



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# Change to PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 142335  
XACTWARE SOLUTIONS INC  
1100 WEST TRAVERSE PARKWAY  
LEHI UT 84043  
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** 4500311815-4 / 10/15/2019  
**CoH Vendor Number** 142335  
**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  
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:** DARREN GOOCH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	13.00	EA	10048812 LICENSE, APPLICATION, SOFTWARE ASSURANCE Int. Article No. 20880487002 Make XACTWARE Model N/A  Xactimate Professional License - 13 Professional includes Online, Mobile and Desktop. As well as 12 months Online Training Center. COMPUTER SOFTWARE FOR MICROCOMPUTERS(PREPROGRAMMED) SOFTWARE,MICROCOMPUTER(NOT OTHERWISE CLASSIFIED) SOFTWARE, WINDOWS 2000 SERVER SOFTWARE ASSURANCE, MICROSOFT SELECT ALL LANGUAGES WINDOWS SERVERS ACADEMIC VOLUME	1,564.00 / EA	20,332.00
	Gross Price		1,564.00 USD	1 EA	13.000 20,332.00
*** Text changed ***					
<b>Delivery Date:</b> 10/15/2019					
<b>Total ****</b>					<b>USD 20,332.00</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.

*[Signature]*  
Mayor

Chief Procurement Officer

*[Signature]*  
Controller

*[Signature]*



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# CANCELLED PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 142335  
XACTWARE SOLUTIONS INC  
1426 E 750 N  
OREM UT 84097  
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 4500311815-0 / 10/15/2019  
CoH Vendor Number 142335  
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  
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:** DARREN GOOCH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	18.00	EA	10048812 LICENSE, APPLICATION, SOFTWARE ASSURANCE Int. Article No. 20880487002 Make XACTWARE Model N/A  Xactimate Professional License - 18 Professional includes Online, Mobile and Desktop. As well as 12 months Online Training Center. COMPUTER SOFTWARE FOR MICROCOMPUTERS(PREPROGRAMMED) SOFTWARE,MICROCOMPUTER(NOT OTHERWISE CLASSIFIED) SOFTWARE, WINDOWS 2000 SERVER SOFTWARE ASSURANCE, MICROSOFT SELECT ALL LANGUAGES WINDOWS SERVERS ACADEMIC VOLUME	2,370.00 / EA	42,660.00
Gross Price			2,370.00 USD	1 EA	18.000 42,660.00
<b>Delivery Date:</b> 10/15/2019					
<b>Total ****</b>					<b>USD 42,660.00</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.

*[Signatures]*  
Mayor                      Chief Procurement Officer                      Controller

# Housing and Community Development

<b>PROCUREMENT REQUEST FORM</b>	
<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 200.31 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.</i></p> <p><b>* Required Fields [must be completed]</b></p>	
<b>Description of Purchase *</b> Xactimate Pro	<b>HCDD Division: *</b> Support Services
<b>Deadline Date of Request: *</b> 9/23/2019	<b>Purchase Type: *</b> Computer
<b>Requester Name: *</b> Pate, Orson - IT	<b>Created:</b> 9/20/2019
<b>Requester Phone Number: *</b> 8323930235	
<p><i>Brief Description of Scope of Work for Goods/Services:</i>                  18 additional Xactimate Professional MultiPlatform Licenses for the Disaster Recovery Division. Need licenses for increased Inspector contractors assigned to support Disaster Recovery Harvey efforts for damage assessment.</p> <p style="font-size: 1.2em; margin-left: 20px;">\$42,600.00</p> <p><i>Note: Please allow a minimum of three (3) days for bid responses.</i></p>	
FINANCE USE ONLY	PROCUREMENT USE ONLY
<b>Fund Number:</b> 5030 <b>Funding Source:</b> DR-HARVEY <b>Cost Center:</b> 320030002 <b>G/L Account:</b> 520119 <b>Business Area:</b> 3200 <b>Internal Order:</b> BH3200077-19 <b>BFY:</b> FY 20 <b>Grant:</b> 32000077-2019 <b>Funds Reservation:</b> <b>Funds Approval Mgr:</b>	<b>Status:</b> Pending <b>Purchase Order No#:</b> <b>Name of Vendor:</b> XACTWARE-142335 <b>Date Processed:</b> <b>Date Received:</b> <b>Total Amount:</b> \$42,600 <b>Procurement Staff:</b> <b>Priority:</b> <b>Notify Department:</b>
<p><i>Justification of Need for Goods/Services</i></p>	<p><i>Procurement Notes:</i>                  P.R# 10267843                  P.O. 4500311815</p>
<b>Requestors Signature:</b> <b>Date:</b> 9/25/19	<b>Supervising Manager (Purchase under \$5,000)</b> <b>Manager:</b> _____ <b>Date:</b> _____
<b>Buyer's Signature:</b> <b>Date:</b> 9/27/19	<b>Funds Approval Signature:</b> <b>Date:</b> 10/1/19
<b>Procurement DPU Signature:</b> <b>Date:</b> 9/27/19	<b>(Purchase over \$5,000)</b> <b>CFO Signature:</b> <b>Date:</b> 10/1/19
<b>(Purchase over \$5,000)</b> <b>Assistant or Deputy Director:</b> <b>Date:</b> 9/26/19	<b>Director Signature (Only Consultant Services)</b> <b>Director or Designee:</b> _____ <b>Date:</b> _____
<b>Attachments</b>	

## Moton, Clarence - HCD

---

**From:** Moton, Clarence - HCD  
**Sent:** Thursday, October 17, 2019 10:03 AM  
**To:** Pate, Orson - IT  
**Subject:** RE: XACTWARE SOLUTIONS  
**Attachments:** XACTWARE SOLUTIONS REVISED PO 4500311815.PDF

Tracking:	Recipient	Delivery	Read
	Pate, Orson - IT	Delivered: 10/17/2019 10:04 AM	Read: 10/17/2019 10:17 AM

Orson,

The PO has been revised to reflect 13 Xactimate Professional License as requested. Please inform XACTWARE of the changes and request an update invoice as well.

