

**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 155535  
 AMERICAN DEMOCRACY INSTITUTE INC  
 DBA IMPACT CENTER  
 7222 TIMBER LANE  
 FALLS CHURCH VA 22046

**Mail Invoice to**

COH HOUSING & COMMUNITY DEV  
 FINANCIAL SERVICES SEC, ACCT PAY  
 PO Box 1562  
 HOUSTON TX 77251-1562

**Information**

**Purchase Order Number/Date** 4500312859-3 / 11/01/2019  
**CoH Vendor Number** 155535  
**Page** 1 of 2  
**Buyer's Name** Syed Taqvi 460  
**Buyer's Telephone Number** 832-394-6306  
**Buyer's Fax Number**  
**Buyer's E-mail Address** syed.taqvi@houstontx.gov

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

**Terms of payment :** Pay net 30 w/o deduction Currency USD  
**Shipping Terms** FOB(Free on board) /DESTINATION  
**Your person responsible:** GERARDINE BERMAN  
 COH - Ori Ibe 832/394/5210  
 Vendor - John Hart 832/763/8557

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91863 HOUSING CONSULTING Executive Coaching - DR SCOPE OF SERVICES HCDD is seeking assistance to assess/increase senior staff capacity and leadership capabilities. The successful vendor must be able to: # Provide support to the director and senior staff to strengthen individual leadership and team collaboration # Solicit feedback and input on staff's current strengths and leadership capabilities # Create individualized development plans for senior staff # Recommend new leadership techniques and practices to increase team capacity # Facilitate discussion and feedback on new leadership techniques/behaviors # Provide real-time support through "coaching sessions" as staff incorporate feedback/recommendations  DELIVERABLES # Onsite team/staff assessments (for nine persons) # Program curriculum and individualized developmental plans for staff # Recommendations for leadership development and capacity building # Final evaluation of program with recommended steps for continued development	47,500.00 / AU	47,500.00
	<b>Gross Price</b>		47,500.00 USD	1 AU	1.000 47,500.00
			Shipping Address: HOUSTON HOUSING DEPARTMENT 2100 TRAVIS HOUSTON TX 77002		



**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**

PO number/date 4500312859 -3 / 11/01/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			USA *** Item partially delivered *** Expected value of unplanned services: 47,500.00		
			<b>Delivery Date:</b> 06/30/2020		
20	1.00	AU	91863 HOUSING CONSULTING	1,800.00 / AU	1,800.00
			Additional Charges		
			Gross Price 1,800.00 USD 1 AU	1.000	1,800.00
			Shipping Address: HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA		
			*** Item partially delivered *** Expected value of unplanned services: 1,800.00		
			<b>Delivery Date:</b> 06/30/2020		
<b>Total ****</b>					<b>USD 49,300.00</b>

**The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.**


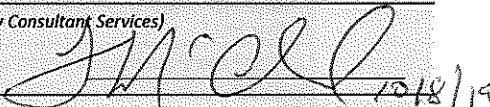
I hereby certify a certificate of the necessity of this expenditure is on file in this department.

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.

*Sulmeister Turner* Mayor  
*Jerry Adams* Chief Procurement Officer  
*Q. B. Brown* Controller



