



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 49,0000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).

Signature of this document is still required.

* Required Fields [must be completed]

Description of Purchase *	HPW Supplies - Headsets	HCDD Division: *	Planning and Grants Mgmt
Deadline Date of Request: *	11/17/2022	Purchase Type: *	Equipment
Requester Name: *	Kimberly Hunt	Created:	11/10/2022
Requester Phone Number: *	832-394-5879	Funding Source's: *	Eligible for Funding: Yes Codes as an item.

Brief Description of Scope of Work for Goods/Services:

Headsets are being requested for office equipment to perform meetings and daily tasks.

Funding Details:

DR17 Planning LOA with HPW for the Construction Codes Modernization Plan

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

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5030	Status:	
Funding Source:	CDBG DR-2017	Purchase Order No#:	P-Card
Cost Center:	3200030002	Name of Vendor:	Staples
G/L Account:	511070	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	IU3200077-19	Total Amount:	\$317.31
BFY:	FY2023	Procurement Staff:	Bunny Arita
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens	Notify Department:	Finance

Justification of Need for Goods/Services

The standard headsets provided are not suitable for the work environment. Justification has been attached.

Procurement Notes:

DocuSigned by: <i>Orson Pate</i> F1A4338BC445450...	11/16/2022	DocuSigned by: <i>Derek Sellers</i> 79EF43D22FC483...	11/14/2022
Requestors Signature: <i>Kimberly Hunt</i> Date: BFB65377124C48B...	11/14/2022	Supervising Manager (Purchase under \$5,000) Manager: <i>Mary Itz</i> Date: 79EF43D22FC483...	11/14/2022
Buyer's Signature: <i>Bunny</i> Date: BCE5E6B537434C1...	11/22/2022	Funds Approval Signature: <i>Mary Owens</i> Date: A75F0E9278E94A9...	11/23/2022
Procurement DPU Signature: <i>Tywanne Rhone</i> Date: A3F8AAD2C604F9...	11/22/2022	(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 :

Thank you for all of your help with this.

From: Hunt, Kimberly - HCD <Kimberly.Hunt@houstontx.gov>

Sent: Tuesday, November 8, 2022 11:18 AM

To: Caraway, Jessica - HCD <Jessica.Caraway@houstontx.gov>

Cc: Itz, Mary - HCD <Mary.Itz@houstontx.gov>

Subject: RE: Additional Office Supply Request for HPW Under Construction Codes LOA

Hello Jessica

Because I was out of the office on FMLA on 10/31, I did not receive your request. As the HPW staff are considered part of our staff they will need to follow the same protocol of providing justification and clarity as to why they need these specific headsets instead of what has been provided as part of their everyday equipment. Once a justification is received, you should first check with Albert in IT to see if they have anything similar to what you are requesting. If it is not available from IT the equipment request will need to go through the Procurement Request Form process and be signed off by Mary.

For the business cards, I will check with Bunny for more guidance. In the meantime, will you provide me with the general contact information for the HPW team?

Kind Regards,

Kimberly Hunt

City of Houston

Housing and Community Development

2100 Travis Street | 9th Floor | Houston TX 77002

832.394.5879 (office)

www.houstontx.gov/housing

www.recovery.houstontx.gov

From: [Mehta, Avani - HPC-HPW](#)
To: [Hunt, Kimberly - HCD](#)
Cc: [Itz, Mary - HCD](#); [Caraway, Jessica - HCD](#); [Bennett, Lewis - HPW](#); [Mccray, Alex - HPC-HPW](#)
Subject: RE: Additional Office Supply Request for HPW Under Construction Codes LOA
Date: Tuesday, November 8, 2022 2:12:21 PM
Attachments: [image001.png](#)

Hello Kimberly,

We are in an OPEN environment at the office and will not be able to hear the meetings with the one-sided Jabras headsets. People around us are constantly helping customers over the phone and will not be able to hear the meeting. This is the biggest reason we need the headsets that we are requesting. If you wish you can come and see and experience the environment which will justify and give you the clarity that you are looking for. Please let me know if you have any questions or concerns I will gladly help you.

Thank you!

Avani Mehta

Staff Analyst, Construction Code Modernization Project
Houston Public Works
Houston Permitting Center
1002 Washington Ave., 4th Floor
Work#: 832-394-9512
Avani.mehta@houstontx.gov



From: Caraway, Jessica - HCD <Jessica.Caraway@houstontx.gov>
Sent: Tuesday, November 8, 2022 12:14 PM
To: Hunt, Kimberly - HCD <Kimberly.Hunt@houstontx.gov>; Mehta, Avani - HPC-HPW <Avani.Mehta@houstontx.gov>
Cc: Itz, Mary - HCD <Mary.Itz@houstontx.gov>
Subject: RE: Additional Office Supply Request for HPW Under Construction Codes LOA

Thank you Kim, we look forward to what you're able to find out regarding business cards.

For the HPW contact, Avani Mehta has been looped into this email. I previously spoke with IT regarding what equipment was available, and they indicated HCD only had the one-sided Jabras, but I am not sure if that is still the case. Avani can hopefully help with the needs you've indicated in fulfilling the procurement request.

Description	Item #	Qty	Unit Price
Raycon The Work Over-Ear ANC Noise-Canceling Wireless BT Headphones with Detachable Boom Mic, Jet Silver (RBH880-21E-SIL)	24513012	3	\$149.99

Jessica Caraway

Staples

NEED TO RETURN AN ITEM?
SELECT 'ONLINE RETURNS' FROM
'MY ACCOUNT' AND CLICK
'RETURNS' TO GET STARTED

ORDER/REF #: 051-0204728980-000-001

STAPLES
DBA STAPLES TECHNOLOGY SOLUTIONS
500 STAPLES DR
FRAMINGHAM MA 01702-4474

DIAMANTINA ARITTA
HOUSING & COMMUNITY DEVELOPMENT
2100 TRAVIS ST
HOUSTON TX 77002-8766

11/24/2022 UPS GROUND

192437

ROYCYE

1

Line Nbr	PO Line	Qty Order	Qty Ship	Item #	Description / Model No.
1		3	3		

SYNERGY HD ANC WRLS HEADPHONES APTX NOISE CANCELING MIC CVC 8 CASE
MFG PART: HP9550HD
PHONE: 83323946123

NEED TO CHECK THE STATUS OF YOUR ORDER?
SELECT 'MY ORDER STATUS' FROM THE 'MY ACCOUNT'
DROP DOWN MENU TO VIEW DETAILS

Trk Nbrs: 128514940375929889

Jessica Caraway - e167924
11/30/22

Total Quantity Shipped: 3
Total Cartons Shipped: 1

\$315.28