



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address
Vendor Address Number 142335
XACTWARE SOLUTIONS INC
1100 WEST TRAVERSE PARKWAY
LEHI UT 84043
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 4500329785-0 / 07/31/2020
CoH Vendor Number 142335
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: XACTWARE BILLING

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	21.00	EA	10036444 LICENSE, SOFTWARE, APPLICATION Int. Article No. 20811490113 Make N/A Model N/A Xactimate Professional Estimating Software Program - Disaster Recovery Program (Harvey) COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGAMMED) Application Software, Microcomputer, SERVER	2,370.00 / EA	49,770.00
			Gross Price	2,370.00 USD	1 EA 21.000 49,770.00
Delivery Date: 07/31/2020					
Total ****					USD 49,770.00

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**



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

Sole Source Justification

General Information	Date: 07/17/2020
Department: HCD	Phone No. 832.393.0235
Contact Name: Orson Pate	Email: orsonpate@houstontx.gov

Vendor Information 142.335	Requisition No. 10277615
Name: Xactimate	Purchase Order No.
Address: 1100 West Traverse Parkway, Lehi, UT 84043	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.

Xactimate Professional License - Total \$ 49,770.00

21 Professional Multiplatform licenses @ \$2,370

(3) Platforms for (1) single user. Xactimate license contains over 40,000-line items for estimating construction or reconstruction on any kind of building. Residential, commercial, agricultural, anything interior or exterior. Professional includes Online, Mobile and Desktop.

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

X Single Source Proprietary/Copyright Restrictions Equipment Compatibility
X Patented Product Exclusive or Unique Capability Other:

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

Xactware is the sole manufacture and sole source provider of the Xactimate software

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

Search to determine if other software is applicable; See previous certification.

Department Recommendation	DocuSigned by:	Date: 07/17/2020
Requestor:	Orson Pate	
Department Director:	Keith W. Bynum	Date: 7/22/2020

Chief Procurement Officer's Approval	Date:
Signature:	



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 *	Xactimate Renewal Licenses	HCDD Division: *	Support Services
Deadline Date of Request: *	07/23/2020	Purchase Type: *	Computer
Requester Name: *	Pate, Orson - IT	Created:	07/16/2020
Requester Phone Number: *	832.393.0235		

Brief Description of Scope of Work for Goods/Services:

(21) licenses of the Xactimate Professional estimating program on annual subscription.

21 @ \$2370.00 annual subscription = \$49,770.00

Software is required for Disaster Recovery and Single Family Home Repair Division Inspector team.

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:	520119	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	
BFY:	FY-2021	Procurement Staff	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	
Funds Approval Mgr:		Notify Department:	
Justification of Need for Goods/Services		Procurement Notes:	

Requestors Signature: Date:	DocuSigned by: <i>Orson Pate</i> 17/2020 F1A4338BC445450...	Supervising Manager (Purchase under \$5,000) Manager: Date:	DocuSigned by: <i>Pranav Shah</i> 17/2020 FBED037A7E56435...
Buyer's Signature: Date:	DocuSigned by: <i>Clarence Moten</i> 22/2020 DB7BC14D648B498...	Funds Approval Signature: Date:	<i>Mary Owens</i> 7/23/2020 5E0B53CA4C0E46F
Procurement DPU Signature: Date:	DocuSigned by: <i>Tywana, Heare</i> 7/22/2020 A3F6AADA2C604F9...	(Purchase over \$5,000) CFO Signature Date:	DocuSigned by: <i>Floyd Smith</i> 7/24/2020 EDE6FC0D55C840D...
(Purchase over \$5,000) Assistant or Deputy Director: Date	DocuSigned by: <i>Keith W. Brown</i> 7/22/2020 69AB087638E6490...	Director Signature (Only Consultant Services) Director or Designee: Date:	

Attachments



June 9th, 2020

City of Houston ATTN: Clarence Moton

Re: Xactware sole provider of Xactimate services

Dear Clarence:

This letter is to provide confirmation that Xactware is the sole source provider of the Xactimate and Xactimate Professional software programs.

We appreciate your business and look forward to a continued successful relationship.

Respectfully,

Morgan Jensen, Manager Xactware Inside Sales Operations
P: 1-800-424-9228
Verisk Insurance Solutions, Claims, Xactware

XACTWARE®

Proposal

July 14, 2020

City of Houston
2100 Travis
Houston, TX 77002
Account 710706

ATTN: Clarence Moton and Orson Pate
Clarence.Moton@houstontx.gov Orson.Pate@houstontx.gov

Quote for 21 licenses of the Xactimate Professional estimating program on annual subscription.

Price is guaranteed for 30 days.



21 @ \$2370.00 annual subscription = \$49,770.00

Respectfully,

David Harward

David Harward | Account Representative

daharward@verisk.com

Xactware Sales

Benchmark Sales

Direct: 801.932.8520

xactware.com | [Map](#)

From: [Hanahan, Carolyn - FIN](#)
To: [Shah, Ketan - FIN](#)
Cc: [Adams, Jerry - FIN](#)
Subject: Re: Xactimate Sole Source Justification Form
Date: Friday, July 31, 2020 8:25:00 AM

Approved.

On Jul 31, 2020, at 7:45 AM, Shah, Ketan - FIN <Ketan.Shah@houstontx.gov> wrote:

Carolyn

As On today, FY21 Citywide non-contract spending w/o council action for Vendor # 142335 XACTWARE SOLUTIONS INC: \$0

Current Sole Source Justification requirement: \$49,770.00

For your review and approval please.

Ketan

From: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Sent: Wednesday, July 29, 2020 8:16 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Pate, Orson - IT <Orson.Pate@houstontx.gov>
Subject: Xactimate Sole Source Justification Form

Hello Ketan,

I have attached the Sole Source Justification Form and supporting documents for the CPO approval to renew the Xactimate Software licenses .

Please be advised that the Purchase Req. has been created and released by HCDD.

Thank you,

Clarence Moton

832-394-6212

<[Sole Source Letter.docx Xactimate Software.pdf](#)>

<[Xactimate Sole Source Justification fully executed.pdf](#)>

<[Xactimate Software Quote Updated.pdf](#)>