



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 135492  
SURVEYMONKEY INC  
101 LYTTON AVE  
PALO ALTO CA 94301  
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 4500357782-0 / 10/21/2021  
CoH Vendor Number 135492  
Page 1 of 2  
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:** M COURTNEY

| Item | Quantity | UM | Material # / Description   | Unit Cost     | Extended Cost |
|------|----------|----|--|---------------|---------------|
| 10   | 1.00     | AU | 91871 IT CONSULTING<br>Survey Monkey Subscription Renewall   | 7,000.00 / AU | 7,000.00      |
|      |          |    | Gross Price 7,000.00 USD 1 AU  | 1.000         | 7,000.00      |
|      |          |    | Expected value of unplanned services: 7,000.00   |               |               |
|      |          |    | <b>Delivery Date:</b> 12/01/2021   |               |               |
| 20   | 1.00     | AU | 91871 IT CONSULTING<br>Survey Monkey Additional Programs<br>Annual subscription to<br>SurveyMonkey Apply Pro<br>Site. Includes 1 program,<br>1000 applicants, unlimited<br>reviewers and unlimited<br>administrators. Includes<br>unlimited technical<br>support and full initial<br>setup for 1 program | 1,000.00 / AU | 1,000.00      |
|      |          |    | Gross Price USD AU   |               | 1,000.00      |



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# PURCHASE ORDER

PO number/date 4500357782 -0 / 10/21/2021 Page 2 of 2

| Item              | Quantity | UM | Material # / Description              | Unit Cost  | Extended Cost   |
|-------------------|----------|----|---------------------------------------|------------|-----------------|
|                   |          |    | 1,000.00                              | 1          | 1.000           |
|                   |          |    | Expected value of unplanned services: | 1,000.00   |                 |
|                   |          |    | <b>Delivery Date:</b> 12/01/2021      |            |                 |
| <b>Total ****</b> |          |    |                                       | <b>USD</b> | <b>8,000.00</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.

*Debra Turner*  
Mayor

*Jerry Adams*  
Chief Procurement Officer

*Cliff Brown*  
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 49,0000 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 *   | SurveyMonkey Renewal * | HCDD Division: * | Support Services * |
| Deadline Date of Request: * | 10/08/2021 *           | Purchase Type: * | Computer *         |
| Requester Name: *           | Pate, Orson *          | Created:         | 09/30/2021 *       |
| Requester Phone Number: *   | 832.393.0235           |                  |                    |

Brief Description of Scope of Work for Goods/Services:

SurveyMonkey Renewal- utilized by Economic Development team for application processing.

**Funding Source(s)** DR17

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:  | 3200030002    | Name of Vendor:      | Survey Monkey |
| G/L Account:  | 522430        | Date Processed:      |               |
| Business Area:  | 3200          | Date Received:       |               |
| Internal Order:   | BL3200077-19  | Total Amount:        | 8,000         |
| BFY:  | FY-2021       | Procurement Staff:   |               |
| Grant:  | 32000077-2019 | Priority:            |               |
| Funds Reservation:  |               | Notify Department:   | Procurement   |
| Funds Approval Mgr:   | Mary Owens    | Notify Department:   | Finance       |
| Justification of Need for Goods/Services  |               | Procurement Notes:   |               |
| SurveyMonkey Renewal- utilized by Economic Development team for application processing. |               |                      |               |

|   |            |   |            |
|---|------------|---|------------|
| Requestors Signature:<br>Date:<br><i>Orson Pate</i><br>F1A4338BC445450  | 9/30/2021  | Supervising Manager (Purchase under \$5,000)<br>Manager:<br>Date:<br><i>Keith W. Byram</i><br>69AB087638E6490 | 9/30/2021  |
| Buyer's Signature:<br>Date:<br><i>Clarence</i><br>0B7B314D648D498   | 10/4/2021  | Funds Approval Signature:<br>Date:<br><i>Mary Owens</i><br>5F0B53CA4C0E46F...                                 | 10/13/2021 |
| Procurement DPU Signature:<br>Date:<br><i>Tywana Rhone</i><br>A3F6AADA2C604F9...                              | 10/13/2021 | (Purchase over \$5,000)<br>CFO Signature<br>Date:<br><i>Temika Jones</i><br>B9760A7ECDDC4F8...                | 9/30/2021  |
| (Purchase over \$5,000)<br>Assistant or Deputy Director:<br>Date:<br><i>Keith W. Byram</i><br>69AB087638E6490 | 9/30/2021  | Director Signature (Only Consultant Services)<br>Director or Designee:<br>Date:                               |            |

Attachments

[Click here to attach a file](#)





