



**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 143533  
TEXAS HOUSING ASSOCIATION  
1106 SANTA FE TRAIL #1  
DUNCANVILLE TX 75137  
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 4500311881-1 / 10/16/2019  
CoH Vendor Number 143533  
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:** LINDA BRYANT

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	92440 INSTRUCTOR-LED TRAIN HQS Training Disaster Recovery Program	3,000.00 / AU	3,000.00
Cost Includes: On-Site Training for DR Program Inspectors - (minimum of 10 trainees) \$250 per additional trainee  All Trainer fees and travel expense HQS reference Manuals Certification Test  Training date: TBD					
	Gross Price		3,000.00 USD	1 AU	3,000.00
*** Net price changed ***					
*** Item reactivated ***					
*** Services changed ***					
Changed Expected value of unplanned services:				3,000.00	
<b>Delivery Date:</b> 11/27/2019					



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<b>Total ****</b>	<b>USD</b>	<b>3,000.00</b>
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**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.	
 <b>Mayor</b>	 <b>Chief Procurement Officer</b>	 <b>Controller</b>



TEXAS HOUSING ASSOCIATION PROPOSAL TO PROVIDE  
HOUSING QUALITY STANDARDS TRAINING FOR CITY OF HOUSTON  
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT  
(October, 2019)

QUOTE

\$2500 (\$250/person for minimum of 10 trainees)  
\$250 per person for number above 10.

COST INCLUDES

- All Trainer fees and travel expense
- HQS Reference Manuals
- Certification Test

Certificate of Proficiency if exam passed; Certificate of Participation for those not passing test or choosing not to take the test.

TO BE COVERED

THA's Housing Quality Standards (HQS) training is a Fast Track one day workshop, followed by a certification examination. The workshop includes classroom lecture and discussion and PowerPoint slides. The class focuses on the basics that all HQS inspectors need to know, leaving the administrative details to the administrators. The trainer will review the performance measures, acceptability criteria, inspection procedures, and lead-based paint requirements. A reference manual is provided.

The HQS certification exam is optional and is included in the course registration fee. The exam is open book and includes true/false, multiple choice and fill in the blank questions. Participants who successfully pass the exam receive a certificate attesting to their proficiency.

The agenda includes:

1. Introduction & Overview
2. HQS Performance Requirements
3. Acceptability Criteria
4. HQS and Local Codes
5. Inspection Procedure
6. Use of HQS Forms
7. General Requirements
8. Electricity and Hazards
9. Security
10. Windows
11. Floors
12. Walls
13. Ceilings
14. Bathrooms and Kitchens
15. Exteriors
16. Heating and Plumbing
17. General Health and Safety
18. Lead Based Paint Rules/Requirements

#### THE TRAINER

CRISTI LAJEUNESSE began working with the Public Housing and Section 8 housing programs in 1996. In 2002 she was hired as Executive Director of the Kenedy Housing Authority, in 2006, Executive Director of the Karnes City Housing Authority and since has acquired management of Three Rivers, Smiley, Hallettsville, Nixon and Falls City Housing Authority. She manages Low Rent Public Housing and Section 8 programs and is well versed in the rules and regulations governing both programs. In 1999, Cristi began consulting for other housing authorities assisting them with the transition to the new HUD reporting systems. She continues to assist with Agency Plans, PIC submissions, Low Rent and Section 8 program policy and regulations. Cristi is a Certified Public Housing Manager, Executive Section 8 Manager, Senior Public Housing Manager, Texas Certified Occupancy Professional/Public Housing, and Texas Certified Housing Administrator/Public Housing and Housing Choice Voucher. Cristi joined the THA training team in summer of 2009.

#### CONTRACTOR WILL PROVIDE

- Meeting space and applicable refreshments
- Projector and screen



### 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 *	HQS Training	HCDD Division: *	Director's Office
Deadline Date of Request: *	10/14/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Latisha Guillory	Created:	10/8/2019
Requester Phone Number: *	832 394 6331		

Brief Description of Scope of Work for Goods/Services:  
Procurement request for HQS Training, for Disaster Recovery Inspectors.

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: 520805 Business Area: 3200 Internal Order: BD3200077-19 BFY: FY20 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:	Status: Pending Purchase Order No#: Name of Vendor: Texas Housing-143533 Date Processed: Date Received: Total Amount: \$2,500 Procurement Staff Priority: Notify Department: Notify Department:

Justification of Need for Goods/Services

Procurement Notes:

Requestors Signature: <u>[Signature]</u> Date: <u>10/8/2019</u>	Supervising Manager (Purchase under \$5,000) Manager: <u>[Signature]</u> Date: <u>10/8/2019</u>
Buyer's Signature: <u>[Signature]</u> Date: <u>10/10/19</u>	Funds Approval Signature: <u>[Signature]</u> Date: <u>10/11/19</u>
Procurement DPU Signature: _____ Date: _____	(Purchase over \$5,000) <u>[Signature]</u> CFO Signature <u>[Signature]</u> Date: <u>10/11/19</u>
(Purchase over \$5,000) Assistant or Deputy Director: Date _____	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments

THA HQS Training.pdf



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 *	HQS Training	HCDD Division: *	Support Services
Deadline Date of Request: *	11/8/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lavergne, Jessica - HCD	Created:	11/7/2019
Requester Phone Number: *	832-394-6195		
Brief Description of Scope of Work for Goods/Services: Onsite HQS Training held on 10/28/19 for 12 Disaster Recovery Inspectors. (\$250/pp=\$3000)			
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:
G/L Account: 520805	Date Processed:
Business Area: 3200	Date Received:
Internal Order: 303000 77-19	Total Amount: <del>\$500</del> \$3000
BFY: FY20	Procurement Staff
Grant: 32000 77-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:
Justification of Need for Goods/Services	Procurement Notes:
Requestors Signature: <i>J. Lavergne</i> Date: 11/7/19	Supervising Manager (Purchase under \$5,000) Manager: <i>R. Se</i> Date: 11/8/19
Buyer's Signature: <i>Clare Motz</i> Date: 11/8/19	Funds Approval Signature: Date: _____
Procurement DPU Signature: <i>Gyana L. P. R...</i> Date: 11/8/19	(Purchase over \$5,000) CFO Signature: <i>MB</i> Date: 11/7/19
(Purchase over \$5,000) Assistant or Deputy Director: _____ Date: _____	Director Signature (Only Consultant Services) Director or Designee: Date: _____

Attachments



DATE: 10/28/19

INVOICE #0572

NAME: City of Houston

No.	Item	Unit Cost		Amount	
12	HQS Training; October 28, 2019 P. O. #4500311881-0	250	00	3,000	00
BALANCE DUE				\$3,000	00

TEXAS HOUSING ASSOCIATION  
 1106 Santa Fe Trail, #1  
 Duncanville, TX 75137  
 972/572-2262



HQS Houston 10.28.19

Brandon Speed	90
Chris Jones	90
Leseh Palay	70
Jose Reynaga	86
Veronda Jackson	86
Michael Rodriguez	94
Danny Molina	94
Michael Ona	86
Gracie Santos	90
Fredrick Hoisington	92
Tony Chavez	94
Derrico Alexander	84