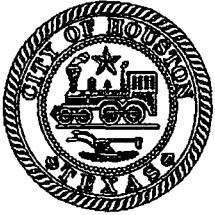
Terms of payment : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: JERRY COURNOYER
 NIPA-TCPN CONTRACT#:R160202 EXP 7/31/2019
 VENDOR CONTACT: JERRY COURNOYER 800-800-0019 x 34013
 JERRY.COURNOYER@CONNECTION.COM
 REFERENCE QUOTE#: 24773462.02-W1

COH Contact: Johnny Johnson 832-394-6184
 Johnny.Johnson@houstontx.gov
 Bunny Artia 832-394-6123

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	10.00	EA	10052419 LICENSE, SOFTWARE, ADOBE PRO CREATIVE CL Int. Article No. 20811490570 Make ADOBE Model 65280374AC02A00 10 EACH-ACROBAT PROFESSIONAL VERSION 2017 MULTIPLAT AOO LICENSE 1 USER COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED) APPLICATION SOFTWARE, MICROCOMPUTER LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER) ADOBE PRO CREATIVE CLOUD LVL1 1-49	325.00 / EA	3,250.00
Gross Price			USD	1 EA	3,250.00



CITY OF HOUSTON
HCD Purchasing Unit 3200

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PURCHASE ORDER

PO number/date 4500300994 -0 / 04/18/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			325.00	10.000	
			Delivery Date: 04/30/2019		
20	10.00	EA	10052419 LICENSE, SOFTWARE, ADOBE PRO CREATIVE CL Int. Article No. 20811490570 Make ADOBE Model 65280374AC02A00 10-ACROBAT PROFESSIONAL VERSION 2017 MULTIPLAT AOO LICENSE 1 USER COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED) APPLICATION SOFTWARE, MICROCOMPUTER LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER) ADOBE PRO CREATIVE CLOUD LVL1 1-49	325.00 / EA	3,250.00
			Gross Price	USD 1 EA	3,250.00
			325.00	10.000	
			Delivery Date: 04/30/2019		
Total ****				USD	6,500.00

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

Mayor

Jerry Adams

Chief Procurement Officer

Cliff Brown

Controller

PR 10260884



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 200.31) 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 *	Adobe Acrobat Pro 2017 Licenses	HCDD Division: *	Support Services
Deadline Date of Request: *	3/14/2019	Purchase Type: *	Computer
Requester Name: *	Johnson, Johnny - HCD	Created:	3/9/2019
Requester Phone Number: *	832-394-8184		

Brief Description of Scope of Work for Goods/Services:
 (20) Adobe Acrobat Pro 2017 Licenses
 (10) for use on 4th Floor
 (10) for use by other staff

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

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number: 5000	5030	Status:	Pending
Funding Source: CDBG	DR HARVEY	Purchase Order No#:	
Cost Center: 3200036002	3200030002	Name of Vendor:	
GL Account: 511045	511045	Date Processed:	
Business Area: 3200	3200	Date Received:	
Internal Order: B32000001-14	AP3200077-19	Total Amount: \$6,000.00	
BFY: 2019	F42019	Procurement Staff	
Grant: 32000001-2014	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	
Funds Approval Mgr: \$ 3,250.00	\$3250	Notify Department:	
Justification of Need for Goods/Services We are running out of licenses to install on staff that have justified reasons for having and using the software.		Procurement Notes:	

Requestor's Signature: <i>Johnny Johnson</i> Date: 3/9/2019	Supervising Manager (Purchase under \$5,000) Manager: <i>Quon P...</i> Date: 3/11/19
Buyer's Signature: <i>Quon Pita #71467</i> Date: 3/21/19	Funds Approval Signature: Date: 3/25/19 <i>Chapman</i> <i>Memo</i> 3/26/19
Procurement BPP Signature: <i>Quon Pita</i> Date: 3/27/19	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: _____ Director: _____ Date:	Director Signature (Only Consultant Services) Director or Designee: _____ Date:

Connection™

PUBLIC SECTOR SOLUTIONS

we solve IT™

ORDERING INFORMATION

GovConnection, Inc. DBA Connection
National IPA Contract #R160202
Contract Expiration: 31 July 2021

Please contact your account manager with any questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NIPA Contract #R160202. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/invoice link on the left side of the page to print one:
<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

SLEDOPS@connection.com

QUESTIONS: call 800-800-0019

FAX: 603.688.0374



Multiple Solution Solutions

we solve IT

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Jerry Courmoyer
Phone: (800) 800-0019 ext. 34013
Fax: (603) 683-0882
Email: jerry.courmoyer@connection.com

