



CITY OF HOUSTON
HCD Purchasing Unit 3200

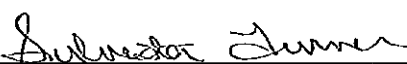
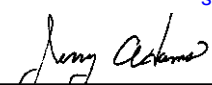

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address	Information
Vendor Address Number 153380 WRIKE INC 70 NORTH 2ND STREET SAN JOSE CA 95113 USA	Purchase Order Number/Date 4500315020-0 / 12/10/2019 CoH Vendor Number 153380 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
Mail Invoice to	CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS
COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC, ACCT PAY P.O. Box 1562 HOUSTON TX 77251-1562	

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:	TRE CALDERON	

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost		
10	50.00	EA	10036444 LICENSE, SOFTWARE, APPLICATION Int. Article No. 20811490113 Make * Model LICENSE Enterprise Subscription Licenses Annually 08/31/2019 thru 08/30/2020 Invoice # INV00388997 Date: 08/31/2019 COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGAMMED) Application Software, Microcomputer, SERVER	432.00 / EA	21,600.00		
			Gross Price	432.00 USD	1 EA	50.000	21,600.00
Delivery Date: 12/10/2019							
Total ****					USD	21,600.00	

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.	
 Mayor	 Chief Procurement Officer	 Controller

Housing and Community Development



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 *	Wrike	HCDD Division: *	Support Services
Deadline Date of Request: *	9/24/2019	Purchase Type: *	Computer
Requester Name: *	Pate, Orson - IT	Created:	9/17/2019
Requester Phone Number: *	8323930235		

Brief Description of Scope of Work for Goods/Services:

Disaster Recovery team utilizes Wrike hosted application for project, task and case management functions. 50 Enterprise Subscription Licenses for period 08/31/2019 thru 08/30/2020 \$21,600.00.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030	Status: Pending
Funding Source: DR-HARVEY	Purchase Order No#:
Cost Center: 3200 3000 2	Name of Vendor:
G/L Account: 520119	Date Processed:
Business Area: 3200	Date Received:
Internal Order: B0320077-19	Total Amount: \$21,600.00
BFY: FY 20	Procurement Staff
Grant: 3200077-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:
Justification of Need for Goods/Services	Procurement Notes:

Requestor's Signature: Date: 9/17/19	Supervising Manager (Purchase under \$5,000) Manager: _____ Date: _____
Buyer's Signature: Date: 9/18/19	Funds Approval Signature: Date: 9/18/19
Procurement DPU Signature: Date: 9/18/19	(Purchase over \$5,000) CFO Signature: Date: 9/18/19
(Purchase over \$5,000) Assistant or Deputy Director: Date: 9/17/19	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments



Wrike, Inc.
 70 North 2nd Street,
 San Jose CA 95113
 650-318-3551
 www.wrike.com
 ar@team.wrike.com

Invoice

Please include Invoice # INV00388997 on Payment

Bill to:	City Of Houston 901 Bagby St., Houston, Texas, 77002, United States
Sold to:	City Of Houston 901 Bagby St., Houston, Texas, 77002, United States
Contact Name:	Orson Pate
PO Number:	
VAT Number:	

Invoice #	INV00388997
Invoice Date	08/31/2019
Terms	Net 30
Due Date	09/30/2019

Service Description	Qty	Amount	Sales Tax/VAT	Total Amount
Enterprise Subscription Licenses Annually 08/31/2019-08/30/2020	50	\$21,600.00	\$0.00	\$21,600.00
Amount Due for Services (USD):				\$21,600.00

