



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE**

PURCHASE ORDER

Vendor Address
Vendor Address Number 115251
SHI-GOVERNMENT SOLUTIONS INC
1301 S MO PAC EXPRESSWAY STE 375
AUSTIN TX 78746
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 4500298332-0 / 03/05/2019
CoH Vendor Number 109672
Page 1 of 2
Buyer's Name Lianshun Zhou S53
Buyer's Telephone Number 832-393-8721
Buyer's Fax Number 832-393-8758
Buyer's E-mail Address Lianshun.zhou@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

Our reference: 2016-0435

Your reference: H25973

Reference Quote#: 16620010
Vendor Contact: Jonathan Gaudet 800-870-6079 Option2

COH Contact: Bunny Arita 832-394-6123

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	20.00	EA	10036444 LICENSE, SOFTWARE, APPLICATION Int. Article No. 20811490113 Release Order against contract 4600014064 Item 00060 Make MICROSOFT Model DDJ-00001 20-MS POWERBI PRO LICENCES-FINANCE Coverage term: Mar-01-2019 - Sep-30-2019 COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGAMMED) Application Software, Microcomputer, SERVER	51.59 / EA	1,031.80
Gross Price			USD	1 EA	1,031.80
		51.59		20.000	
Delivery Date: 03/19/2019					



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 *	Power BI Pro Licenses	HCDD Division: *	Support Services
Deadline Date of Request: *	2/6/2019	Purchase Type: *	Computer
Requester Name: *	Johnson, Johnny - HCD	Created:	
Requester Phone Number: *	832-394-6184		

Brief Description of Scope of Work for Goods/Services:
(20) MS Power BI Pro Licenses ordered for Jayna Mistry and approved by Ellen Eudy

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

DR
Fund 5030
Scope DR-IT/IT
Cost Ctr
3200030002
Area - 3200
Order -
A0320077-19
GRANT
3200077-2019
M &
3/21/19

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030	Status: Pending
Funding Source: C066	Purchase Order No: SHI
Cost Center: 3200030002	Name of Vendor: SHI
G/L Account: 520121	Date Processed:
Business Area: 3200	Date Received:
Internal Order: C 32000001-14	Total Amount: 1,031.80
BFY: 2019	Procurement Staff: Bunny Arista
Grant: 32000001-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:

Justification of Need for Goods/Services
Software is for Financial Reporting

Procurement Notes:

Requestor's Signature: Johnny Johnson 1/31/19	Supervising Manager (Purchase under \$5,000): [Signature] 1/31/19
Buyer's Signature: [Signature] 2/11/19	Funds Approval Signature: [Signature] 2/11/19
Procurement (DPS) Signature: [Signature] 2/12/19	(Purchase over \$5,000) CFO Signature: _____
(Purchase over \$5,000) Assistant or Deputy Director: _____	Director Signature (Only Consultant Services): _____
Director: _____	Director or Designee: _____

Attachments



Pricing Proposal

Quotation #: 16620010

Description: Microsoft EA - 7658069 - Year 4 True-Up - PowerBI

Created On: Feb-04-2019

Valid Until: Feb-28-2019

CITY OF HOUSTON

Bunny Arita

Housing and Community Development Department
601 Sawyer St.,
HOUSTON, TX
United States
Phone: 832-394-6123
Fax:
Email: Bunny.Arita@houston.tx.gov

Inside Account Manager

Jonathan Gaudet

1301 S. MoPac Expressway, Suite 375
Austin, TX 78746
Phone: (800) 870-6079 Option 2
Fax: 512-732-0232
Email: Jonathan_Gaudet@shi.com

[Click here to order this quote](#)

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 PowerBIProGOV ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: DDJ-00001 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092 Coverage Term: Mar-01-2019 – Sep-30-2019	30	\$51.59	\$1,547.70
Total			\$1,547.70

Additional Comments

Service Level Agreements:

1. Quotes: Quote requests will be acknowledged within 4 business hours of each request. Under normal circumstances, quotes will be provided within 24-48 hours of the initial request. If quotes will take longer than this timeframe, status updates will be provided at reasonable intervals.

