







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 *	Impact Center Consulting Services	HCDD Division: *	Director's Office
Deadline Date of Request: *	10/21/2019	Purchase Type: *	Service Under <50K
Requester Name: *	lbe, Orle - HCD	Created:	10/18/2019
Requester Phone Number: *	832-394-6282		
Brief Description of Scope of Work for Goods/Services:			
Scope of Service Executive coaching and leadership development			
SCOPE OF SERVICES HCDD is seeking assistance to assess/increase senior staff capacity and leadership capabilities. The successful vendor must be able to: <ul style="list-style-type: none"> Provide support to the director and senior staff to strengthen individual leadership and team collaboration Solicit feedback and input on staff's current strengths and leadership capabilities Create individualized development plans for senior staff Recommend new leadership techniques and practices to increase team capacity Facilitate discussion and feedback on new leadership techniques/behaviors Provide real-time support through "coaching sessions" as staff incorporate feedback/recommendations 			
QUALIFICATION REQUIREMENTS Vendors must have a demonstrated record of excellence in providing executive coaching and team facilitation services to public organizations.			
PERIOD OF PERFORMANCE This project is expected last through December 2019.			
DELIVERABLES <ul style="list-style-type: none"> Onsite team/staff assessments for senior staff Program curriculum and individualized developmental plans for staff Recommendations for leadership development and capacity building Final evaluation of program with recommended steps for continued development 			
OTHER REQUIREMENTS The selected vendors must be available for conference calls and onsite meetings as required to provide effective coaching and staff evaluation. HCDD anticipates a total of 80 one-one coaching sessions will be required in addition to team/individual assessments.			
Note: Please allow a minimum of three (3) days for bid responses.			
FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number: 5030 Funding Source: DR-HARVEY Cost Center: 320030002 G/L Account: 520110 Business Area: 3200 Internal Order: 30320077-19 BFY: FY20 Grant: 3200077-2019 Funds Reservation: Funds Approval Mgr:		Status: Pending Purchase Order No#: Name of Vendor: Date Processed: Date Received: 10-21-19 Total Amount: \$47,500 Procurement Staff Priority: Notify Department: Notify Department:	

Justification of Need for Goods/Services		Procurement Notes:	
Requestors Signature:  Date: 10/18/19	Supervising Manager (Purchase under \$5,000) Manager: _____ Date: _____		
Buyer's Signature:  Date: 10/21/19	Funds Approval Signature:  Date: 10/21/19		
Procurement DPU Signature:  Date: 10/30/19	(Purchase over \$5,000) CFO Signature: _____ Date: _____		
(Purchase over \$6,000) Assistant or Deputy Director: _____ Date: _____	Director Signature (Only Consultant Services) Director or Designee:  Date: 10/18/19		
Attachments			



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

Professional Services Justification

General Information	Date: 10/18/19
Department: Housing and Community Development	Phone No. 832-394-6204
Contact Name: Tywana Rhone	Email Tywana.Rhone@houstontx.gov

Vendor Information	Requisition No. <u>10268836</u>
Name: The Impact Center: John Hart, Vendor #155535	Purchase Order No.
Address:	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. \$47,500

In the wake of Hurricane Harvey, the City of Houston’s Housing and Community Development Department (HCDD) has been at the center of the response and recovery efforts. As a result, the HCDD leadership team has undergone a profound change in its roles and responsibilities; therefore, HCDD is seeking assistance to increase professional development and build team capacity for its executive team in order to optimize the department’s recovery efforts. Services provided through this contract are expected to last through December 31, 2019.

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

Given the unprecedented amount of funding HCDD anticipates receiving in the wake of Hurricane Harvey, HCDD has the opportunity to reshape and rebuild resilient communities. To fully realize this opportunity, HCDD must have years of experience in managing disaster recovery efforts, they have never faced the volume of funding and need that HCDD anticipates handling over the next five years. HCDD needs outside assistance to help ensure that its senior staff are operating at maximum efficiency and can effectively lead their teams.

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

The Impact Center is a premier leadership development organization for high-impact individuals and institutions. Its CEO John Hart developed and executed leadership curricula for the Obama administration, and facilitated leadership programs for the President, Vice President, Cabinet Secretaries and other agencies to maximize their capacity and improve teamwork and leadership skills. Given this background, HCDD is satisfied that The Impact Center team possesses the skills and qualifications necessary to fulfill this scope of services.

Department Recommendation	
Requestor: <u>[Signature]</u>	Date: <u>10-24-19</u>
Department Director: <u>[Signature]</u>	Date: <u>10/24/19</u>

Chief Procurement Officer’s Approval	
Signature:	Date:

Taqvi, Syed - HCD

From: Adams, Jerry - FIN
Sent: Tuesday, October 29, 2019 1:16 PM
To: Shah, Ketan - FIN
Subject: FW: The Impact Center CPO Approval
Attachments: 20191028130141347.pdf; B&W to Searchable PDF_1.PDF

Approved

From: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Sent: Tuesday, October 29, 2019 11:26 AM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>; Hanahan, Carolyn - FIN <Carolyn.Hanahan@houstontx.gov>
Subject: FW: The Impact Center CPO Approval

Jerry

As On today, FY20 Citywide non-contract spending w/o council action for Vendor #155535 AMERICAN DEMOCRACY INSTITUTE INC: \$0

Current Professional Service Justification requirement: \$47,500.00

For your review and approval please.