## SALES QUOTE

**Bill to:** City of Houston - Housing and Community Development  
(713) 837-0311

**Billing Address:** City of Houston - Housing and Community Development  
Paula Pineda  
2100 Travis Street  
Houston, TX  
77002

**Customer Address:** City of Houston - Housing and Community Development  
Paula Pineda  
2100 Travis Street  
Houston, TX  
77002

**Term (in Months):** 12

| PRODUCT                                | DESCRIPTION   | PRODUCT ATTRIBUTES   | QUANTITY | SALES PRICE     | AMOUNT              |
|--|---|--|----------|-----------------|---------------------|
| SurveyMonkey Apply Pro Subscription    | Annual subscription to SurveyMonkey Apply Pro Site. Includes 1 program, 1000 applicants, unlimited reviewers and unlimited administrators. Includes unlimited technical support and full initial setup for 1 program. | Program Name: Hurricane Harvey Small Business and Micro Enterprise Grants<br>Number of Programs: 1<br>Additional Details: One additional program and implementation time purchased as separate line items on this order form for indicated additional fee. | 1        | 7,000.00 USD    | 7,000.00 USD        |
| SurveyMonkey Apply Additional Programs |   |  | 1        | 1,000.00 USD    | 1,000.00 USD        |
|  |   |  |          | Discount:       |                     |
|  |   |  |          | Products Total: | 8,000.00 USD        |
|  |   |  |          | Tax:            | 0.00 USD            |
|  |   |  |          | <b>TOTAL:</b>   | <b>8,000.00 USD</b> |

### Quote Terms

Purchase of the products and services listed on this quote at the pricing indicated is subject to due execution of a SurveyMonkey Order Form and acceptance of SurveyMonkey's associated standard terms and conditions by the expiry date above.

**Invoicing Schedule:** Unless otherwise agreed, annual subscription amount is paid upfront.

**Other:** Price calculation for prorated transactions is prorated daily. Thus, Product Total & Amounts are calculated based on the exact number of days on the Subscription Term

**Certificate Of Completion**

|  |                           |
|--|---------------------------|
| Envelope Id: 1EC3FCBFD9034825AA2CF27D41C945FF  | Status: Completed         |
| Subject: Please DocuSign: Procurement Request Form - SurveyMonkey Renewal ECON Development |                           |
| Source Envelope:   |                           |
| Document Pages: 2  | Signatures: 7             |
| Certificate Pages: 6   | Initials: 0               |
| AutoNav: Enabled   | Envelope Originator:      |
| Envelopeld Stamping: Enabled   | Orson Pate                |
| Time Zone: (UTC-06:00) Central Time (US & Canada)  | 611 Walker St.            |
|  | HITS                      |
|  | Houston, TX 77002         |
|  | Orson.Pate@Houstontx.gov  |
|  | IP Address: 204.235.229.6 |

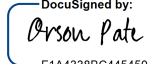
**Record Tracking**

|                                      |                                   |                    |
|--------------------------------------|-----------------------------------|--------------------|
| Status: Original                     | Holder: Orson Pate                | Location: DocuSign |
| 9/30/2021 9:42:00 AM                 | Orson.Pate@Houstontx.gov          |                    |
| Security Appliance Status: Connected | Pool: FedRamp                     |                    |
| Storage Appliance Status: Connected  | Pool: City of Houston IT Services | Location: DocuSign |

**Signer Events**

Orson Pate  
 orson.pate@houstontx.gov  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 F1A4338BC445450...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.235.229.6

**Timestamp**

Sent: 9/30/2021 9:43:14 AM  
 Viewed: 9/30/2021 9:43:24 AM  
 Signed: 9/30/2021 9:46:17 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Keith W. Bynam  
 Keith.Bynam@houstontx.gov  
 Deputy Director  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

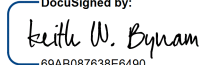
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.235.229.6

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 Signed: 9/30/2021 9:56:56 AM

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 ID: b8669547-9c80-4cb6-9351-a81f675281bf

Keith W. Bynam  
 Keith.Bynam@houstontx.gov  
 Deputy Director  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 69AB087638E6490...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.235.229.6

Sent: 9/30/2021 9:56:59 AM  
 Viewed: 9/30/2021 9:57:34 AM  
 Signed: 9/30/2021 9:57:45 AM

**Electronic Record and Signature Disclosure:**

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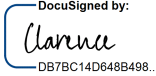
Temika Jones  
 Temika.Jones2@houstontx.gov  
 Temika Jones  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 B9760A7ECDDC4F8...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.235.229.6

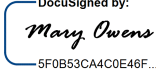
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**Electronic Record and Signature Disclosure:**

