



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 107110  
MASTERWORD SERVICES INC  
303 STAFFORD  
HOUSTON TX 77079  
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 4500315016-0 / 12/10/2019  
CoH Vendor Number 107110  
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

**Our reference:** 2014-1191

**Your person responsible:** LUDMILA RUSAKOVA GOLOVINE

**Your reference:** 2014-1191

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91580 TYPING/WORD PROCESS CDBG-MIT ACTION PLAN (DRAFT) Release Order against contract 4600013020 Item 00020 ENGLISH TO SPANISH - DESKTOP PUBLISHING COVER PAGE AND ACTION PLAN DOCUMENT	5,956.52 / AU	5,956.52
	Gross Price		5,956.52 USD	1 AU	5,956.52
			Expected value of unplanned services:	5,956.52	
<b>Delivery Date:</b> 12/13/2019					
<b>Total ****</b>					<b>USD 5,956.52</b>
2014-1191 ORD PASSED 12/17/2014 EXECUTED BY MAYOR 1/13/2015 CS 1/20/2015					

**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.

*Supervisor Turner* *Jimmy Adams* *Clarence Moton*

**Mayor** **Chief Procurement Officer** **Controller**



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 49,000 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 *	Translation of CDBG-MIT Action Plan	HCDD Division: *	Planning and Grants Mgmt
Deadline Date of Request: *	12/12/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Itz, Mary - HCD	Created:	12/6/2019
Requester Phone Number: *	832.394.6179		

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

Spanish translation of the CDBG-MIT Action Plan Word document and PDF cover page by December 12, 2019. Mary I. sent an email to Clarence with the documents on 12.6.2019. This funding should be from CDBG-DR17 Planning Mitigation.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030 Funding Source: DR-HARVEY Cost Center: 3200030002 G/L Account: 520159 Business Area: 3200 Internal Order: CE3200077-19 BFY: FY 20 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:	Status: Pending Purchase Order No#: Name of Vendor: 107110 - MASTERWORD Date Processed: Date Received: Total Amount: \$5,956.52 Procurement Staff Priority: Notify Department:
<i>Justification of Need for Goods/Services</i> HUD requires the grantees to make CDBG-MIT plans available for populations with limited English proficiency.	<i>Procurement Notes:</i> OA# 46000 130 20 PO# 4500 31 5016
Requestors Signature: <i>Mary Itz</i> Date: 12/6/19	Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date: 12/6/19
Buyer's Signature: <i>Clarence Noter</i> Date: 12/10/19	Funds Approval Signature: <i>[Signature]</i> Date: 12/10/19
Procurement DPU Signature: <i>Tywanne L. Rhone</i> Date: 12/10/19	(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: _____

Attachments Cover-Page-Mitigation-V2.pdf  
 Draft Action Plan for Mitigation 12.6.19 new.docx

11/13/19



## Quote # 1021230

Quote Date: 12/06/2019  
 Client Name: Clarence Moton  
 Company Name: City of Houston - Housing  
 Service Type: Translation  
 Project Name: CDBG-MIT ACTION PLAN

### Scope of Work

- **Translation** of the documents provided to us from Source Language into Target Language. Translation will be performed by native speakers, professional translators, with experience in the appropriate subject matter.
- Development of the **Translation Memory** (usually applicable for documents in source/native format) and Terminology (glossary) databases.
- **Project Management** of the entire process.
- **24/7** Project Management assistance and availability.
- **Post-project assistance.** Should you have any questions regarding the translation or need to update the translated copy based on the changes in your original text, MasterWord is ready to provide our expert assistance around the clock (additional fees may apply).

### Estimated Cost

Language Pair	Service	Files	Unit	Rate	Quantity	Total
E-English - S-Spanish Latin American	Desktop Publishing/Formatting	CDBG-MIT ACTION PLAN	Hour (s)	45.0	10.0	\$450.00

<b>Language Pair</b>	<b>Service</b>	<b>Files</b>	<b>Unit</b>	<b>Rate</b>	<b>Quantity</b>	<b>Total</b>
E-English - S- Spanish Latin American	T-Translation	CDBG-MIT ACTION PLAN				\$3,521.01
				Rush Charge: 50%		\$1,985.51
				<b>Total TM Savings:</b>		<b>\$279.95</b>
						<b>Total: \$5,956.52</b>

**Payment terms:**

Unless otherwise indicated in the contract or a prepayment is necessary, payment of final invoice is due within 30 days of receipt. All past due invoices will incur a 1.8% late charge every 30 days until paid in full.

## Moton, Clarence - HCD

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**From:** Valeriia Fedorova <VFedorova@masterword.com>  
**Sent:** Saturday, December 7, 2019 1:54 PM  
**To:** Itz, Mary - HCD; Moton, Clarence - HCD  
**Subject:** Re: Quote Request # 1021230 confirmation - CDBG-MIT ACTION PLAN

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

Dear Mary,

Thank you for the quote approval. We are proceeding with the request.