PROCUREMENT REQUEST FORM			
<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-B, Executive Order 1.14). Signature of this document is still required.</i></p> <p><i>* Required Fields (must be completed)</i></p>			
Description of Purchase *	Impact Center Consulting Services	HCDD Division: *	Director's Office
Deadline Date of Request: *	10/21/2019	Purchase Type: *	Service Under <50K
Requester Name: *	lbe, Orle - HCD	Created:	10/18/2019
Requester Phone Number: *	832-394-6282		
<p><i>Brief Description of Scope of Work for Goods/Services:</i></p> <p style="text-align: center;"><b>Scope of Service</b> Executive coaching and leadership development</p> <p><b>SCOPE OF SERVICES</b> HCDD is seeking assistance to assess/increase senior staff capacity and leadership capabilities. The successful vendor must be able to:</p> <ul style="list-style-type: none"> <li>• Provide support to the director and senior staff to strengthen individual leadership and team collaboration</li> <li>• Solicit feedback and input on staff's current strengths and leadership capabilities</li> <li>• Create individualized development plans for senior staff</li> <li>• Recommend new leadership techniques and practices to increase team capacity</li> <li>• Facilitate discussion and feedback on new leadership techniques/behaviors</li> <li>• Provide real-time support through "coaching sessions" as staff incorporate feedback/recommendations</li> </ul> <p><b>QUALIFICATION REQUIREMENTS</b> Vendors must have a demonstrated record of excellence in providing executive coaching and team facilitation services to public organizations.</p> <p><b>PERIOD OF PERFORMANCE</b> This project is expected last through December 2019.</p> <p><b>DELIVERABLES</b></p> <ul style="list-style-type: none"> <li>• Onsite team/staff assessments for senior staff</li> <li>• Program curriculum and individualized developmental plans for staff</li> <li>• Recommendations for leadership development and capacity building</li> <li>• Final evaluation of program with recommended steps for continued development</li> </ul> <p><b>OTHER REQUIREMENTS</b> The selected vendors must be available for conference calls and onsite meetings as required to provide effective coaching and staff evaluation. HCD anticipates a total of 80 one-one coaching sessions will be required in addition to team/individual assessments.</p> <p><i>Note: Please allow a minimum of three (3) days for bid responses.</i></p>			
<b>FINANCE USE ONLY</b>		<b>PROCUREMENT USE ONLY</b>	
Fund Number: 5030 Funding Source: DR-HARVEY Cost Center: 320030002 G/L Account: 520110 Business Area: 3200 Internal Order: 303200077-19 BFY: FY20 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:		Status: Pending Purchase Order No#: Name of Vendor: Date Processed: Date Received: 10-21-19 Total Amount: \$47,500 Procurement Staff Priority: Notify Department: Notify Department:	

Justification of Need for Goods/Services	Procurement Notes:
Requestors Signature:  Date: 10/18/19	Supervising Manager (Purchase under \$5,000) Manager: _____ Date: _____
Buyer's Signature:  Date: 10/21/19	Funds Approval Signature:  Date: 10/21/19
Procurement DPIU Signature:  Date: 10/30/19	(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: 10/18/19
Attachments	



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

**Professional Services Justification**

<b>General Information</b>	Date: 10/18/19
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. <u>10268836</u>
Name: The Impact Center: John Hart, Vendor #155535	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. \$47,500

In the wake of Hurricane Harvey, the City of Houston's Housing and Community Development Department (HCDD) has been at the center of the response and recovery efforts. As a result, the HCDD leadership team has undergone a profound change in its roles and responsibilities; therefore, HCDD is seeking assistance to increase professional development and build team capacity for its executive team in order to optimize the department's recovery efforts. Services provided through this contract are expected to last through December 31, 2019.

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

Given the unprecedented amount of funding HCDD anticipates receiving in the wake of Hurricane Harvey, HCDD has the opportunity to reshape and rebuild resilient communities. To fully realize this opportunity, HCDD must have years of experience in managing disaster recovery efforts, they have never faced the volume of funding and need that HCDD anticipates handling over the next five years. HCDD needs outside assistance to help ensure that its senior staff are operating at maximum efficiency and can effectively lead their teams.

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

The Impact Center is a premier leadership development organization for high-impact individuals and institutions. Its CEO John Hart developed and executed leadership curricula for the Obama administration, and facilitated leadership programs for the President, Vice President, Cabinet Secretaries and other agencies to maximize their capacity and improve teamwork and leadership skills. Given this background, HCDD is satisfied that The Impact Center team possesses the skills and qualifications necessary to fulfill this scope of services.

**Department Recommendation**

Requestor: <u>[Signature]</u>	Date: <u>10-24-19</u>
Department Director: <u>[Signature]</u>	Date: <u>10/24/19</u>

**Chief Procurement Officer's Approval**

Signature:	Date:
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## Taqvi, Syed - HCD

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**From:** Adams, Jerry - FIN  
**Sent:** Tuesday, October 29, 2019 1:16 PM  
**To:** Shah, Ketan - FIN  
**Subject:** FW: The Impact Center CPO Approval  
**Attachments:** 20191028130141347.pdf; B&W to Searchable PDF\_1.PDF

Approved

---

**From:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Sent:** Tuesday, October 29, 2019 11:26 AM  
**To:** Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>; Hanahan, Carolyn - FIN <Carolyn.Hanahan@houstontx.gov>  
**Subject:** FW: The Impact Center CPO Approval

Jerry

As On today, FY20 Citywide non-contract spending w/o council action for Vendor #155535 AMERICAN DEMOCRACY INSTITUTE INC: \$0

Current Professional Service Justification requirement: \$47,500.00

For your review and approval please.