**See Attachment**

Thank you,  
Clarence  
832-394-6212

---

**From:** Pate, Orson - IT <Orson.Pate@houstontx.gov>  
**Sent:** Tuesday, October 15, 2019 5:00 PM  
**To:** Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>  
**Subject:** RE: XACTWARE SOLUTIONS

Clarence,  
I do not see the line items below....Please advise. Thanks, Orson.

**XactWare Xactanalysis Data Set Creation (One Time Fee) - \$3,500.00**

**Additional DataSets (One Time Fee) - \$2,500.00**

**XactWare Xactanalysis 5,000 Assignments per year (Monthly Fee) - \$7,358.33**

**Software needed for Disaster Recovery Inspection Team for usage with Xactimate software. Allows for dataset creation and uploading damage assessments, photos, sketches and estimates from all HCD Inspectors into a single to facilitate importation and integration with IMS system.**

**From:** Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>  
**Sent:** Tuesday, October 15, 2019 4:54 PM  
**To:** Pate, Orson - IT <Orson.Pate@houstontx.gov>  
**Subject:** XACTWARE SOLUTIONS

Orson,

## Moton, Clarence - HCD

---

**From:** Pate, Orson - IT  
**Sent:** Wednesday, October 23, 2019 11:16 AM  
**To:** Moton, Clarence - HCD  
**Subject:** FW: XACTWARE SOLUTIONS

Fyi...

**From:** Deitlaf, Jeremy <jtdeitlaf@verisk.com>  
**Sent:** Wednesday, October 23, 2019 11:14 AM  
**To:** Pate, Orson - IT <Orson.Pate@houstontx.gov>  
**Subject:** RE: XACTWARE SOLUTIONS

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

The \$1564 was the pro rated amount from now till your next renewal date, so they all expire on the same date.

Thanks,

**Jeremy Deitlaf**  
Account Representative Inside Sales  
Xactware  
Phone: 801-932-8514



[verisk.com](http://verisk.com) | [Join Our Talent Network](#) | [vCard](#) | [Map](#) | [Email](#)



**From:** Pate, Orson - IT <[Orson.Pate@houstontx.gov](mailto:Orson.Pate@houstontx.gov)>  
**Sent:** Wednesday, October 23, 2019 10:08 AM  
**To:** Deitlaf, Jeremy <jtdeitlaf@verisk.com>  
**Subject:** RE: XACTWARE SOLUTIONS  
**Importance:** High

Jeremy,

Our original unit price was \$2,370.00. However on your last quote, it dropped to \$1,564.00 when we reduced licenses to 13. Please advise on why the unit price is reduced...Thanks, Orson.

**From:** Deitlaf, Jeremy <jtdeitlaf@verisk.com>  
**Sent:** Friday, October 18, 2019 12:32 PM  
**To:** Pate, Orson - IT <[Orson.Pate@houstontx.gov](mailto:Orson.Pate@houstontx.gov)>  
**Subject:** RE: XACTWARE SOLUTIONS

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

They are good from now till 06/11/2020 same as your other licenses. See attached

Thanks,

## CITY OF HOUSTON SOLE SOURCE CERTIFICATION

PART NUMBER	COMMODITY CODE	DESCRIPTION <i>Xactimate Version 7.8 Software</i>
MANUFACTURER'S #	VENDOR NAME (AND MANUFACTURER'S NAME IF DIFFERENT) <i>Xactware Solutions, Inc.</i>	
VENDOR NUMBER <i>142335</i>	VENDOR ADDRESS <i>1426 EAST 750 North Drem, UT 84097</i>	M/WBE <input checked="" type="checkbox"/>
VENDOR TELEPHONE <i>800-932-9228</i>	VENDOR CONTACT <i>David A. Harward</i>	
SOLE SOURCE - Procurements where the functional needs of the City can be satisfied by only one Source. (Ref. - Texas Local Government Code Section 252.022; City of Houston Executive Order 1-8).		

Check mark the appropriate reason the above item, material or service has no substitutes and can be obtained only from the indicated vendor. Attach letter from the vendor, on their letterhead, as backup.

- Item is Patented. Vendor has exclusive supplier rights.
- Item is Copyrighted. Vendor has exclusive supplier rights.
- Item is a  Book  Manuscript  Film and available only from the above vendor.
- Item is a Product/Service provided by a Legal Monopoly.
- Item is a Captive Replacement Part and must be ordered because of one of the following reasons: (CHECK ONE)
  - Use of generic substitute will void warranty. Vendor is the only local supplier of acceptable parts.
  - Captive replacement parts are available only from the above Vendor who is the original manufacturer of the item being replaced.
  - Use of generic substitute parts will require extensive modification of equipment. Modification would not be cost effective (attach Cost analysis). Above Vendor is the only supplier of the acceptable part.
  - Captive replacement parts are available only from the above Vendor who is the sole authorized distributor for the manufacturer and no other Vendor is authorized to sell these items to the City of Houston.
- Other \_\_\_\_\_

ORIGINATOR'S STATEMENT  
I CERTIFY THAT THE ABOVE ITEM, MATERIALS OR SERVICE IS A SOLE SOURCE FOR THE REASON INDICATED ABOVE.

\_\_\_\_\_  
PWE/DRINKING WATER OPERATIONS  
ORIGINATING DEPARTMENT

*[Signature]* 5/8/14  
\_\_\_\_\_  
ORIGINATOR'S SIGNATURE