



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 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 4500310277-0 / 09/20/2019
CoH Vendor Number 152780
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

Our reference: 2018-0557

Your person responsible: DEREK ANDERSON

Your reference: H28785

NIPA contract R160202 8/1/2016-7/31/2021
Reference Quote#: 24877167.01-W1
Vendor Contact: Jerry Cournoyer 800-800-0019 ext 34013
jerry.cournoyer@connection.com

COH Contact: Bunny Arita 832-393-0060
Bunny.Arita@houstontx.gov

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	5.00	EA	10046749 LICENSE, SOFTWARE, MICROSOFT, VISIO Int. Article No. 20811498946 Release Order against contract 4600015220 Item 03090 Make MICROSOFT Model D87-07515/36201787 GOVT. MOB VISIO PROFESSIONAL 2019 LICENSE ONLY COMPUTER SOFTWARE FOR MICROCOMPUTERS(PREPROGRAMMED) APPLICATION SOFTWARE, MICROCOMPUTER LICENSE, APPLICATION SOFTWARE MICROCOMPUTER) VISIO	399.75 / EA	1,998.75
Gross Price			USD	1 EA	1,998.75



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PURCHASE ORDER

PO number/date 4500310277 -0 / 09/20/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			399.75	5.000	
			Delivery Date: 10/04/2019		
Total ****				USD	1,998.75

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.

Mayor

Chief Procurement Officer

Controller

From: Owens, Mary - HCD
 To: Zhou, Lianshun - FIN; Arta, Bunny - HCD
 Subject: Internal Order change for RQ-10267004 and PO - 4500310277
 Date: Tuesday, October 1, 2019 3:31:46 PM

Please change the internal order for RQ-10267004 and PO-4500310277 to BD3200077-19. All other funding information is correct.

PO Contract Release 4500310277 Created by LIANSHUN ZHOU

Document Overview On Print Preview Messages Personal Setting

PO Contract Release 4500310277 Vendor 152780 NATIONAL INTERGOVERNM Doc. date 09/20/2019

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org Data Status Customer Data

Release completed	Ordered	5 EA	1,998.75 USD
Released	Delivered	0 EA	0.00 USD
Sent	Still to deliv.	5 EA	1,998.75 USD
Not Delivered	Invoiced	0 EA	0.00 USD
Not Invoiced	Down paymts		0.00 USD

S. Itm	Per	O.	Mall Group	Plnt	Stor. Location	Batch	Reqmt No	Requisitioner	Material
10	1	EA	APPLICATIO	City of Houston			H28785	O. PATE	

Item [10] 10046749, LICENSE, SOFTWARE, MICROSO.

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Add

AccAssCat Grant Distribution Single account assignment CoCode City of Houston

Unloading Point Recipient

G/L Account 520119
 Business Area 3200
 CO Area COH1
 Cost Center 3200030002
 Order B03200077-19
 Fund 5030 Grant 32000077-2019
 Functional Area HOCO-00-00000000
 Funds Center 3200030002
 Earmarked Funds 0 Commitment Item 520119

Display Purchase Req. 10267004

Document Overview On Personal Setting

COH Purchase Req 10267004

Texts

Header note
 QUOTE # -24877167.01-W1
 QUOTE DATE -8/29/19
 VALID THRU -9/27/19
 ACCOUNT #14232
 CONTRACT ID #-R160202
 Continuous-text e

Default Values

Eq. Stat	Item A	Material	Short Text	Quantity	Unit	Valn Price	Total Value	C	Delivery Date	Material Group
	10 Z	10046749	LICENSE, SOFTWARE, MIC	5	EA	399.75	1,998.75	D	09/16/2019	APPLICATIO
							1,998.76			

Item [10] 10046749, LICENSE, SOFTWARE, MICROSO.

Material Data	Quantities/Dates	Valuation	Account Assignment	Source of Supply	Status	Contact Person	Release strategy	Texts
Unloading Point	AccAssCat	Grant	Distribution	Single account assignment	CoCode	City of Houston		
GL Account	520119		Recipient					
Business Area	3200							
CO Area	COH1							
Cost Center	3200030002							
Order	B03200077-19							
Fund	5030	Grant		32000077-2019				
Functional Area	H0CO-00-00000000							
Funds Center	3200030002							
Earmarked Funds	0		Commitment Item	520119				

Mary Owens
 Administration Manager
 Finance Division
 City of Houston
 Housing and Community Development Dept.
 2100 Travis | Suite 900 | Houston, TX 77002
 832-394-6219 (office)
 Email: Mary.Owens@houstontx.gov
www.houstontx.gov/housing
www.recovery/houstontx.gov