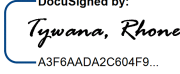
| Signer Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

|   |   |   |
|---|---|---|
| <p>Not Offered via DocuSign</p> <p>Clarence<br/>           clarence.moton@houston.tx.gov<br/>           City of Houston IT Services<br/>           Security Level: Email, Account Authentication (None)</p> | <p>DocuSigned by:<br/> <br/>           DB7BC14D648B498...</p> <p>Signature Adoption: Pre-selected Style<br/>           Using IP Address: 99.102.85.121</p> | <p>Sent: 10/1/2021 4:43:24 PM<br/>           Viewed: 10/4/2021 9:38:14 AM<br/>           Signed: 10/4/2021 9:39:17 AM</p> |
|---|---|---|

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

|   |  |   |
|---|--|---|
| <p>Mary Owens<br/>           Mary.Owens@houston.tx.gov<br/>           City of Houston IT Services<br/>           Signing Group: HCD Disaster Recovery – Budget Team<br/>           Security Level: Email, Account Authentication (None)</p> | <p>DocuSigned by:<br/> <br/>           5F0B53CA4C0E46F...</p> <p>Signature Adoption: Pre-selected Style<br/>           Using IP Address: 70.139.226.136</p> | <p>Sent: 10/4/2021 9:39:20 AM<br/>           Viewed: 10/13/2021 10:25:28 AM<br/>           Signed: 10/13/2021 10:26:13 AM</p> |
|---|--|---|

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

|  |   |   |
|--|---|---|
| <p>Tywana, Rhone<br/>           tywana.rhone@houston.tx.gov<br/>           Division Manager<br/>           City of Houston IT Services<br/>           Security Level: Email, Account Authentication (None)</p> | <p>DocuSigned by:<br/> <br/>           A3F6AADA2C604F9...</p> <p>Signature Adoption: Pre-selected Style<br/>           Using IP Address: 204.235.229.6</p> | <p>Sent: 10/13/2021 11:07:56 AM<br/>           Viewed: 10/13/2021 12:03:51 PM<br/>           Signed: 10/13/2021 12:04:05 PM</p> |
|--|---|---|

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

| In Person Signer Events | Signature | Timestamp |
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|-------------------------|-----------|-----------|

| Editor Delivery Events | Status | Timestamp |
|------------------------|--------|-----------|
|------------------------|--------|-----------|

| Agent Delivery Events | Status | Timestamp |
|-----------------------|--------|-----------|
|-----------------------|--------|-----------|

|   |  |   |
|---|--|---|
| <p>Tywana Rhone<br/>           Tywana.Rhone@houston.tx.gov<br/>           Division Manager<br/>           City of Houston IT Services<br/>           Security Level: Email, Account Authentication (None)</p> | <p><b>VIEWED</b></p> <p>Using IP Address: 70.138.156.209</p> | <p>Sent: 9/30/2021 10:08:36 AM<br/>           Viewed: 10/1/2021 2:39:03 PM<br/>           Completed: 10/1/2021 4:43:23 PM</p> |
|---|--|---|

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

| Intermediary Delivery Events | Status | Timestamp |
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|------------------------------|--------|-----------|

| Certified Delivery Events | Status | Timestamp |
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|---------------------------|--------|-----------|

| Carbon Copy Events | Status | Timestamp |
|--------------------|--------|-----------|
|--------------------|--------|-----------|

| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status | Timestamps |
|-------------------------|--------|------------|
|-------------------------|--------|------------|

|               |                  |                      |
|---------------|------------------|----------------------|
| Envelope Sent | Hashed/Encrypted | 9/30/2021 9:43:14 AM |
|---------------|------------------|----------------------|

| <b>Envelope Summary Events</b> | <b>Status</b>    | <b>Timestamps</b>      |
|--------------------------------|------------------|------------------------|
| Certified Delivered            | Security Checked | 10/13/2021 12:03:51 PM |
| Signing Complete               | Security Checked | 10/13/2021 12:04:05 PM |
| Completed                      | Security Checked | 10/13/2021 12:04:05 PM |

| <b>Payment Events</b> | <b>Status</b> | <b>Timestamps</b> |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Houston - Information Technology (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Houston - Information Technology:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

#### **To advise City of Houston - Information Technology of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [it@cityofhouston.net](mailto:it@cityofhouston.net) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from City of Houston - Information Technology**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [it@cityofhouston.net](mailto:it@cityofhouston.net) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with City of Houston - Information Technology**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to reenie.askew@houstontx.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Houston - Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Houston - Information Technology during the course of your relationship with City of Houston - Information Technology.