



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIP TO  
OR SERVICE** **Change to  
PURCHASE ORDER**

**Vendor Address**  
Vendor Address Number 154626  
MANDY CHAPMAN SEMPLE  
31403 IMPERIAL BLUFF COURT  
SPRING TX 77386  
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 4500278602-2 / 04/03/2018  
CoH Vendor Number 154626  
Page 1 of 1  
Buyer's Name Clarence Moton 454  
Buyer's Telephone Number 832-394-6212  
Buyer's Fax Number  
Buyer's E-mail Address clarence.moton@houstontx.gov

**CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER  
TO BUYER'S E-MAIL ADDRESS**

**Shipping Address** HOUSING & COMMUNITY DEVELOPMENT  
PROCUREMENT SERVICES  
601 SAWYER, 4TH FLOOR  
HOUSTON TX 77007  
USA

**Terms of payment :** Pay net 30 w/o deduction Currency USD

**Shipping Terms** FOB(Free on board) /DESTINATION

**Your person responsible:** MANDY CHAPMAN SEMPLE

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91863 HOUSING CONSULTING Technical Assistance Hurricane Harvey The City of Houston's Housing and Community Development Department has requested facilitation and project management support to:  1.Successfully conclude the FEMA sponsored program by May 23, 2018. 2.Account for the successful transition of participants, and 3.Prepare an after action report.  City of Houston payment policy will apply to all invoices. Purchase Order will not exceed \$25,000.	25,000.00 / AU	25,000.00
<b>Gross Price</b>			25,000.00 USD	1 AU	25,000.00
*** Delivery date changed ***					
*** Item partially delivered ***					
<b>Delivery Date:</b> 09/14/2018					
<b>Total ****</b>					<b>USD 25,000.00</b>

**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.

*Supervisor Turner* *Jerry Adams* *Clarence Moton*

**Mayor** **Chief Procurement Officer** **Controller**



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			Gross Price	25,000.00 USD 1 AU	1.000 25,000.00
*** Delivery date changed ***					
<b>Delivery Date: 06/29/2018</b>					
<b>Total ****</b>					<b>USD 25,000.00</b>

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*Supervisor Turner* Mayor  
*Jerry Adams* Chief Procurement Officer  
*Clarence Moton* Controller



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**Your person responsible:** MANDY CHAPMAN SEMPLE

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
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	Gross Price		23,000.00 USD 1 AU	1.000	23,000.00
Delivery date: Day 12/31/2018					
*** New item ***					
Delivery Date: 12/31/2018					
<b>Total ****</b>					<b>USD 48,000.00</b>

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*Suzanne Turner* Mayor  
*Jimmy Adams* Chief Procurement Officer  
*Clarence Moton* Controller



# City of Houston Finance-Strategic Procurement Division

## Professional Services Justification

<b>General Information</b>	Date: 2/12/18
Department: Housing and Community Development	Phone No: (832) 394-6204
Contact Name: Tywana Rhone	Email: tywana.rhone@houstontx.gov
<b>Vendor Information</b>	Requisition No.
Name: Mandy Chapman Semple, Vendor #154626	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.

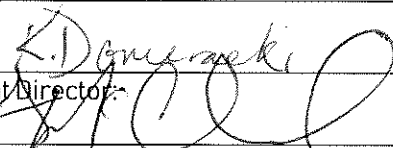
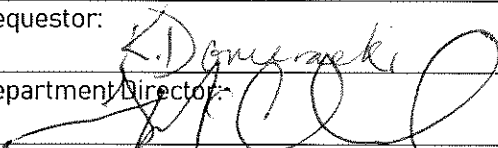
In the wake of Hurricane Harvey, the City of Houston expects to receive over a billion dollars in Community Development Block Grant funding for disaster recovery (CDBG-DR). A portion of these disaster recovery funds will be allocated to serving homeless individuals. To maximize the impact of this funding, HCDD requires technical assistance to determine how best to (1) conduct a needs-assessment for homeless services related to disaster recovery, (2) create guidelines and processes for new programs serving the homeless population, and (3) increase staff capacity to fully execute these programs. Services provided through this contract are expected to last through December 31, 2018 and are not expected to exceed \$23,000.