152788

HL 0015220

PR10267004

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 200.31 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 *	MS O365 Visio Licenses	HCDD Division: *	Support Services
Deadline Date of Request: *	8/30/2019	Purchase Type: *	Computer
Requester Name: *	Pate, Orson - IT	Created:	8/23/2019
Requester Phone Number: *	8329930235		

Brief Description of Scope of Work for Goods/Services:
5 Licenses for Microsoft O365 Visio Professional; Due to increased need for staffing in DR, PGM and SFHR divisions related to Harvey matters, there is requirement for Visio licenses to document business process flows and update as required.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5090	Status: Pending
Funding Source: DR-HARVEY	Purchase Order No#:
Cost Center: 32000 3000 2	Name of Vendor:
G/L Account: 52011.9	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BD32000 77-19	Total Amount:
BFY: FY20	Procurement Staff
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:

Justification of Need for Goods/Services

Procurement Notes:

Requestor's Signature: <i>[Signature]</i>	Supervising Manager (Purchase under \$5,000)
Date: 8/23/19	Manager: <i>[Signature]</i>
Buyer's Signature: <i>[Signature]</i>	Date: 8/28/19
Date: 8/28/19	Funds Approval Signature: <i>[Signature]</i>
Procurement DPU Signature: <i>[Signature]</i>	Date: 9/4/19
Date: 9/10/19	(Purchase over \$5,000)
(Purchase over \$5,000)	CFO Signature
Assistant or Deputy Director: Date	Date:
Attachments	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 National IPA 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: 603.683.0374



SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Jerry Cournoyer
Phone: (800) 800-0019 ext. 34013
Fax: (603) 683-0682
Email: jerry.cournoyer@connection.com

24877167.01-W1

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 8/28/2019
Valid Through: 9/27/2019
Account #: 14232

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Bunny Arita
Email: bunny.arita@houstontx.gov

Phone: (832) 393-0060
Fax: (713) 754-9623

QUOTE PROVIDED TO: AB#: 15123900 CITY OF HOUSTON HOUSING & COMM DEVL PO BOX 1562 Accounts Payable HOUSTON, TX 77251 (832) 393-0060	SHIP TO: AB#: 6919967 CITY OF HOUSTON INFORMATION TECH DEPT 611 WALKER 9TH FLOOR HOUSTON, TX 77002 (281) 477-8626
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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	5	36201787	D87-07515	Govt. MOB Visio Professional 2019 License Only Microsoft Mob Government Licensing	Microsoft Mob Government Licensing	\$ 399.75	\$ 1,998.75
						Subtotal	\$ 1,998.75
						Fee	\$ 0.00
						Shipping and Handling	\$ 0.00
						Tax	Exempt
						Total	\$ 1,998.75



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

Request to Purchase from Cooperative/Interlocal

General Information	Date: 08/06/2019
Unit/Department: Housing & Community Development	Phone No. 832.393.0235
Contact Name: Orson Pate	email orson.pate@houstontx.gov

Vendor Information	Requisition No. <u>10267004</u>
Name: GovConnection, Inc.	Purchase Order No.
Address: 732 Milford Road Merrimack, NH 03054	Contract No. National IPA Contract #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.

5 - Govt. MOB Visio Professional 2019 Licenses Only Microsoft Mob Government Licensing - \$1,998.75

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: COH Housing and Community Development Dept has need
need due to increased staffing of HCD DR division related to Harvey, implementation of
the IMS Dynamics application and required reporting of critical financial data to HCD
Executive management, HCD IT, DR and FIN divisions have need to purchase additional
MS Visio licenses for document management purposes.

Department Recommendation	
Requestor: <i>Orson Pate</i>	Date: <u>8/28/19</u>
Department Director: <i>Keith W. Synn</i>	Date: <u>8/29/19</u>

Chief Procurement Officer's Approval	Date:
Signature:	

Arita, Bunny - HCD

From: Adams, Jerry - FIN
Sent: Wednesday, September 18, 2019 7:54 PM
To: Shah, Ketan - FIN
Subject: FW: COOPCONNECTIONPR10267004.PDF - NIPA
Attachments: COOPCONNECTIONPR10267004.PDF

Approved

From: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Sent: Wednesday, September 18, 2019 2:11 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: COOPCONNECTIONPR10267004.PDF - NIPA

Jerry

Vendor: Gov Connection

Current OMNIA(NIPA) Purchase requirement: \$1,998.75

Cooperative/interlocal Contract: NIPA - 4600015220

Remark: PR 10267004

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

For your review and approval please.

Ketan

From: Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Sent: Tuesday, September 17, 2019 7:28 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: COOPCONNECTIONPR10267004.PDF

Good morning Ketan,

Can you please get us CPO approval on the attached?

Thanks so much,

Bunny