Net Amount Due (USD): \$21,600.00

<p>Please Remit Invoices to: Wire/ACH – HSBC Bank USA, N.A 1420 El Paseo De Saratoga San Jose, CA 95130 ABA/Routing Number: 122 240 861 Account Number: 883 007 703 SWIFT/BIC Code: MRM DU S33</p> <p>Checks – to be mailed to: P.O. Box 1180 San Jose, CA 95108</p>	<p>For any questions please reach us out at ar@team.wrike.com</p> <p>Notes:</p> <p>Please include Invoice # on the Payment. If you are paying for multiple invoices, provide all invoice numbers in full and separated by a " / " with a space before and after.</p> <p>Please find our Terms here: https://www.wrike.com/terms/</p> <p>Professional Services shall be deemed delivered in accordance with the applicable Statement of Work.</p>
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Moton, Clarence - HCD

From: Pate, Orson - IT
Sent: Monday, December 9, 2019 4:27 PM
To: Moton, Clarence - HCD
Subject: FW: FW: Wrike Inc PR #10267566

Clarence,

Can you call me when you get this email message? Thanks, Orson.

From: Francisco Morales <francisco.morales@team.wrike.com>
Sent: Monday, December 9, 2019 1:21 PM
To: Pate, Orson - IT <Orson.Pate@houstontx.gov>
Cc: Jed Duso <jed.duso@team.wrike.com>
Subject: Re: FW: Wrike Inc PR #10267566

[Message Came from Outside the City of Houston Mail System]

Hey Orson,

I just called and left you a message. Unfortunately we are unable to cancel the current renewal however I think we have come up with an . option to resolve this issue.

First, we do need you to resolve the current outstanding invoice. Since this order occurred prior to the creation of the MSA we cannot easily add it under the MSA guidelines. Upon your next renewal we would add you to the MSA. In order to get you under the MSA sooner than later we can do an early renewal in January 2020, you would receive a prorated credit for the unused portion of your current contract towards the early renewal.

Would you be good moving forward with this option?

Francisco

On Mon, Dec 9, 2019 at 8:45 AM Pate, Orson - IT <Orson.Pate@houstontx.gov> wrote:

Francisco & Jed,

I need to speak with either of you regarding this matter. HCD will need to cancel the current renewal and ensure we are included in the MSA moving forward. Can we prorate the current renewal till end of this year....and ensure we are included in the new MSA starting January 2020? Please advise. Please call me at your earliest convenience at 832.393.0235 to discuss further. Thanks, Orson.

From: Francisco Morales <francisco.morales@team.wrike.com>
Sent: Monday, December 9, 2019 9:55 AM
To: Jed Duso <jed.duso@team.wrike.com>
Cc: Pate, Orson - IT <Orson.Pate@houstontx.gov>
Subject: Re: FW: Wrike Inc PR #10267566

[Message Came from Outside the City of Houston Mail System]

Hello Orson,

I hope you are well and it is a pleasure to e-meet you. I wanted to jump in and assist since I was involved in the forming of the MSA with Jane.

Everything stated below is correct in relation to the MSA however this renewal was executed prior to the MSA completion and therefore we are unable to include it under the MSA. These types of deals were discussed during the MSA conversation and the path forward is to treat them as there was not an MSA in place and resolve the outstanding invoice.

Please let me know if you have any questions.

--

Francisco Morales

Sr. Manager - Account Management | Wrike

o (408) 805-3861

On Wed, Dec 4, 2019 at 10:23 AM Jed Duso <jed.duso@team.wrike.com> wrote:

Orson

I'm roping in my manager to assist here. We'll need to run this by legal and billing on the best course of action. We will need tave something happen quickly though as the renewal was back in August.

Jed

On Wed, Dec 4, 2019 at 7:38 AM Pate, Orson - IT <Orson.Pate@houstontx.gov> wrote:

Jed,

Can you help with this....we need new order form against new agreement to cover the period for the attached renewal for HCD. Please advise. Thanks, Orson.