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

Given the amount of funding HCDD anticipates receiving in the wake of Hurricane Harvey, HCDD has the opportunity to impact the homeless community in unprecedented ways. To fully realize this opportunity, HCDD must assess the current level of need and create programs designed to utilize available resources in ways that maximize impact. HCDD does not currently have sufficient staff or expertise to complete this task without outside assistance.

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

Ms. Chapman-Semple has extensive experience working for the City of Houston as a Special Assistant to the Mayor for Homeless Initiatives. She has provided support for rapid rehousing programs immediately after Hurricane Harvey and has over 14 years of experience working within the local homeless network and coordinating services for homeless persons. Given her background and prior involvement with the City, HCDD is satisfied that Ms. Chapman-Semple possesses the skills and qualifications necessary to fulfill this scope of services.

<b>Department Recommendation</b>	
Requestor: 	Date: 6/29/18
Department Director: 	Date: 6/29/18
<b>Chief Procurement Officer's Approval</b>	
Signature: _____	Date: _____

# Mandy Chapman Semple

Systems Transformation Consulting

---

## Proposal for Consulting Services

Prepared for City of Houston Housing and Community Development Department  
June 25, 2018

### Purpose of Engagement:

The City of Houston is currently in the early planning phases for the use of CDBG-DR funds for pre- and post-storm homeless individuals.

HCDD has requested technical assistance to:

1. facilitate the collection of data in support of the CDBG-DR needs assessment,
2. support a process to prepare program guidelines for homeless programs, and
3. build the capacity of the department to fully execute CDBG-DR homeless programs.

### Planned Activities

#### *On-site and Virtual Technical Support* 7/1/18 – 12/31/18

Up to 110 on-demand hours to:

- provide technical support and data analysis for the needs assessment process
- participate in and support internal and external engagements to prepare program guidelines for CDBG-DR homeless programs
- provide staffing and capacity building recommendations to fully execute CDBG-DR and other homeless programs
- identify how to coordinate other internal and external homeless funding to fully leverage the CDBG-DR projects to achieve maximum impact

### Budget

- This is an hourly rate contract. Proposed hours are only estimates. Actual hours and travel costs will be billed each month.

Estimated Hours – 110 hours @ \$200/Hour	\$22,000
Estimated Mileage –	\$ 1,000
<b>Total Estimated Costs</b>	<b>\$23,000</b>

### Contact:

Mandy Chapman Semple  
[Mandy.chapmansemple@gmail.com](mailto:Mandy.chapmansemple@gmail.com)  
713-897-1528



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	Gross Price		25,000.00 USD	1 AU	1.000 25,000.00
			*** Delivery date changed *** *** Item partially delivered ***		
			<b>Delivery Date:</b> 09/14/2018		
<b>Total ****</b>					<b>USD 25,000.00</b>


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*Signature* Mayor  
*Signature* Chief Procurement Officer  
*Signature* Controller