Best Regards,



**Valeriia "Lera" Fedorova | Project Manager, Translation & Localization Services**

O 281.589.0810 ext. 8913 | T 1.866.716.4999 (U.S. only) | F 281.589.1104

[vfedorova@masterword.com](mailto:vfedorova@masterword.com) | [www.masterword.com](http://www.masterword.com) | [FACEBOOK](#) | [LINKEDIN](#) | [TWITTER](#)

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

**Sent:** Saturday, December 7, 2019 9:41 AM

**To:** Masterword <masterword@masterword.com>; Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>

**Subject:** Re: Quote Request # 1021230 confirmation - CDBG-MIT ACTION PLAN

[This message originated from outside the company domain. Please use caution and verify sender address]

Good morning.

Can we please have the rush option to have it back on Friday, December 13th with the QA?

Thank you,  
Mary

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**From:** Masterword <masterword@masterword.com>

**Sent:** Friday, December 6, 2019 5:29:33 PM

**To:** Itz, Mary - HCD <Mary.Itz@houstontx.gov>; masterword@masterword.com <masterword@masterword.com>;

Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>; masterword@masterword.com

<masterword@masterword.com>

**Subject:** RE: Quote Request # 1021230 confirmation - CDBG-MIT ACTION PLAN

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

Dear Mary,

I have submitted the quote for approval and Clarence can see it now in the client portal. For your convenience you can find the quote in the table below.

Please advise what is the absolute latest you would like to receive the translated files?

We will be able to complete the translation with QA and full DTP by Friday December 13<sup>th</sup> EOB. In this case the translation will have to be performed by 3-4 linguists which we do not commonly recommend as it will reduce consistency and overall quality, and a rush fee of 50% will be incurred. Please be advised that if you would like to receive this translation by December 12<sup>th</sup> 2:00 PM we will be able to do only translation without QA and a rush fee will be incurred as well.

The regular turnaround for this scope of work is 2 weeks and if you approve regular turnaround, we will be able to deliver the final files by December 20<sup>th</sup>.

Please let me know if you have any questions and if you would like to proceed.

Language Pair	Service	Unit	Rate	Quantity	Total
English - Spanish Latin American	Desktop Publishing/Formatting	Hour(s)	45	10	\$450.00
English - Spanish Latin American	Translation				\$3,521.01
Rush Charge: 50%					\$1,985.51
Total TM Savings:					\$279.95
Total:					\$5,956.52

Best Regards,

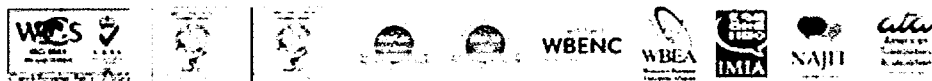


**Valeriia "Lera" Fedorova | Project Manager, Translation & Localization Services**

O 281.589.0810 ext. 8913 | T 1.866.716.4999 (U.S. only) | F 281.589.1104

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

**Sent:** Friday, December 06, 2019 4:56 PM

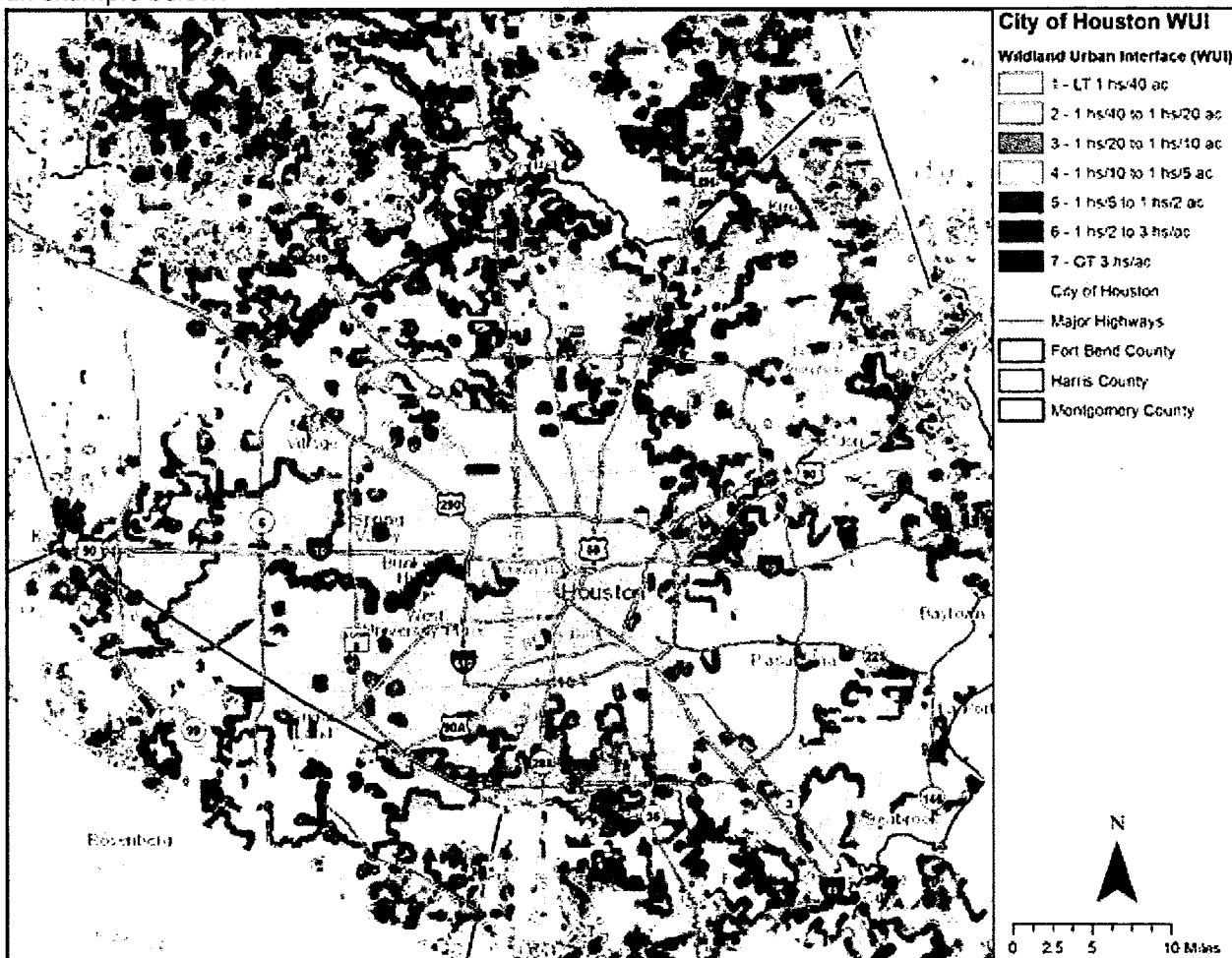
To: Masterword <masterword@masterword.com>; Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>;  
Masterword <masterword@masterword.com>  
Subject: RE: Quote Request # 1021230 confirmation - CDBG-MIT ACTION PLAN

