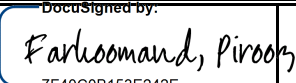
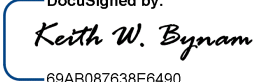



CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL

SUBJECT: B2GNow/Ask Reply, Inc. LCPTracker Annual Service Fee Multiple Project License Fee Invoice # 21043014		DATE SUBMITTED TO COH (COMPLETE): 5/3/21	CONTRACT #/ P.O FUNDING SOURCE: Ex:46000***** 4500348564-0	ONBASE DOC ID: 2033254
EXPLANATION: LCPTracker Annual Service Fee Multiple Project License Fee up to \$750 million effective dates 5-15-2021 to 5-14-2022 DIR-TSO-4212				
ORIGINATOR/ RELATIONSHIP MANAGER <i>Pirooz Farhoomand</i>		DATE ORIGINATED 5/3/21	PERSON TO CONTACT FOR DETAILS/ CONTACT'S NUMBER PIROOZ Ext. 4-6157	AMOUNT OF PAYMENT: \$49,725.00
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	<i>Pirooz Farhoomand</i>	DocuSigned by:  7E40C0B153E242E	6/4/2021	
2.	<i>Keith W. Bynam</i>	DocuSigned by:  69AB087638E6490...	6/4/2021	*If payment is submitted/ resubmitted over 45 days and all travel requires Director's or Deputy Director Signature*
3.	<i>Finance</i>	DocuSigned by:  403C8FBF2CDB466...	6/4/2021	
4.				
5.				
6.				
7.				

**CITY OF HOUSTON**

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE****PURCHASE ORDER****Vendor Address**

Vendor Address Number 113193

ASKREPLY INC

DBA B2GNOW

725 W MCDOWELL RD

PHOENIX AZ 85007

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 4500348564-0 / 06/03/2021

CoH Vendor Number 109673

Page 1 of 2

Buyer's Name Lianshun Zhou S53

Buyer's Telephone Number 832-393-8721

Buyer's Fax Number 832-393-8758

Buyer's E-mail Address Lianshun.zhou@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:

2021-0051

Your reference:

H29738

DIR-TSO-4212 EXP 8/21/2024

Reference Invoice#: 21043014

Vendor Contact: Frank Begalke 605-325-9277/feb@B2GNOW.COM

COH Contact: Pirooz Farhoomand 832-394-6157

Pirooz.Farhoomand@houstontx.gov

Clarence Moton 832-394-6212

Clarence.Moton@houstontx.gov

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	20880 SOFTWARE, MICROCOMPU LCPTTracker - Annual Renewal Release Order against contract 4600016539 Item 03490 B2Gnow Partner Sale Multiple Project License Fee up to \$750 million Effective dates 5-15-2021 to 5-14-2022	49,725.00 / AU	49,725.00
Gross Price			USD 1 AU	1.000	49,725.00
			49,725.00		
The item covers the following services:					



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE

PURCHASE ORDER

PO number/date 4500348564 -0 / 06/03/2021 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
	10	DR 17 Funds	1.000 AU	39,256.56	39,256.56
	20	CDBG	1.000 AU	2,617.11	2,617.11
	30	HOME	1.000 AU	2,617.11	2,617.11
	40	HOME	1.000 AU	2,617.11	2,617.11
	50	HOME	1.000 AU	2,617.11	2,617.11
Delivery Date: 06/10/2021					
Total ****				USD	49,725.00

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.

[Signature]
Mayor

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]
Chief Procurement Officer

[Signature]
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 *	B2Gnow/Ask Reply Inc *	HCDD Division: *	Compliance *
Deadline Date of Request: *	05/25/2021 *	Purchase Type: *	Service Under <\$50K *
Requester Name: *	Suzette Arbuckle *	Created:	05/03/2021 *
Requester Phone Number: *	832-394-6152		

Brief Description of Scope of Work for Goods/Services:

LCPTracker Annual Service Fee Multiple Project License Fee up to \$750 million effective dates 5-15-2021 to 5-14-2022
DIR-TSO-4212. Invoice # 21043014 \$49,725

Funding Source(s)	TIRZ - DR17	CDBG	HOME
	\$39,256.56	\$2,617.11	\$7,851.33

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5000	Status: Pending
Funding Source: CDBG and HOME	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor:
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: See attachmentfund detail	Total Amount:
BFY:	Procurement Staff:
Grant:	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: Chau Pham	Notify Department: Finance

Justification of Need for Goods/Services

B2Gnow has provided HCDD with a discounted rate for LCPTracker due to existing contract. The use of the service is also vital to vendors to maintain records.