# Housing and Community Development

FINANCE USE ONLY		PROCUREMENT USE ONLY	
<p><b>PROCUREMENT REQUEST FORM</b></p> <p><i>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 49,0000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required. * Required Fields (must be completed)</i></p>			
Description of Purchase *	Mandy Chapman-Semple PO Extension	HCDD Division: *	Director's Office
Deadline Date of Request: *	6/19/2018	Purchase Type: *	Service Under <50K
Requester Name: *	Domeracki, Kristen - HCD	Created:	
Requester Phone Number: *	832.394.6125		
<p><i>Brief Description of Scope of Work for Goods/Services:</i> Need to extend PO 4500278602-1 issued to Mandy Chapman Semple (vendor number 154626) until 9/15/18 due to unforeseen delays. We expect a final report to be issued by the vendor in August.</p> <p><i>Note: Please allow a minimum of three (3) days for bid responses.</i></p>			
<p>Fund Number:</p> <p>Funding Source:</p> <p>Cost Center:</p> <p>G/L Account:</p> <p>Business Area:</p> <p>Internal Order:</p> <p>BFY:</p> <p>Grant:</p> <p>Funds Reservation:</p> <p>Funds Approval Mgr:</p> <p>Justification of Need for Goods/Services</p>		<p>Status: Pending</p> <p>Purchase Order No#:</p> <p>Name of Vendor: <b>154626</b></p> <p>Date Processed:</p> <p>Date Received:</p> <p>Total Amount:</p> <p>Procurement Staff</p> <p>Priority:</p> <p>Notify Department:</p> <p>Notify Department:</p> <p>Procurement Notes: <b>P.O. 4500278602</b></p>	
<p>Requestors Signature: <i>K. Domeracki</i> 4/19/18</p> <p>Date:</p>		<p>Supervising Manager (Purchase under \$5,000)</p> <p>Manager: _____</p> <p>Date: _____</p>	
<p>Buyer's Signature: <i>Clarens Motu</i></p> <p>Date:</p>		<p>Funds Approval Signature: _____</p> <p>Date: _____</p>	
<p>Procurement DPU Signature: _____</p> <p>Date: _____</p>		<p>(Purchase over \$5,000)</p> <p>CFO Signature _____</p> <p>Date: _____</p>	
<p>(Purchase over \$5,000)</p> <p>Assistant or Deputy Director: _____</p> <p>Date: _____</p>		<p>Director Signature (Only Consultant Services)</p> <p>Director or Designee: <i>Jon McEll</i></p> <p>Date: _____</p>	
<p>Attachments</p>			



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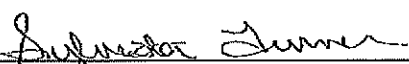
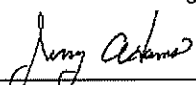
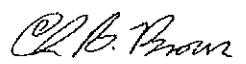
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	Gross Price		23,000.00 USD 1 AU	1.000	23,000.00
			Delivery date: Day 12/31/2018 *** New Item ***  Delivery Date: 12/31/2018		
<b>Total ****</b>				<b>USD</b>	<b>48,000.00</b>

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 Mayor  
 Chief Procurement Officer  
 Controller





FINANCE USE ONLY		PROCUREMENT USE ONLY	
<b>Fund Number:</b> 5000 <b>Funding Source:</b> COBG <b>Cost Center:</b> 3200030002 <b>G/L Account:</b> 522430 <b>Business Area:</b> 3200 <b>Internal Order:</b> CP3200001-2018 <b>BFY:</b> 2018 <b>Grant:</b> 32000001-2018 <b>Funds Reservation:</b> <b>Funds Approval Mgr:</b>		<b>Status:</b> Pending <b>Purchase Order No#:</b> 4500278602(154620) <b>Name of Vendor:</b> MANDY CHAPMAN SEMPLE <b>Date Processed:</b> <b>Date Received:</b> <b>Total Amount:</b> \$23,000 <b>Procurement Staff:</b> <b>Priority:</b> <b>Notify Department:</b> <b>Notify Department:</b>	
<b>Justification of Need for Goods/Services</b>		<b>Procurement Notes:</b> Req. - 10250258	
<b>Requestors Signature:</b> K. Domeracki <b>Date:</b>		<b>Supervising Manager (Purchase under \$5,000)</b> <b>Manager:</b> <b>Date:</b>	
<b>Buyer's Signature:</b> Clarence Moto <b>Date:</b> 7/2/18		<b>Funds Approval Signature:</b> <b>Date:</b> 7/5/18	
<b>Procurement DPU Signature:</b> <b>Date:</b>		(Purchase over \$5,000) <b>CFO Signature:</b> <b>Date:</b> 7/5/18	
(Purchase over \$5,000) <b>Assistant or Deputy Director:</b> <b>Date:</b>		<b>Director Signature (Only Consultant Services):</b> <b>Director or Designee:</b> <b>Date:</b>	
<b>Attachments</b>			

**Moton, Clarence - HCD**

---

**From:** Adams, Jerry - FIN  
**Sent:** Tuesday, July 03, 2018 2:03 PM  
**To:** Shah, Ketan - FIN  
**Subject:** FW: Professional Justification Approval for Mandy Chapman Semple  
**Attachments:** Mandy Chapman Semple Professional Justification Form Consulting Services.pdf

approved

---

**From:** Shah, Ketan - FIN  
**Sent:** Tuesday, July 3, 2018 10:27 AM  
**To:** Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>  
**Subject:** FW: Professional Justification Approval for Mandy Chapman Semple

Jerry

FY19 Citywide non-contract spending w/o council action for Vendor # 154626 MANDY CHAPMAN SEMPLE: \$0

Current requirement: \$23,000.00

For your review and approval please.

