

## Taqvi, Syed - HCD

---

**From:** Owens, Mary - HCD  
**Sent:** Wednesday, June 10, 2020 12:06 PM  
**To:** Taqvi, Syed - HCD  
**Cc:** Rhone, Tywana - HCD  
**Subject:** RE: Follow Up - Requesting amendment to PO\_4500312859-1

Funding information shown below.

<b>Fund Number</b>	5030
<b>Funding Source</b>	DR-Harvey
<b>Cost Center</b>	3200030002
<b>G/L Account</b>	520110
<b>Business Area</b>	3200
<b>Internal Order</b>	BD3200077-19
<b>BFY</b>	FY-2020
<b>Grant</b>	32000077-2019
<b>Funds Reservation</b>	
<b>Amount</b>	\$1,800.00

---

**From:** Taqvi, Syed - HCD <Syed.Taqvi@houstontx.gov>  
**Sent:** Wednesday, June 10, 2020 11:34 AM  
**To:** Owens, Mary - HCD <Mary.Owens@houstontx.gov>  
**Cc:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1

Mary,

Could you please provide additional funding for this project please?

Thanks,  
Syed

---

**From:** Guillory, Beverly - HCD  
**Sent:** Tuesday, June 9, 2020 7:36 PM  
**To:** Taqvi, Syed - HCD <[Syed.Taqvi@houstontx.gov](mailto:Syed.Taqvi@houstontx.gov)>  
**Cc:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Subject:** Fwd: Follow Up - Requesting amendment to PO\_4500312859-1

Hi Syed,

Please see signed Procurement request attached.

Please let me know if you need anything else.

Best,

Beverly Guillory

---

**From:** Taqvi, Syed - HCD <[Syed.Taqvi@houstontx.gov](mailto:Syed.Taqvi@houstontx.gov)>  
**Sent:** Tuesday, June 9, 2020 4:11 PM  
**To:** Guillory, Beverly - HCD  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1

Beverly,

Could you please compete a procurement request for the additional amount which is \$1800.

Thanks,  
Syed

---

**From:** Rhone, Tywana - HCD  
**Sent:** Tuesday, June 9, 2020 11:55 AM  
**To:** Taqvi, Syed - HCD <[Syed.Taqvi@houstontx.gov](mailto:Syed.Taqvi@houstontx.gov)>  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1  
**Importance:** High

Syed,

See email below and please process accordingly with the proper procurement process.

Thanks

Tywana

---

**From:** Smith, Floyd - HCD  
**Sent:** Tuesday, June 9, 2020 9:11 AM  
**To:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Cc:** Desai, Krupa - HCD <[Krupa.Desai@houstontx.gov](mailto:Krupa.Desai@houstontx.gov)>  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1

Tywana what needs to happen to adjust this? If we want to secure this contractor again with another contract, will it have to go out for bids or can we just sign a new contract?

---

**From:** Bynam, Keith - HCD  
**Sent:** Tuesday, June 9, 2020 8:41 AM  
**To:** Smith, Floyd - HCD <[Floyd.Smith2@houstontx.gov](mailto:Floyd.Smith2@houstontx.gov)>  
**Cc:** Sellers, Derek - HCD <[Derek.Sellers@houstontx.gov](mailto:Derek.Sellers@houstontx.gov)>  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1

Floyd,

As discussed in yesterday's meeting, please adjust the PO to address the additional \$1800. If you have any questions, please do not hesitate to contact me.

Thanking you in advance for your assistance.

**KEITH W. BYNAM**

Deputy Director

Compliance Division & Operations

[keith.bynam@houstontx.gov](mailto:keith.bynam@houstontx.gov)

832-394-6134 office 281-513-2573 mobile

City of Houston

Housing and Community Development Dept.

2100 Travis | 9<sup>th</sup> Floor | Houston, TX 77002

[www.houstontx.gov/housing](http://www.houstontx.gov/housing)



---

**From:** [jhart@the-impact-center.org](mailto:jhart@the-impact-center.org) <[jhart@the-impact-center.org](mailto:jhart@the-impact-center.org)>

**Sent:** Tuesday, June 9, 2020 8:31 AM

**To:** Bynam, Keith - HCD <[Keith.Bynam@houstontx.gov](mailto:Keith.Bynam@houstontx.gov)>

**Subject:** Follow Up - Requesting amendment to PO\_4500312859-1

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

Keith,

I am writing to request a financial supplement in the amount of \$1,800 to the current Purchase Order (4500312859-1) to cover additional executive coaching services beyond the scope of the current contract.

The disruptive effects of the HCD workforce working remotely were not anticipated in the current Purchase Order which has resulted in the need for additional executive coaching sessions with senior HCD staff during the months of April and May. The financial supplement in the amount of \$1,800 will cover executive coaching sessions with Executive Director Tom McCasland (4 sessions) and Associate Director Anderson Stoute (2 sessions) during the month of June.

Attached is the current Purchase Order (4500312859-1).

I appreciate your assistance. Please do not hesitate to reach out if you have any questions.

Best regards,

John

John Hart

/ Impact Center

601 13<sup>th</sup> St., N.W.

Suite 1150N

Washington, DC 20005-3807