

CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address
Vendor Address Number 153380
WRIKE INC
10 ALMADEN SUITE 1000
SAN JOSE CA 95113
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 4500299930-0 / 04/02/2019
CoH Vendor Number 153380
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: TRE CALDERON

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	15.00	EA	10036444 LICENSE, SOFTWARE, APPLICATION Int. Article No. 20811490113 Make N/A Model N/A Enterprise Subscription Licenses Billed Annually Proration (15) Feb 20, 2019 - Aug 30, 2019. COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGAMMED) Application Software, Microcomputer, SERVER	220.84 / EA	3,312.60
	Gross Price		220.84 USD	1 EA	15.000 3,312.60
Delivery Date: 04/05/2019					
Total ****					USD 3,312.60

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
[Signature] Chief Procurement Officer
[Signature] Controller



Sole Source Justification

General Information	Date:
Unit/Department: Housing and Community Development (HCD)	Phone No. 832-393-0235
Contact Name: Orson Pate	email Orson.Pate@houstontx.gov

Vendor Information	Requisition No. <i>10260239</i>
Name: Wrike	Purchase Order No.
Address: <i>www.wrike.com</i>	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.

This project management online subscription based software will allow the Disaster Recovery team to efficiently manage several projects related to Harvey.

Type. Please select one of the options and explain below.

Single Source
 Proprietary/Copyright Restrictions
 Equipment Compatibility
 Patented Product
 Exclusive or Unique Capability
 Only economically feasible source
Other: _____

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

The loss of product support has direct impact on administering federal funds for disaster recovery relief, home repair, finance, and community development initiatives.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

HCD has attempted to utilize other subscription based project management software, however Wrike is the only product which allows users to access the application at no cost for Colloborator users.

Department Recommendation	
Requestor: Orson Pate <i>Orson Pate</i>	Date: 2/25/2019
Department Director: <i>Keith W. Bynam</i>	Date: 3/7/19

Chief Procurement Officer's Approval	
Signature:	Date:



Prepared By **Ted Hull (AM)**
 Email **ted.hull@team.wrike.com**
 Phone

Quote Created Date **Feb 20, 2019**
 Quote Expiration Date **Feb 27, 2019**
 Quote Number **Q00051604**
 Company **City Of Houston**
 PO# _____

AMENDMENT	PRODUCT	TERM	QUANTITY	LIST	EFFECTIVE	TOTAL COMMITMENT
Removed	Enterprise Subscription Licenses Billed Quarterly Proration Credit	Feb 20, 2019 - Feb 27, 2019	-10	-	\$4,320.00	-\$96.00
Added	Enterprise Subscription Licenses Billed Annually Proration	Feb 20, 2019 - Aug 30, 2019	15	\$8,100.00	\$6,480.00	\$3,408.66

Quote Total, USD: \$3,312.66

Payment term: Due Upon Receipt

All prices are in US dollars USD. All prices do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer. If you have purchased Professional Services, you must start the implementation process within 30 days. Additional costs for travel expenses related to Professional Services, if any, will be reimbursed with Licensee's prior consent. Professional Services shall be deemed delivered in accordance with the applicable Statement of Work. This is not an invoice.

Click here or copy and paste this link to securely process your credit card information:

<https://wrike.secure.force.com/payment/?q=FOBbz2mqTJazK8hYxqudF4iitSirKV24G50dTpHW9ckdszRQeJrpftwhgeLhD1cT7>

Name: Orson Pate

Signature: 

Title:

Date: 2/22/19

Terms and Conditions

This order form covers the Wrike Products described herein and is governed by Wrike's Corporate Subscriber Terms and Conditions available online at <https://www.wrike.com/terms/> and our Privacy Policy available online at <https://www.wrike.com/security/privacy/>






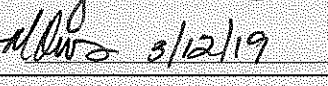
Please see Exhibit A for Payment Schedule

Exhibit A

Payment Schedule

INVOICE DATE	INVOICE ITEMS	QUANTITY	AMOUNT, USD	INVOICE TOTAL, USD
Feb 20, 2019	Enterprise Subscription Licenses Proration Credit Feb 20, 2019 - Feb 27, 2019	-10	-\$96.00	\$3,312.66
	Enterprise Subscription Licenses Proration Feb 20, 2019 - Aug 30, 2019	15	\$3,408.66	





Housing and Community Development

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 200.318) 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.</i></p> <p><i>* Required Fields [must be completed]</i></p>			
Description of Purchase *	WRIKE Software license renewal	HCDD Division: *	Director's Office
Deadline Date of Request: *	3/5/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Latisha Guillory	Created:	2/26/2019
Requester Phone Number: *			
<p>Brief Description of Scope of Work for Goods/Services: Requesting license renewal for Wrike Project Management software for Disaster Recovery employee.</p>			
<p><i>Note: Please allow a minimum of three (3) days for bid responses.</i></p>			
FINANCE USE ONLY		PROCUREMENT USE ONLY	
<p>Fund Number: 5030 Funding Source: DR. HARVEY Cost Center: 3200030002 G/L Account: 520119 Business Area: 3200 Internal Order: BD3200077-19 BFY: FY2019 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:</p>		<p>Status: Pending Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: \$3,312.66 Procurement Staff Priority: Notify Department: Notify Department:</p>	
<p>Justification of Need for Goods/Services The software is being requested by Mayra Bontemps.</p>		<p>Procurement Notes: P.O. 4500299930</p>	
<p>Requestors Signature:  Date: 2-26-19</p>		<p>Supervising Manager (Purchase under \$5,000) Manager:  Date: _____</p>	
<p>Buyer's Signature:  Date: 3/12/19</p>		<p>Funds Approval Signature:  Date: 3/12/19</p>	
<p>Procurement DPU Signature: _____ Date: _____</p>		<p>(Purchase over \$5,000) CFO Signature Date: _____</p>	
<p>(Purchase over \$5,000) Assistant or Deputy Director: Date _____</p>		<p>Director Signature (Only Consultant Services) Director or Designee: Date: _____</p>	
<p>Attachments</p>			

**CITY OF HOUSTON
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT**

V# 153380

RECORD OF CONCURRENCE FOR APPROVAL

SUBJECT - WRIKE: Renew Licenses		DUE DATE 02/20/19	DATE SUBMITTED 2/21/2019	REF#:
EXPLANATION - WRIKE is a project management software used for DR Harvey.				
ORIGINATOR: Rebecca Garcia <i>RSK 4011</i>		DATE ORIGINATED: 2/21/2019	PERSON TO CONTACT FOR DETAILS: Rebecca Garcia	TELEPHONE NUMBER: 832-394-0111
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Mayra Bontemps		2/22/19.	
2.	Orson Pate		2/22/19	
3.	Ellen Eudy		2/25/19	
4.	Keith Bynum		2/25/19	
5.				
6.				
7.				

**RECEIVED
COMPLIANCE DIVISION**

FEB 23 2019

HOUSING & COMMUNITY
DEVELOPMENT DEPARTMENT