[This message originated from outside the company domain. Please use caution and verify sender address]  
Yes.

From: Masterword <masterword@masterword.com>  
Sent: Friday, December 6, 2019 4:19 PM  
To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>; masterword@masterword.com  
Cc: Itz, Mary - HCD <Mary.Itz@houstontx.gov>  
Subject: RE: Quote Request # 1021230 confirmation - CDBG-MIT ACTION PLAN

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

Also, please advise if you would like the text in the pictures inside of the Action Plan Draft translated as well. Please see an example below:



Best Regards,





**Valeriia "Lera" Fedorova | Project Manager, Translation & Localization Services**  
 O 281.589.0810 ext. 8913 | T 1.866.716.4999 (U.S. only) | F 281.589.1104  
[vfedorova@masterword.com](mailto:vfedorova@masterword.com) | [www.masterword.com](http://www.masterword.com) | [FACEBOOK](#) | [LINKEDIN](#) | [TWITTER](#)  
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**From:** Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Sent:** Friday, December 06, 2019 4:08 PM  
**To:** Masterword <[masterword@masterword.com](mailto:masterword@masterword.com)>  
**Cc:** Itz, Mary - HCD <[Mary.Itz@houstontx.gov](mailto:Mary.Itz@houstontx.gov)>  
**Subject:** RE: Quote Request # 1021230 confirmation - CDBG-MIT ACTION PLAN

[This message originated from outside the company domain. Please use caution and verify sender address]  
 Please feel free to review the attached Draft Action Plan for the requested English to Spanish document translation. It appears that the word doc was not attached to the original request.

Thank you,  
 Clarence Moton  
 832-394-6212

**From:** [masterword@masterword.com](mailto:masterword@masterword.com) <[masterword@masterword.com](mailto:masterword@masterword.com)>  
**Sent:** Friday, December 6, 2019 4:02 PM  
**To:** Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Cc:** Itz, Mary - HCD <[Mary.Itz@houstontx.gov](mailto:Mary.Itz@houstontx.gov)>  
**Subject:** Quote Request # 1021230 confirmation - CDBG-MIT ACTION PLAN

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

Dear Clarence,

Thank you for your Quote Request! Your Project Manager will be in touch shortly.

Below are the details of your request. They are also available in [MyMasterWord](#).

Company Name: City of Houston  
 Requestor: Clarence Moton  
 Service Type: Translation  
 Project Name: CDBG-MIT ACTION PLAN

Deadline Date and Time: Dec 12 2019 2:00PM

Language pairs: E-English - S-Spanish Latin American

Content type: Other:

Priority: Rush

Special Instructions: **Please contact Mary Itz @ 832-394-6179 for additional information.**

MWS Project Manager:

**If you prefer not to receive this e-mail confirmation, please log in to MyMasterWord and update your Communication Preferences in the Account Settings screen.**

Best regards,



### Translation & Localization Services

O 281.589.0810, Option 3 | T 1.866.716.4999 (U.S. only), Option 3 | F 281.589.1104

[masterword@masterword.com](mailto:masterword@masterword.com) | [www.masterword.com](http://www.masterword.com) | [FACEBOOK](#) | [LINKEDIN](#) | [TWITTER](#)

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