



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 4500319182-0 / 02/25/2020
 CoH Vendor Number 112033
 Page 1 of 2
 Buyer's Name Rick Brandt S62
 Buyer's Telephone Number 832-393-8768
 Buyer's Fax Number 832-393-8758
 Buyer's E-mail Address Richard.Brandt@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
 COH CONTACT: JOHNNY JOHNSON 832-394-6184
 NATIONAL IPA CONTRACT# R160202 EXP 7-31-2021

SALES QUOTE #24962179.01-W1
 ACCOUNT #14232
 ACCOUNT EXECUTIVE JERRY COURMOYER 800-800-0019 X 34013

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	60.00	EA	10052419 LICENSE, SOFTWARE, ADOBE PRO CREATIVE CL Int. Article No. 20811490570 Make ADOBE Model 37611243 GOVT. TLP ACROBAT PRO 2017 MULTIPLE PLATFORMS UNIVERSAL ENGLISH A00 LICENSE ADOBE TIP GOVERNMENT LICENSE PT# 65301106AF01A00 ITEM# 37611243 COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED) APPLICATION SOFTWARE, MICROCOMPUTER LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER) ADOBE PRO CREATIVE CLOUD LVL1 1-49	418.00 / EA	25,080.00
			Gross Price	USD 1 EA	25,080.00
			418.00	60.000	

PR10272171

FINANCE USE ONLY		PROCUREMENT USE ONLY	
<p>PROCUREMENT REQUEST FORM</p> <p>Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,070 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>		<p>Rem: SNOW... 48 mins overdue</p> <p>Dismiss all</p> <p>7:00a Friday, January 31, 2020</p>	
Description of Purchase *	Adobe Pro Licenses	HCDD Division: *	Support Services
Deadline Date of Request: *	2/4/2020	Purchase Type: *	Computer
Requester Name: *	Johnson, Johnny - HCD	Created:	1/31/2020
Requester Phone Number: *	832-394-6184		
<p>Brief Description of Scope of Work for Goods/Services: (60) Adobe Pro 2017 Perpetual Licenses - 60</p> <p>***Change to DR***</p> <p>Note: Please allow a minimum of three (3) days for bid responses.</p>			
Fund Number:	5030	Status:	Pending
Funding Source:	DR - HARVEY	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	
G/L Account:	511045	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	\$25,080.00
BFY:	FY2020	Procurement Staff	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	
Funds Approval Mgr:		Notify Department:	
<p>Justification of Need for Goods/Services</p> <p>We are out of Adobe Pro Licenses and many of new employees job roles require to edit and merge "pdf" files.</p>		<p>Procurement Notes:</p>	
Requestors Signature:	<i>[Signature]</i> 1/31/2020	Supervising Manager (Purchase under \$5,000)	
Date:	1/31/2020	Manager:	
Buyer's Signature:	<i>[Signature]</i> 1/31/2020	Funds Approval Signature:	<i>[Signature]</i> 1/11/2020
Date:	1/31/2020	Date:	1/11/2020
Procurement DPU Signature:	<i>[Signature]</i> 2/13/2020	(Purchase over \$5,000)	<i>[Signature]</i>
Date:	2/13/2020	CFO Signature	<i>[Signature]</i> 1/31/2020
(Purchase over \$5,000)		Date:	1/31/2020
Assistant or Deputy Director: Date		Director Signature (Only Consultant Services)	
		Director or Designee:	
Attachments		Date:	



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

24962179.01-W1

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 2/3/2020
Valid Through: 3/4/2020
Account #: 14232

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Bunny Arita
Email: bunny.arita@houstonx.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	60	37611243	65301106AF01A00	Govt. TLP Acrobat Pro 2017 Multiple Platforms Universal English AOO License Adobe Tlp Government License	Adobe Tlp Government License	\$ 418.00	\$ 25,080.00
Subtotal							\$ 25,080.00
Fee							\$ 0.00
Shipping and Handling							\$ 0.00
Tax							Exemptl
Total							\$ 25,080.00

To Ketan 2/18/20-3:10P



City of Houston
Finance - Strategic Procurement Division

Request to Purchase from Cooperative/Interlocal

General Information	Date: 02/13/2020
Unit/Department: Housing and Community Development	Phone No. 832-394-6184
Contact Name: Johnny Johnson	Email: johnny.johnson@houstontx.gov

Vendor Information	Requisition No. <i>PR 10272171</i>
Name: GovConnection Inc	Purchase Order No.
7503 Standish Place Rockville MD 20855	<i>NATIONAL IPA CONTRACT #R160202</i>
Contact: Jerry Cournoyer 800-800-0019 EXT 34013	

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.

(60) Adobe Pro 2017 Perpetual Licenses to be used by those assigned to DR and those employees requiring creation, merging, and editing of pdf files along with signature fill in.

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: Most new employees are required to have Adobe Pro to perform their duties, especially those under DR.

Department Recommendation	
Requestor: Johnny Johnson <i>Johnny Johnson</i>	Date: 02/13/2020
Department Director: <i>Keith W. Dynam</i>	Date: 02/13/2020

Chief Procurement Officer's Approval	
Signature: _____	Date: _____

Arita, Bunny - HCD

From: Adams, Jerry - FIN
Sent: Friday, February 21, 2020 8:39 AM
To: Shah, Ketan - FIN
Subject: FW: CONNECTIONPR10272171COOP.PDF - NIPA

Approved

From: Hodge, Shannon - IT <Shannon.Hodge@houstontx.gov>
Sent: Thursday, February 20, 2020 8:13 AM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: RE: CONNECTIONPR10272171COOP.PDF - NIPA

No issue.

Shannon Hodge
Houston IT Services
611 Walker, 8th Floor, Houston, TX 77002
(832) 393-0262
Shannon.Hodge@houstontx.gov

HITS Core Values: Humility, Integrity, Trust and Service

From: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Sent: Thursday, February 20, 2020 8:06 AM
To: Hodge, Shannon - IT <Shannon.Hodge@houstontx.gov>
Subject: FW: CONNECTIONPR10272171COOP.PDF - NIPA

Shannon,
Any issues with this?

ja

From: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Sent: Wednesday, February 19, 2020 2:28 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: CONNECTIONPR10272171COOP.PDF - NIPA

Jerry

As On Today, FY20 Citywide non-contract and/or cooperative/interlocal contract spending w/o council action for Vendor #112033 GOVCONNECTION INC: \$0

Current Cooperative/Interlocal Justification requirement: \$25,080.00

Cooperative/interlocal Contract: NIPA

For your review and approval please.

Ketan

From: Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Sent: Tuesday, February 18, 2020 3:10 PM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: CONNECTIONPR10272171COOP.PDF

HI KETAN,

CAN YOU PLEASE GET CPO APPROVAL ON THE ATTACHED?

THANKS,

BUNNY