Ketan

From: Taqvi, Syed - HCD <Syed.Taqvi@houstontx.gov>
Sent: Monday, October 28, 2019 1:08 PM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: RE: The Impact Center CPO Approval

Ketan,

Please see attachment.

Thanks,
Syed

From: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Sent: Monday, October 28, 2019 12:42 PM
To: Taqvi, Syed - HCD <Syed.Taqvi@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: RE: The Impact Center CPO Approval

Syed

How much are you requesting for? I don't find on your justification.

Ketan

From: Taqvi, Syed - HCD <Syed.Taqvi@houstontx.gov>
Sent: Friday, October 25, 2019 7:52 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: The Impact Center CPO Approval

Hello Ketan,

Please forward the attached Professional Justification Form to Jerry Adams CPO for approval.



Thanks,

Syed Taqvi

City of Houston | Housing and Community Development Department | Finance

Office: 832.394.6306 | Fax: 832.395.9652

Address: 2100 Travis, 10th floor, Houston, TX 77002

Email: Syed.Taqvi@Houstontx.gov

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

QUOTE REQUESTED BY:

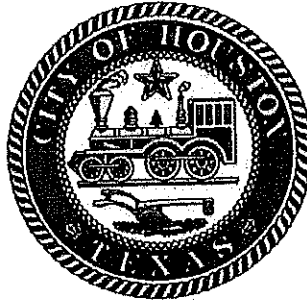
CITY OF HOUSTON
Housing and Community
Development

PROCUREMENT SERVICES

2100 Travis Street | 9th Floor | Houston
TX 77002

ATTN: Syed Taqvi

TELE: (832) 394-6306
FAX:



October 18, 2019

Vendor response from:

Name **John Hart**
155535

Vendor
Number

Address **601 13th St. NW, Suite 1150N,**
Washington DC 20005

Contact Person **John Hart**

Telephone No. **202-783-8270**

Facsimile No.

CM/WDBE YES NO

Informal Request for Proposal

ALL PRICES MUST BE QUOTED **F.O.B. DESTINATION** QUOTES VALID FOR 30 DAYS

Proposal Due Thursday, October 31, 2019

The Housing and Community Development Department invites your company to participate in a bid for the following services:

Scope of Service

Executive coaching and leadership development

SCOPE OF SERVICES

HCDD is seeking assistance to assess/increase senior staff capacity and leadership capabilities. The successful vendor must be able to:

- Provide support to the director and senior staff to strengthen individual leadership and team collaboration
- Solicit feedback and input on staff's current strengths and leadership capabilities
- Create individualized development plans for senior staff
- Recommend new leadership techniques and practices to increase team capacity
- Facilitate discussion and feedback on new leadership techniques/behaviors
- Provide real-time support through "coaching sessions" as staff incorporate feedback/recommendations

QUALIFICATION REQUIREMENTS

Vendors must have a demonstrated record of excellence in providing executive coaching and team facilitation services to public organizations.

PERIOD OF PERFORMANCE

This project is expected last through December 2019.

DELIVERABLES

- Onsite team/staff assessments for Senior Staff

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- Program curriculum and individualized developmental plans for staff
- Recommendations for leadership development and capacity building
- Final evaluation of program with recommended steps for continued development

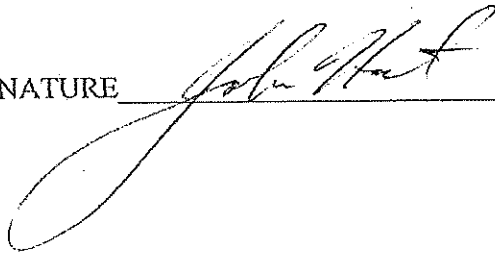
OTHER REQUIREMENTS

The selected vendors must be available for conference calls and onsite meetings as required to provide effective coaching and staff evaluation. HCDD anticipates a total of 80 one-one coaching sessions will be required in addition to team/individual assessments.

Services are to be rendered to: The City of Houston; Housing and Community Development Department 2100 Travis Street | 9th Floor | Houston TX 77002 between the hours of 8:00 a.m. – 5:00 p.m.

Please submit bids on company letterhead no later than cob Thursday, October 31st.

SIGNATURE



TOTAL

\$ 47,500

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The undersigned certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency;

(b) Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

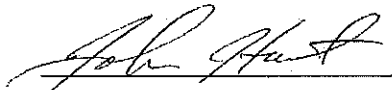
(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph (b) of this certification; and

(d) Have not within a three (3) year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000.00 or imprisonment for up to five (5) years, or both.

JOHN HART, CEO

Type Name & Title of Authorized Representative



Signature of Authorized Representative

10/23/19

Date

