



### 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 200.318) 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]**

Description of Purchase *	LexisNexis Subscription	HCDD Division: *	Support Services
Deadline Date of Request: *	08/10/2022	Purchase Type: *	Computer
Requester Name: *	Pate, Orson	Created:	08/03/2022
Requester Phone Number: *	832.393.0235	Funding Source's: *	Eligible for Funding: Yes

**Dr-17 - Buyout - program delivery**

Brief Description of Scope of Work for Goods/Services:

LexisNexis Subscription requested by Ray Miller MultiFamily Division

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

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	3200	Status:	
Funding Source:	CDBG DR-2017	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	LexisNexis
G/L Account:	522430	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	IF3200077-19	Total Amount:	273.00
BFY:	FY-2023	Procurement Staff:	Clarence Moton
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens	Notify Department:	Finance

Justification of Need for Goods/Services

LexisNexis Subscription requested by Ray Miller MultiFamily Division

Procurement Notes:

Requestor's Signature: Date: <small>DocuSigned by: Orson Pate F1A4338BC445450</small>	8/3/2022	Supervising Manager (Purchase under \$5,000) Manager: Date: <small>DocuSigned by: Ray S. Moton 87732B5A0C9F455...</small>	8/3/2022
Buyer's Signature: Date: <small>DocuSigned by: Clarence 0B7B314D6489498</small>	8/8/2022	Funds Approval Signature: Date: <small>DocuSigned by: Mary Owens 5F0B53CA4C0E46F...</small>	8/10/2022
Procurement DPU Signature: Date: <small>DocuSigned by: Tywana Rhone A3F6AADA2C604F9...</small>	8/10/2022	(Purchase over \$5,000) CFO Signature Date:	
(Purchase over \$5,000) Assistant or Deputy Director: Date:		Director Signature (Only Consultant Services) Director or Designee: Date:	

Attachments

[Click here to attach a file](#)





### PROCUREMENT REQUEST FORM

#### Additional Funding Page

**Eligible for Funding:** Choose an item. NO

*Funding Notes:*

**FINANCE FUNDING USE ONLY**

*Fund Number:*

*Funding Source:*

*Cost Center:*

*G/L Account:*

*Business Area:*

*Internal Order:*

*BFY:*

*Grant:*

*Funds Reservation:*

*Funds Approval Mgr:*

*Funding Additional Notes :*



28330 Network Place  
Chicago, IL 60673-1283  
866-528-0570

LexisNexis, a division of RELX Inc  
For itself or its affiliates

CITY OF HOUSTON, HOUSING & COMMUNITY DEVELOPMENT  
DEPARTMENT.

Attn : Orson Pate  
2100 Travis, 9th Floor

Houston, TX 77002 USA

#### Payments, Credits & Adjustments

<b>Total</b>	\$0.00
--------------	--------

#### New Activity Summary

Date	Description	Amount
7/31/2022	July 2022 3 user(s) @ \$91.00/user	\$273.00
<b>Total Charges</b>		\$273.00
<b>Total Tax</b>		\$0.00
<b>6973293-20220731</b>	<b>Due Date 8/30/2022</b>	<b>Total \$273.00</b>

Please include your full invoice number on all remittance to ensure proper credit.

## Invoice

<b>Current Amount Due</b>	<b>USD \$273.00</b>
<b>Outstanding Balance</b>	<b>USD \$0.00</b>
<b>Total Balance</b>	<b>USD \$273.00</b>
Invoice Number	<b>6973293-20220731</b>
Invoice Date	<b>Jul 31, 2022</b>
Billing ID	<b>6973293</b>
Terms	<b>Net 30</b>
Representative	<b>Steven Davis II</b>
Billing Period	<b>7/1/2022 7/31/2022</b>

PO #

Questions about your bill?  
866-528-0570

LNBilling@lexisnexisrisk.com

To view account activity and pay online:  
Log on to <https://invoice.risk.lexisnexis.com>  
Become a registered user of EPIC 360 to  
begin viewing invoices, printing invoices,  
accessing account activity details and  
paying invoices online.

**Please Remit Payment To:**  
**LexisNexis Risk Solutions FL Inc.**  
**Billing ID 6973293**  
**28330 Network Place**  
**Chicago, IL 60673-1283**

In order to ensure our customers are not impacted by fraudulent phishing attempts we advise you to never accept remittance information change requests from unsolicited emails or phone calls. All LexisNexis Risk Solutions changes will be communicated via messages attached to your invoice. Please report any suspicious activity to [security@relx.com](mailto:security@relx.com).