2. Orders: All valid orders will be processed within 24 hours.

3. Contract Documents: All submissions will be reviewed and responded to within 24 business hours. Actual processing time will vary based on quality and complexity of the submission.

Here is the quote you requested.

Please reference SHI quote #'s on all purchase orders. When ordering please provide the end-user's name, phone number and e-mail address. Please also include a bill to and ship to address.

Thank you!

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.



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

Request to Purchase from Cooperative/Interlocal

General Information	Date: 2/6/2019
Unit/Department: HCDD	Phone No. 832-394-6184
Contact Name: JOHNNY JOHNSON	email johnny.johnson at houstontx.gov

Vendor Information	Requisition No. 10259612
Name: SHI Government Solutions	Purchase Order No.
Address: 1301 Mo-Pac Expressway Suite 375 Austin, TX 78746	Contract No. DIR-TSO-4092

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.

(20) Power BI PRO Gov SHRDSVR SUBS/UL MUL PER USER
 Microsoft+ PART # DDJ-00001
 CONTRACT NAME: Microsoft VAR
 CONTRACT # DIR-TSO-4092
 COVERAGE TERM: MAR-01-2019 — SEP-30-2019

Type of Request. Please select one of the options below.

Interlocal Name of Government Entity _____

Cooperative Name of Coop. Org. DEPARTMENT OF INFORMATION RESOURCES

Reason: Attach back up information as appropriate

Competitive Price

One-time Need

Other, explain why benefit to the city: SOFTWARE for FINANCE SECTION

Department Recommendation	
Requestor: JOHNNY JOHNSON <i>John Johnson</i>	Date: 2/06/2019
Department Director: <i>Keith W. Dynam</i>	Date: 2/16/19

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

Arita, Bunny - HCD

From: Adams, Jerry - FIN
Sent: Sunday, March 03, 2019 10:54 AM
To: Shah, Ketan - FIN
Subject: FW: ASTROAPPARELCOOP.PDF
Attachments: ASTROAPPARELCOOP.PDF

Approved

From: Shah, Ketan - FIN
Sent: Wednesday, February 27, 2019 3:23 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: ASTROAPPARELCOOP.PDF

Jerry

Vendor: SHI

Current DIR Purchase requirement: \$1,547.70

Cooperative/interlocal Contract: DIR

Remark: PR 10259612

Code	Description	Processor	Stat..
R1	Cost Center Approval	MARY OWENS	✓
R2	Grants Mgr Approval	MARY OWENS	✓
R3	Dept IT Approval	REENIE ASKEW	✓
R6	DPU Approval	TYWANA RHONE	✓
R7	ITD Advocate Approval	REENIE ASKEW	✓

For your review and approval please.

Ketan

From: Arita, Bunny - HCD
Sent: Tuesday, February 26, 2019 2:17 PM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: ASTROAPPARELCOOP.PDF

Hi Ketan,

Can you please get CPO approval for the attached?

Thanks so much,



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

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General Information	Date: 2/6/2019
Unit/Department: HCDD	Phone No. 832-394-6184
Contact Name: JOHNNY JOHNSON	email johnny.johnson@houstontx.gov

Vendor Information	Requisition No. 10259612
Name: SHI Government Solutions	Purchase Order No.
Address: 1301 MO-PAC EXPRESSWAY SUITE 375 AUSTIN, TX 78746	Contract No. DIR-TSO-4092

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(20) Power BI PRO Gov SHRSVR SUBSUL MVL PER USER
 Microsoft PART # DDJ-00001
 CONTRACT NAME: Microsoft UAR
 CONTRACT # DIR-TSO-4092
 COVERAGE TERM: MAR-01-2019 — SEP-30-2019

Type of Request. Please select one of the options below.

Interlocal Name of Government Entity _____

Cooperative Name of Coop. Org. DEPARTMENT OF INFORMATION RESOURCES

Reason: Attach back up information as appropriate

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Department Recommendation	
Requestor: JOHNNY JOHNSON <i>John Johnson</i>	Date: 2/06/2019
Department Director: <i>Keith W. Reynolds</i>	Date: 2/10/19

Chief Procurement Officer's Approval	
Signature:	Date:

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