Ketan

---

**From:** Moton, Clarence - HCD  
**Sent:** Monday, July 02, 2018 11:38 AM  
**To:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Cc:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Domeracki, Kristen - HCD <Kristen.Domeracki@houstontx.gov>  
**Subject:** Professional Justification Approval for Mandy Chapman Semple

Hello Ketan,

Attached is the Professional Justification Form (Mandy Chapman Semple) for Mr. Jerry Adams approval.



## City of Houston Finance-Strategic Procurement Division

### Professional Services Justification

<b>General Information</b>	Date: 2/12/18
Department: Housing and Community Development	Phone No: (832) 394-6204
Contact Name: Tywana Rhone	Email: tywana.rhone@houstontx.gov
<b>Vendor Information</b>	Requisition No.
Name: Mandy Chapman Semple, Vendor #154626	Purchase Order No.
Address:	Contract No.

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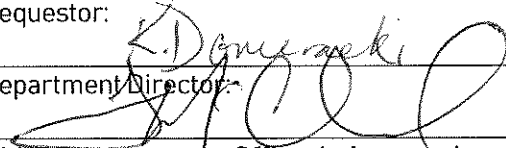
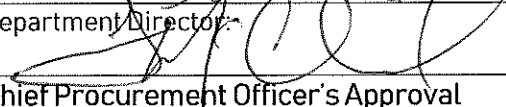
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**Department Recommendation**

Requestor: 	Date: 6/29/18
Department Director: 	Date: 6/29/18
<b>Chief Procurement Officer's Approval</b>	
Signature: _____	Date: _____

# Mandy Chapman Semple

Systems Transformation Consulting

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## Proposal for Consulting Services

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June 25, 2018

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Up to 110 on-demand hours to:

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### Budget

- This is an hourly rate contract. Proposed hours are only estimates. Actual hours and travel costs will be billed each month.

Estimated Hours – 110 hours @ \$200/Hour	\$22,000
Estimated Mileage –	\$ 1,000
<b>Total Estimated Costs</b>	<b>\$23,000</b>

### Contact:

Mandy Chapman Semple  
[Mandy.chapmansemple@gmail.com](mailto:Mandy.chapmansemple@gmail.com)  
713-897-1528



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**Vendor Address**  
Vendor Address Number 154626  
MANDY CHAPMAN SEMPLE  
31403 IMPERIAL BLUFF COURT  
SPRING TX 77386  
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 4500278602-5 / 04/03/2018  
CoH Vendor Number 154626  
Page 1 of 2  
Buyer's Name Clarence Moton 454  
Buyer's Telephone Number 832-394-6212  
Buyer's Fax Number  
Buyer's E-mail Address clarence.moton@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:** MANDY CHAPMAN SEMPLE

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
20	1.00	AU	91881 NATURAL DISASTERS (F Disaster Recovery - Consulting	17,612.30 / AU	17,612.30
	Gross Price		17,612.30 USD 1 AU	1.000	17,612.30
			Delivery date: Day 12/31/2018 *** Net price changed *** *** Services changed *** *** Item partially delivered *** Changed Expected value of unplanned services: 17,612.30		
			<b>Delivery Date:</b> 12/31/2018		
40	1.00	AU	91881 NATURAL DISASTERS (F Disaster Recovery - Consulting	5,387.70 / AU	5,387.70
	Gross Price		5,387.70 USD 1 AU	1.000	5,387.70
			Delivery date: Day 02/01/2019 *** New item ***		



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

**Change to  
PURCHASE ORDER**

PO number/date 4500278602 -5 / 04/03/2018 Page 2 of 2

**Delivery Date:** 02/01/2019

**Total \*\*\*\***

**USD 48,022.82**

**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.

Handwritten signature of Sylvester Turner.

Mayor

Handwritten signature of Jerry Adams.

Chief Procurement Officer

Handwritten signature of C. B. Brown.

Controller