Ketan

**From:** Taqvi, Syed - HCD <Syed.Taqvi@houstontx.gov>  
**Sent:** Monday, October 28, 2019 1:08 PM  
**To:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Cc:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>  
**Subject:** RE: The Impact Center CPO Approval

Ketan,

Please see attachment.

Thanks,  
Syed

**From:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Sent:** Monday, October 28, 2019 12:42 PM  
**To:** Taqvi, Syed - HCD <Syed.Taqvi@houstontx.gov>  
**Cc:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>  
**Subject:** RE: The Impact Center CPO Approval

Syed

How much are you requesting for? I don't find on your justification.

Ketan

**From:** Taqvi, Syed - HCD <[Syed.Taqvi@houstontx.gov](mailto:Syed.Taqvi@houstontx.gov)>

**Sent:** Friday, October 25, 2019 7:52 AM

**To:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>

**Subject:** The Impact Center CPO Approval

Hello Ketan,

Please forward the attached Professional Justification Form to Jerry Adams CPO for approval.



Thanks,

Syed Taqvi

City of Houston | Housing and Community Development Department | Finance

Office: 832.394.6306 | Fax: 832.395.9652

Address: 2100 Travis, 10<sup>th</sup> floor, Houston, TX 77002

Email: [Syed.Taqvi@Houstontx.gov](mailto:Syed.Taqvi@Houstontx.gov)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



**QUOTE REQUESTED BY:**

**CITY OF HOUSTON**  
Housing and Community  
Development

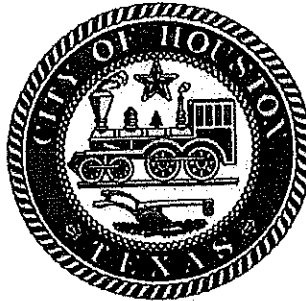
**PROCUREMENT SERVICES**

2100 Travis Street | 9th Floor | Houston  
TX 77002

**ATTN: Syed Taqvi**

**TELE: (832) 394-6306**

**FAX:**



**October 18, 2019**

**Vendor response from:**

**Name** John Hart  
155535

**Vendor  
Number**

**Address** 601 13<sup>th</sup> St. NW, Suite 1150N,  
Washington DC 20005

**Contact Person** John Hart

**Telephone No.** 202-783-8270

**Facsimile No.**

**CM/WDBE**  YES  NO

**Informal Request for Proposal**

**ALL PRICES MUST BE QUOTED \*\*F.O.B. DESTINATION\*\* QUOTES VALID FOR 30 DAYS**

**Proposal Due Thursday, October 31, 2019**

The Housing and Community Development Department invites your company to participate in a bid for the following services:

**Scope of Service**

**Executive coaching and leadership development**

**SCOPE OF SERVICES**

HCDD is seeking assistance to assess/increase senior staff capacity and leadership capabilities. The successful vendor must be able to:

- Provide support to the director and senior staff to strengthen individual leadership and team collaboration
- Solicit feedback and input on staff's current strengths and leadership capabilities
- Create individualized development plans for senior staff
- Recommend new leadership techniques and practices to increase team capacity
- Facilitate discussion and feedback on new leadership techniques/behaviors
- Provide real-time support through "coaching sessions" as staff incorporate feedback/recommendations

**QUALIFICATION REQUIREMENTS**

Vendors must have a demonstrated record of excellence in providing executive coaching and team facilitation services to public organizations.

**PERIOD OF PERFORMANCE**

This project is expected last through December 2019.

**DELIVERABLES**

- Onsite team/staff assessments for Senior Staff



2Page 2

- Program curriculum and individualized developmental plans for staff
- Recommendations for leadership development and capacity building
- Final evaluation of program with recommended steps for continued development

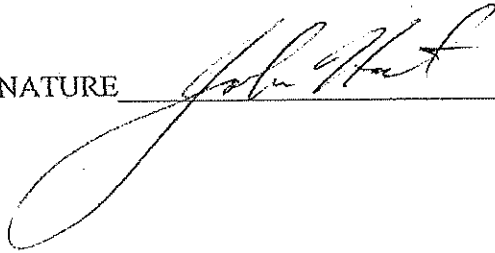
OTHER REQUIREMENTS

The selected vendors must be available for conference calls and onsite meetings as required to provide effective coaching and staff evaluation. HCDD anticipates a total of 80 one-one coaching sessions will be required in addition to team/individual assessments.