Procurement Notes:

Requestors Signature: <u>Suzette Arbuckle</u> 5/3/2021 Date: C73FBEB077AE417...	Supervising Manager (Purchase under \$5,000) Manager: <u>Farlooomand, Piroon</u> 5/3/2021 Date: 7F40C0B153E242E...
Buyer's Signature: <u>Clarence</u> 5/11/2021 Date: DB7BC14D648B498...	Funds Approval Signature: <u>Chau Pham</u> 5/12/2021 Date: DCD9BA83EF3F455...
Procurement DPU Signature: <u>Tywana, Rhone</u> 5/13/2021 Date: A3F6AADA2C804F9...	(Purchase over \$5,000) CFO Signature: <u>Timika Jones</u> 5/4/2021 Date: B9760A7ECDDC4F8...
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith W. Bynam</u> 5/4/2021 Date: 69AB087638E6490...	Director Signature (Only Consultant Services) Director or Designee: <u>Tom McCasland</u> 5/4/2021 Date: BB4243B4670F4BF...

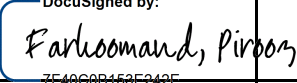
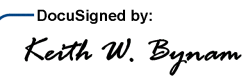
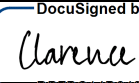
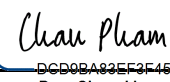
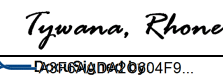
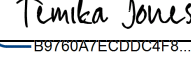
Attachments

Click here to attach a file



CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL

SUBJECT: SUBJECT: B2GNow/Ask Reply, Inc. LCPTracker Annual Service Fee Multiple Project License Fee Invoice # 21043014		DUE DATE: 05/30/2021	DATE SUBMITTED 05/03/2021	ONBASE DOC ID: 2033254
EXPLANATION: LCPTracker Annual Service Fee Multiple Project License Fee up to \$750 million effective dates 5-15-2021 to 5-14-2022 DIR-TSO-4212				
ORIGINATOR/ RELATIONSHIP MANAGER Pirooz Farhoomand		DATE ORIGINATED 05/03/2021	PERSON TO CONTACT FOR DETAILS/ CONTACT'S NUMBER PIROOZ Ext. 4-6157	AMOUNT OF PAYMENT: \$49,725.00
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Pirooz Farhoomand	<small>DocuSigned by:</small>  <small>7F40C0B463E242E...</small>	5/3/2021	
2.	Keith W. Bynam	<small>DocuSigned by:</small>  <small>69AB087638F6490...</small>	5/4/2021	*If payment is submitted/ resubmitted over 45 days and all travel requires Director's or Deputy Director Signature*
3.	Clarence Moton	<small>DocuSigned by:</small>  <small>D6C858209498...</small>	5/11/2021	
4.	Chau Pham	<small>DocuSigned by:</small>  <small>DGD0BA83EF3F455...</small>	5/12/2021	
5.	Tywana Rhone	<small>DocuSigned by:</small>  <small>D9F65D420904F9...</small>	5/13/2021	
6.	Temika Jones	<small>DocuSigned by:</small>  <small>B9760A7ECDDC4F8...</small>	5/4/2021	
7.				



City of Houston Finance - Strategic Procurement Division

Request to Purchase from Cooperative/Interlocal

General Information	Date: 5/3/21
Unit/Department: Housing & Community Development	Phone No. 832-394-6157
Contact Name: Pirooz Farhoomand	Email Pirooz.Farhoomand@houstontx.gov

Vendor Information #1330897731600	Requisition No.
Name: B2Gnow/Ask Reply, Inc.	Purchase Order No.
Address: 725 W McDowell Rd., Phoenix, AZ 85007	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. Attach documents/information as appropriate.

BG2now/ LCP Tracker is an electronic payroll reporting system that has been utilized by HCDD and other City Department to collect/review and monitor the certified reports of construction workers to ensure compliance with local and federal Labor Standards.

INVOICE # 21043014 \$49,725.00

Type of Request. Please select one of the options below.