From: Hodge, Shannon - IT <Shannon.Hodge@houstontx.gov>

Sent: Wednesday, December 4, 2019 8:33 AM

To: Pate, Orson - IT <Orson.Pate@houstontx.gov>; Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>

Cc: Xiao, Summer - IT <Summer.Xiao@houstontx.gov>; Jed Duso <jed.duso@team.wrike.com>

Subject: RE: Wrike Inc PR #10267566

Importance: High

Orson,

Upon review of the attachment, this is not the order for negotiated by legal. The order form also can't be back dated, it must start on or after the MSA execution date which is 11/6/19. Please get with Wrike (I know Jed Duso jed.duso@team.wrike.com is familiar with the negotiated order form) and have them provide the correct order form.

Thank you,

Shannon Hodge

Houston IT Services

611 Walker, 8th Floor, Houston, TX 77002

(832) 393-0262

Shannon.Hodge@houstontx.gov

From: Pate, Orson - IT <Orson.Pate@houstontx.gov>

Sent: Tuesday, December 3, 2019 4:12 PM

To: Hodge, Shannon - IT <Shannon.Hodge@houstontx.gov>; Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>

Cc: Xiao, Summer - IT <Summer.Xiao@houstontx.gov>

Subject: RE: Wrike Inc PR #10267566

Shannon,

Per your instructions, please find attached Wrike order for HCD. Please forward to Lisa for review and approval. Thanks, Orson.

From: Hodge, Shannon - IT <Shannon.Hodge@houstontx.gov>

Sent: Monday, December 2, 2019 9:58 AM

To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>

Cc: Xiao, Summer - IT <Summer.Xiao@houstontx.gov>; Pate, Orson - IT <Orson.Pate@houstontx.gov>

Subject: RE: Wrike Inc PR #10267566

Good Morning Clarence,

Please request order forms from Wrike and send them so they can be reviewed and signed by Lisa.

Thank you,

Shannon Hodge

Houston IT Services

611 Walker, 8th Floor, Houston, TX 77002

(832) 393-0262

Shannon.Hodge@houstontx.gov

From: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>

Sent: Monday, December 2, 2019 9:52 AM

To: Hodge, Shannon - IT <Shannon.Hodge@houstontx.gov>

Cc: Xiao, Summer - IT <Summer.Xiao@houstontx.gov>; Pate, Orson - IT <Orson.Pate@houstontx.gov>

Subject: RE: Wrike Inc PR #10267566

Hello Shannon,

Are we ready to move forward with the Procurement for Wrike Inc? HCDD has several outstanding invoices.

Thank you,

Clarence Moton

832-394-62123

From: Hodge, Shannon - IT
Sent: Wednesday, October 23, 2019 10:58 AM
To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Cc: Xiao, Summer - IT <Summer.Xiao@houstontx.gov>
Subject: RE: Wrike Inc PR #10267566

Clarence,

Please be advised that LGL is working on an MSA for Wrike to negotiate terms and conditions. Once the MSA is completed this will limit the purchase of Wrike software to 50k for the duration of the MSA (I believe 10 years) so next year this will have to go to council for approval. I just want to give you a heads up on what the status of utilizing Wrike is at this moment.

The attorney handling this is Jane Wu, if you have any questions about the MSA she will be the one that can explain the process going forward.

I did not release this PR because I think we should wait until this MSA has been completed.

Thank you,

Shannon Hodge

Houston IT Services

611 Walker, 8th Floor, Houston, TX 77002

(832) 393-0262

Shannon.Hodge@houstontx.gov

From: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Sent: Wednesday, October 23, 2019 10:00 AM
To: Hodge, Shannon - IT <Shannon.Hodge@houstontx.gov>
Subject: Wrike Inc PR #10267566

Hello Ms. Hodge,

Please approve the final release for PR # 10267566.

Thank you,

Clarence Moton

832-394-6212

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Account Executive | Wrike

- o [\(415\) 969-5129](tel:(415)969-5129)
- e Jed.duso@team.wrike.com
- w wrike.com
- [Schedule Meeting Here!](#)
-

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