24773462.02-W1

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Account Manager:
Phone:
Fax:
Email:

Date: 3/22/2019
Valid Through: 4/21/2019
Account #: 14232

Customer Contact: Johnny Johnson
Email: johnny.johnson@houstontx.gov

Phone: (832) 393-0060
Fax: (713) 754-8623

QUOTE PROVIDED TO: AB#: 14787160 CITY OF HOUSTON DEPT OF PUBLIC WKS & ENG ACCOUNTS PAYABLE PO BOX 3685 BUSINESS OFFICE HOUSTON, TX 77253 (832) 393-0007	SHIP TO: AB#: 15125901 CITY OF HOUSTON 601 SAWYER ST HOUSTON, TX 77007 (832) 393-0060
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	R160202

Important Notice: -- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NIPA-TCPN Contract # R160202. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext	
1	20	34180855	65280374AC02A00	GovL CLP Acrobat Professional Version 2017 MultiPlatform AOO License 1 User 300,000+ 450PIs Adobe Gov Clip Special License	Adobe Gov Clip Special License	\$ 325.00	\$ 6,500.00	
Subtotal							\$	6,500.00
Fee							\$	0.00
Shipping and Handling							\$	0.00
Tax								Exempt!
Total							\$	6,500.00



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

Request to Purchase from Cooperative/Interlocal

General Information	Date:04/11/2019
Unit/Department: Housing and Community Development	Phone No.832-394-6184
Contact Name: Johnny Johnson	Email: johnny.johnson@houstontx.gov

Vendor Information	Requisition No.10260884
Name: GovConnection, Inc.	Purchase Order No.
Address:732 Milford Road Merrimack, NH 03054 Phone: (800) 800-800-0019 Ext. 34013 Fax: 603-683-0682 Email: jerry.cournoyer@connection.com	Contract No. R160202

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.

20 Adobe Acrobat Professional 2017 Licenses to be assigned to those users requesting justified cause in having the software.

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

Interlocal Name of Government Entity _____

Cooperative Name of Coop. Org. # R 160202

Reason: Attach back up information as appropriate

Competitive Price

One-time Need

Other, explain why benefit to the city: We are currently out of licenses that we can issue and we need them merging files in our projects as well as editing pdf files.

Department Recommendation	
Requestor: Johnny Johnson <i>Johnny Johnson</i>	Date:04/11/2019
Department Director:Keith W. Bynam <i>Keith W. Bynam</i>	Date:04/11/2019

Chief Procurement Officer's Approval	
Signature:	Date:

Arita, Bunny - HCD

From: Adams, Jerry - FIN
Sent: Monday, April 15, 2019 10:26 AM
To: Shah, Ketan - FIN
Subject: FW: Govconnection Expense Report.xlsx - COOP
Attachments: COOPGOVCONNPR10260884.pdf

Approved

From: Shah, Ketan - FIN
Sent: Monday, April 15, 2019 9:01 AM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: Govconnection Expense Report.xlsx - COOP

Jerry

As On Today, FY19 Citywide non-contract and/or cooperative/interlocal contract spending w/o council action for Vendor # 112033 GOVCONNECTION INC: \$9,680.98

Current Cooperative/Interlocal Justification requirement: \$6,500.00

Cooperative/interlocal Contract: NIPA (Formally TCPN)

Remark: PR 10260884

Code	Description	Processor	Stat..
R1	Cost Center Approval	MARY OWENS	
R2	Grants Mgr Approval	MARY OWENS	
R3	Dept IT Approval	XIA XIAO	
R5	Division Approval	TYWANA RHONE	
R6	DPU Approval	TYWANA RHONE	
R7	ITD Advocate Approval	XIA XIAO	

For your review and approval please.

Ketan

From: Arita, Bunny - HCD
Sent: Monday, April 15, 2019 8:36 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: RE: Govconnection Expense Report.xlsx

Good morning,

Sent the Report you need-highlighted/darkened section is for Contracts and the rest is non-contract.

Bunny

From: Shah, Ketan - FIN
Sent: Monday, April 15, 2019 7:26 AM
To: Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Subject: RE: Govconnection Expense Report.xlsx

Please run the report for citywide non-contract purchase spending and let me know.

From: Arita, Bunny - HCD
Sent: Friday, April 12, 2019 8:26 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: Govconnection Expense Report.xlsx

Are we including Contract purchases for FY spending?