**What is LexisNexis?** Search Tool used to retrieve and report on individuals' public information such as address, court, phone number, etc.

**How it will be used?** LexisNexis is primarily a legal tool. Public Facilities Division will use LexisNexis it to perform public records searches to find individuals or households in our Buyout program who have moved away and did not provide a forwarding address. Legal already has a subscription, HCD will need 1-2 licenses.

**What is the benefit for the department?** Public Facilities Division will be able to find individuals or households in our Buyout program who have moved away and did not provide a forwarding address.

**Certificate Of Completion**

Envelope Id: 3AF222F305E243BDB8CE0831A95151DC	Status: Completed
Subject: Please DocuSign: Procurement Request Form - LexisNexis Subscription	
Source Envelope:	
Document Pages: 4	Signatures: 5
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Comments: yes
Envelope Stamping: Enabled	Envelope Originator:
Time Zone: (UTC-06:00) Central Time (US & Canada)	Orson Pate
	611 Walker St.
	HITS
	Houston, TX 77002
	Orson.Pate@Houstontx.gov
	IP Address: 73.32.209.131

**Record Tracking**

Status: Original	Holder: Orson Pate	Location: DocuSign
8/3/2022 5:30:28 PM	Orson.Pate@Houstontx.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: City of Houston IT Services	Location: DocuSign

**Signer Events**

Orson Pate  
 orson.pate@houstontx.gov  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 F1A4338BC445450...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 73.32.209.131

**Timestamp**

Sent: 8/3/2022 5:31:36 PM  
 Viewed: 8/3/2022 5:31:45 PM  
 Signed: 8/3/2022 5:39:04 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Ray Miller  
 Ray.Miller@houstontx.gov  
 Assistant Director  
 City of Houston  
 Security Level: Email, Account Authentication (None)


DocuSigned by:  
  
 87732B5A0C9F455...  
 Signature Adoption: Uploaded Signature Image  
 Using IP Address: 204.235.229.248

Sent: 8/3/2022 5:39:06 PM  
 Viewed: 8/3/2022 5:48:47 PM  
 Signed: 8/3/2022 5:48:51 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Clarence  
 clarence.moton@houstontx.gov  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

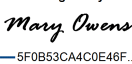
DocuSigned by:  
  
 DB7BC14D648B498...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 99.102.85.121

Sent: 8/4/2022 7:30:15 AM  
 Viewed: 8/8/2022 2:49:05 PM  
 Signed: 8/8/2022 2:49:53 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

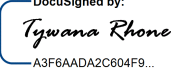
Mary Owens  
 Mary.Owens@houstontx.gov  
 City of Houston IT Services  
 Signing Group: HCD Disaster Recovery – Budget Team  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 5F0B53CA4C0E46F...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 70.139.226.136

Sent: 8/8/2022 2:49:55 PM  
 Viewed: 8/10/2022 11:11:37 AM  
 Signed: 8/10/2022 11:55:13 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Tywana Rhone            Tywana.Rhone@houstontx.gov            Division Manager            City of Houston IT Services            Signing Group: HCD Procurement DPU            Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>            Not Offered via DocuSign</p>	<p>DocuSigned by:              A3F8AADA2C804F9...</p> <p>Signature Adoption: Pre-selected Style            Using IP Address: 70.138.156.209</p>	<p>Sent: 8/10/2022 11:55:15 AM            Viewed: 8/10/2022 12:32:23 PM            Signed: 8/10/2022 12:34:06 PM</p>

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

<p>Tywana Rhone            Tywana.Rhone@houstontx.gov            Division Manager            City of Houston IT Services            Signing Group: HCD Procurement Div Manager(s)            Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>            Not Offered via DocuSign</p>	<p></p> <p>Using IP Address: 204.235.229.248</p>	<p>Sent: 8/3/2022 5:48:53 PM            Viewed: 8/4/2022 7:27:52 AM            Completed: 8/4/2022 7:30:15 AM</p>
---	---	---

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	8/3/2022 5:31:36 PM
Certified Delivered	Security Checked	8/10/2022 12:32:23 PM
Signing Complete	Security Checked	8/10/2022 12:34:06 PM
Completed	Security Checked	8/10/2022 12:34:06 PM

Payment Events	Status	Timestamps
----------------	--------	------------