Services are to be rendered to: The City of Houston; Housing and Community Development Department 2100 Travis Street | 9th Floor | Houston TX 77002 between the hours of 8:00 a.m. – 5:00 p.m.

Please submit bids on company letterhead no later than cob Thursday, October 31<sup>st</sup>.

SIGNATURE



TOTAL

\$ 47,500



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The undersigned certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency;

(b) Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

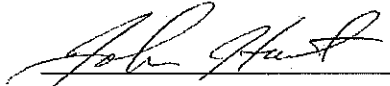
(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph (b) of this certification; and

(d) Have not within a three (3) year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000.00 or imprisonment for up to five (5) years, or both.

JOHN HART, CEO

Type Name & Title of Authorized Representative



Signature of Authorized Representative

10/23/19

Date



**Updated Quote on Purchase Order Number/Date 4500312859-2 / 11/01/2019**

91863 HOUSING CONSULTING

Executive Coaching                      \$1,800 (Six Sessions at \$300)

Additional funding to continue the existing level of executive coaching to Senior Staff in June.

Delivery Date: June 30, 2020

## Taqvi, Syed - HCD

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**From:** Owens, Mary - HCD  
**Sent:** Wednesday, June 10, 2020 12:06 PM  
**To:** Taqvi, Syed - HCD  
**Cc:** Rhone, Tywana - HCD  
**Subject:** RE: Follow Up - Requesting amendment to PO\_4500312859-1

Funding information shown below.

<b>Fund Number</b>	5030
<b>Funding Source</b>	DR-Harvey
<b>Cost Center</b>	3200030002
<b>G/L Account</b>	520110
<b>Business Area</b>	3200
<b>Internal Order</b>	BD3200077-19
<b>BFY</b>	FY-2020
<b>Grant</b>	32000077-2019
<b>Funds Reservation</b>	
<b>Amount</b>	\$1,800.00

---

**From:** Taqvi, Syed - HCD <Syed.Taqvi@houstontx.gov>  
**Sent:** Wednesday, June 10, 2020 11:34 AM  
**To:** Owens, Mary - HCD <Mary.Owens@houstontx.gov>  
**Cc:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1

Mary,

Could you please provide additional funding for this project please?

Thanks,  
Syed

---

**From:** Guillory, Beverly - HCD  
**Sent:** Tuesday, June 9, 2020 7:36 PM  
**To:** Taqvi, Syed - HCD <[Syed.Taqvi@houstontx.gov](mailto:Syed.Taqvi@houstontx.gov)>  
**Cc:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Subject:** Fwd: Follow Up - Requesting amendment to PO\_4500312859-1

Hi Syed,

Please see signed Procurement request attached.

Please let me know if you need anything else.

Best,



Beverly Guillory

---

**From:** Taqvi, Syed - HCD <[Syed.Taqvi@houstontx.gov](mailto:Syed.Taqvi@houstontx.gov)>  
**Sent:** Tuesday, June 9, 2020 4:11 PM  
**To:** Guillory, Beverly - HCD  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1

Beverly,

Could you please compete a procurement request for the additional amount which is \$1800.

Thanks,  
Syed

---

**From:** Rhone, Tywana - HCD  
**Sent:** Tuesday, June 9, 2020 11:55 AM  
**To:** Taqvi, Syed - HCD <[Syed.Taqvi@houstontx.gov](mailto:Syed.Taqvi@houstontx.gov)>  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1  
**Importance:** High

Syed,

See email below and please process accordingly with the proper procurement process.

Thanks

Tywana

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**From:** Smith, Floyd - HCD  
**Sent:** Tuesday, June 9, 2020 9:11 AM  
**To:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Cc:** Desai, Krupa - HCD <[Krupa.Desai@houstontx.gov](mailto:Krupa.Desai@houstontx.gov)>  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1

Tywana what needs to happen to adjust this? If we want to secure this contractor again with another contract, will it have to go out for bids or can we just sign a new contract?