☐ Interlocal Name of Government Entity _____

☒ Cooperative Name of Coop. Org. DIR-TSO-4212

X Other:

HCDD has had contract with this vender about 4 years. The system currently holds all closed and ongoing projects. The system most manageable and time effective in monitoring the Federal Labor Standards including the Section 3 participation. The system interfaces with BG2now for monitoring and tracking the City-wide contracts with or without minority goals. The system offers one of the most user-friendly web-base by municipalities. The system has been tailored over the past few years to meet the specific needs of the HCDD. In addition, HCDD has already paid the upfront cost and training expenses associated with the use of the services first rendered. Therefore, the cost to implement new software system would not be cost effective.

B2Gnow has provided HCDD with a discounted rate for LCPTracker due to existing contract. The use of the service is also vital to vendors to maintain records.



City of Houston

Finance - Strategic Procurement Division

Department Recommendation		
Requestor:	<i>Carloman, Piro</i> <small>DocuSigned by: 7F40C0B153E242E...</small>	Date: 5/3/2021
Department Director:	<i>Keith W. Bynam</i> <small>DocuSigned by: 69AB087638E6490...</small>	Date: 5/4/2021

Chief Procurement Officer's Approval	
Signature:	Date:

City of Houston Housing and Community Development

Admin. Purchase Order or Non-Contract Payment Request

Vendor: B2GNow/Ask Reply, Inc.

Purchase Order# (If applicable): _____

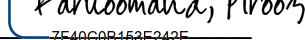
Payment Amount: \$49,725.00

Date Invoice Received by City of Houston: 05/03/2021

By signature below, I certify a full understanding of my accountability for having performed the following procedures and do not expect them to be validated again. I certify that all items were received or services were rendered.

- Confirmed that all invoice(s) are attached.
- Confirmed that all invoices are in compliance with OMB Super Circular 2 CFR 200.
- Confirm that all required documentation is included with this request.

Project Manager Name: Piروز Farhoomand

Project Manager Signature: 

Date: 5/3/2021

B2Gnow/AskReply, Inc.

725 W. McDowell Rd
Phoenix, AZ 85007 US
+1 6023259277
accounting@b2gnow.com
www.b2gnow.com



BILL TO

City of Houston Housing & Community
Development
Financial Services Sec, Acct Pay
P.O. Box 1562
Houston, TX 77251-1562

INVOICE # 21043014

DATE 04/30/2021

DUE DATE 05/30/2021

TERMS Net 30

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	B2Gnow Partner Sale	1	49,725.00	49,725.00
	LCPTTracker Annual Service Fee			
	Multiple Project License Fee up to \$750 million			
	effective dates 5-15-2021 to 5-14-2022			
	DIR-TSO-4212			

BALANCE DUE

\$49,725.00

FUND	Fund	Cost Center	GL	Internal Order	Amount
CDBG	5000	3200030002	522430	FS3200001-11	2,617.11
HOME	5000	3200030002	522430	S32000043-18	2,617.11
HOME	5000	3200030002	522430	W32000043-19	2,617.11
HOME	5000	3200030002	522430	AB3200043-19	2,617.11
Total Project Cost					10,468.44

Certificate Of Completion

Envelope Id: FFC4AF18D9C749F283F7894A004D9168

Status: Completed

Subject: Please DocuSign: B2Gnow LCPTracker Invoice #21043014 \$49,725 Procurement Request Form

Source Envelope:

Document Pages: 7

Signatures: 17

Envelope Originator:

Certificate Pages: 6

Initials: 0

Suzette Arbuckle

AutoNav: Enabled

611 Walker St.

Envelopeld Stamping: Enabled

HITS

Time Zone: (UTC-06:00) Central Time (US & Canada)

Houston, TX 77002

Suzette.Arbuckle@houston.tx.gov

IP Address: 104.54.162.15

Record Tracking

Status: Original

Holder: Suzette Arbuckle

Location: DocuSign

5/3/2021 3:54:54 PM

Suzette.Arbuckle@houston.tx.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: City of Houston IT Services

Location: DocuSign

Signer Events

Suzette Arbuckle

suzette.arbuckle@houston.tx.gov

City of Houston IT Services

Security Level: Email, Account Authentication
(None)**Signature**DocuSigned by:
Suzette Arbuckle
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Viewed: 5/3/2021 6:48:46 PM

Signed: 5/3/2021 6:49:34 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Farhoomand, Pirooz