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**From:** Bynam, Keith - HCD  
**Sent:** Tuesday, June 9, 2020 8:41 AM  
**To:** Smith, Floyd - HCD <[Floyd.Smith2@houstontx.gov](mailto:Floyd.Smith2@houstontx.gov)>  
**Cc:** Sellers, Derek - HCD <[Derek.Sellers@houstontx.gov](mailto:Derek.Sellers@houstontx.gov)>  
**Subject:** FW: Follow Up - Requesting amendment to PO\_4500312859-1

Floyd,

As discussed in yesterday's meeting, please adjust the PO to address the additional \$1800. If you have any questions, please do not hesitate to contact me.

Thanking you in advance for your assistance.

**KEITH W. BYNAM**

Deputy Director

Compliance Division & Operations

[keith.bynam@houstontx.gov](mailto:keith.bynam@houstontx.gov)

832-394-6134 office 281-513-2573 mobile

City of Houston

Housing and Community Development Dept.

2100 Travis | 9<sup>th</sup> Floor | Houston, TX 77002

[www.houstontx.gov/housing](http://www.houstontx.gov/housing)



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**From:** [jhart@the-impact-center.org](mailto:jhart@the-impact-center.org) <[jhart@the-impact-center.org](mailto:jhart@the-impact-center.org)>

**Sent:** Tuesday, June 9, 2020 8:31 AM

**To:** Bynam, Keith - HCD <[Keith.Bynam@houstontx.gov](mailto:Keith.Bynam@houstontx.gov)>

**Subject:** Follow Up - Requesting amendment to PO\_4500312859-1

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

Keith,

I am writing to request a financial supplement in the amount of \$1,800 to the current Purchase Order (4500312859-1) to cover additional executive coaching services beyond the scope of the current contract.

The disruptive effects of the HCD workforce working remotely were not anticipated in the current Purchase Order which has resulted in the need for additional executive coaching sessions with senior HCD staff during the months of April and May. The financial supplement in the amount of \$1,800 will cover executive coaching sessions with Executive Director Tom McCasland (4 sessions) and Associate Director Anderson Stoute (2 sessions) during the month of June.

Attached is the current Purchase Order (4500312859-1).

I appreciate your assistance. Please do not hesitate to reach out if you have any questions.

Best regards,

John

John Hart

/ Impact Center

601 13<sup>th</sup> St., N.W.

Suite 1150N

Washington, DC 20005-3807



## 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 *	Impact Center Consulting Services	HCDD Division: *	Director's Office
Deadline Date of Request: *	6/10/2020	Purchase Type: *	Service Under <50K
Requester Name: *	Guillory, Beverly - HCD	Created:	6/9/2020
Requester Phone Number: *	8323956335		

*Brief Description of Scope of Work for Goods/Services:*

Additional funding to continue the existing level of executive coaching to Senior Staff in June. \$1,800 (Six Sessions at \$300) will cover executive coaching sessions with Executive Director Tom McCasland (4 sessions) and Associate Director Anderson Stoute (2 sessions) during the month of June.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: <input type="text"/>	Status: <input type="text" value="Pending"/>
Funding Source: <input type="text"/>	Purchase Order No#: <input type="text"/>
Cost Center: <input type="text"/>	Name of Vendor: <input type="text"/>
G/L Account: <input type="text"/>	Date Processed: <input type="text"/>
Business Area: <input type="text"/>	Date Received: <input type="text"/>
Internal Order: <input type="text"/>	Total Amount: <input type="text"/>
BFY: <input type="text"/>	Procurement Staff <input type="text"/>
Grant: <input type="text"/>	Priority: <input type="text"/>
Funds Reservation: <input type="text"/>	Notify Department: <input type="text"/>
Funds Approval Mgr: <input type="text"/>	Notify Department: <input type="text"/>
Justification of Need for Goods/Services <input type="text"/>	Procurement Notes: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

Requestors Signature: <u>Beverly Guillory</u> Date: 6/9/2020 <small>DocuSigned by: 3512DD1C79474BC...</small>	Supervising Manager (Purchase under \$5,000) Manager: <u>Keith W. Bynam</u> Date: 6/9/2020 <small>DocuSigned by: 69AB087638E6490...</small>
Buyer's Signature: <u>Syed Taqvi</u> Date: 6/10/2020 <small>DocuSigned by: E1E994377675433...</small>	Funds Approval Signature: _____ Date: _____
Procurement DPU Signature: <u>Tywana Rhone</u> Date: 6/10/2020 <small>DocuSigned by: A3F6AADA2C604F9...</small>	(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