Pirooz.Farhoomand@houston.tx.gov

Real Estate Compliance

City of Houston IT Services

Security Level: Email, Account Authentication
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Farhoomand, Pirooz
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Signed: 5/3/2021 8:04:43 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Keith W. Bynam

Keith.Bynam@houston.tx.gov

Deputy Director

City of Houston IT Services

Security Level: Email, Account Authentication
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Keith W. Bynam
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Signed: 5/4/2021 8:18:38 AM

Electronic Record and Signature Disclosure:

Accepted: 3/1/2021 10:44:07 AM

ID: 58ba8501-63f6-4c13-bd9f-c81a75635e01

Temika Jones

temika.jones2@houston.tx.gov

Temika Jones

City of Houston IT Services

Security Level: Email, Account Authentication
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Temika Jones
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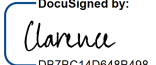
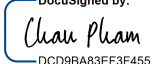
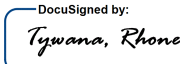

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Signed: 5/4/2021 8:34:23 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
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Tywana, Rhone Tywana.Rhone@houston.tx.gov Division Manager City of Houston IT Services Signing Group: HCD Procurement DPU Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>DocuSigned by:  A3F6AADA2C804F9...</div> Signature Adoption: Pre-selected Style Using IP Address: 70.138.156.209	Sent: 5/12/2021 2:56:19 PM Viewed: 5/12/2021 4:54:49 PM Signed: 5/13/2021 2:36:01 PM
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
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Completed	Security Checked	5/13/2021 2:36:01 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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 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 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.

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- 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.

Certificate Of Completion

Envelope Id: BAA96E771FC14E74A3114451D2065757

Status: Completed

Subject: Please DocuSign: Proper Finance Concurrence B2GNow.pdf, Purchase Order for 4500348564-B2Gnow As...

Source Envelope:

Document Pages: 16

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Suzette Arbuckle

AutoNav: Enabled

611 Walker St.

Envelopeld Stamping: Disabled

HITS

Time Zone: (UTC-06:00) Central Time (US & Canada)

Houston, TX 77002

Suzette.Arbuckle@houston.tx.gov

IP Address: 104.54.162.15

Record Tracking

Status: Original

Holder: Suzette Arbuckle

Location: DocuSign

6/4/2021 9:37:50 AM

Suzette.Arbuckle@houston.tx.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: City of Houston IT Services

Location: DocuSign

Signer Events**Signature****Timestamp**

Farhoomand, Pirooz

Pirooz.Farhoomand@houston.tx.gov

Real Estate Compliance

City of Houston IT Services

Security Level: Email, Account Authentication
(None)

DocuSigned by:



7F40C0B153E242E...

Signature Adoption: Pre-selected Style

Using IP Address: 99.17.12.95

Sent: 6/4/2021 9:45:22 AM

Resent: 6/4/2021 9:46:14 AM

Viewed: 6/4/2021 9:52:56 AM

Signed: 6/4/2021 9:53:07 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Keith W. Bynam

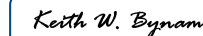
Keith.Bynam@houston.tx.gov

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: 6/4/2021 9:53:10 AM

Viewed: 6/4/2021 10:08:23 AM

Signed: 6/4/2021 10:08:43 AM

Electronic Record and Signature Disclosure:

Accepted: 5/21/2021 3:28:53 PM

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

Aman Khan

aman.khan@houston.tx.gov

City of Houston IT Services

Security Level: Email, Account Authentication
(None)

DocuSigned by:



403C8FBF2CDB466...

Signature Adoption: Pre-selected Style

Using IP Address: 204.235.229.6

Sent: 6/4/2021 10:09:56 AM

Viewed: 6/4/2021 10:32:06 AM

Signed: 6/4/2021 10:36:24 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp**

Certified Delivery Events	Status	Timestamp
Carbon Copy Events hcdaccountspayable hcdaccountspayable@houstontx.gov Joethelia Mooney Joethelia.Mooney@houstontx.gov Meshanda Phillip Meshanda.Phillip@houstontx.gov Krupa Desai Krupa.Desai@houstontx.gov City of Houston IT Services Signing Group: HCD Accounts Payable Processors Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 6/4/2021 10:09:57 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/4/2021 9:45:22 AM
Certified Delivered	Security Checked	6/4/2021 10:32:06 AM
Signing Complete	Security Checked	6/4/2021 10:36:24 AM
Completed	Security Checked	6/4/2021 10:36:24 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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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:

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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 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 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.

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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..

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