



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address

Vendor Address Number 161669
SIMPLIFILE, LC
5072 N 300 W
PROVO UT 84604
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 4500332805-0 / 09/15/2020
CoH Vendor Number 161669
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

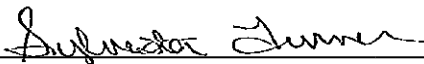
Your person responsible: AURI BURNHAM

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	95882 RECORDS MGMT SVCS (I eRecording Services eRecording Services to file Deeds of Trust for Disaster Recovery HoAP Applicants.	25,000.00 / AU	25,000.00
Gross Price			25,000.00 USD 1 AU	1.000	25,000.00
			Expected value of unplanned services:	25,000.00	
			Delivery Date: 09/15/2020		
Total ****				USD	25,000.00

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

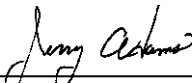
I hereby certify a certificate of the necessity of this expenditure is on file in this department.

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.

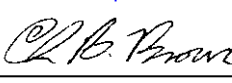


Mayor

Chief Procurement Officer



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 *	Efiling Service *	HCDD Division: *	Disaster Recovery *
Deadline Date of Request: *	8/13/2020 *	Purchase Type: *	Service Under <
Requester Name: *	Kathryn Cooper *	Created:	08/07/2020 *
Requester Phone Number: *	281.906.5124		

Brief Description of Scope of Work for Goods/Services:

procureing a efile vendor to file Deed of Trust for HoAP applicants. A list of providers has been sent via email to Procurement.

A PCard will placed on file with company. est. cost of 2-4k per month increase to 50k
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:
G/L Account: 520740	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BH3200077-19	Total Amount:
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

Due to the current state of affairs.
Harris County will not accept
DocuSign document in person only via
efiling.

Procurement Notes:

Requestors Signature: DocuSigned by: Kathryn Cooper Date: 8/7/2020 9EF024130EF1433...	Supervising Manager (Purchase under \$5,000) Manager: DocuSigned by: Jeffrey Swake Date: 8/7/2020 A7224F159E164CB...
Buyer's Signature: DocuSigned by: Clarence Moton Date: 8/12/2020 DB78C14D648B498...	Funds Approval Signature: Date: 8/25/2020 DocuSigned by: Mary Owens 5F0B53CA4C0E48F...
Procurement DPU Signature: DocuSigned by: Tywana, Rhone Date: 8/25/2020 A3F8AADA2C604F9...	(Purchase over \$5,000) CFO Signature Date: 9/2/2020 DocuSigned by: Temika Jones B9760A7ECDDC4F8...
(Purchase over \$5,000) Assistant or Deputy Director: DocuSigned by: Keith W. Dynam Date: 9/2/2020 69AB087638E6490...	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments

[Click here to attach a file](#)

SAM Search Results
List of records matching your search for :

Search Term : Simplifile LC*
Record Status: Active

ENTITY	Simplifile LC	Status: Active
DUNS: 187640821	+4:	CAGE Code: 5TC59 DoDAAC:
Expiration Date: 12/08/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 5072 N 300 W	State/Province: UTAH	
City: Provo	Country: UNITED STATES	
ZIP Code: 84604-5652		

eRecording - DR Program

VENDOR	ANNUAL FEE	COST PER DOCUMENT	METHOD OF PAYMENT
Simplifile	None	\$3.00	ACH / Check
eRecording Partners Network	None	\$4.00	ACH / Check
CSC eRecording	\$99.00	\$5.50	ACH / Check

CLARENCE MOTON

08/24/2020

Buyer

Date

From: [Mike Shelton](#)
To: [Moton, Clarence - HCD](#)
Subject: eRecording Information per your request
Date: Thursday, August 13, 2020 9:01:11 AM
Attachments: [image002.png](#)
[image001.png](#)
[ePN Submitter FAQ 2019 rev 6-19.pdf](#)
[ePN eRecording for Submitters Flyer.pdf](#)
[eCourier Subscriber Agreement 2018.pdf](#)

[Message Came from Outside the City of Houston Mail System]

Good morning,

I am responding to your request for more information about eRecording – you talked with one of our support folks.

At ePN, we deal exclusively with eRecording. Period! It allows us to focus 100% of our time on the industry so that when you work with us- you are working with eRecording leaders and standard setters. We understand your needs and will work with you during these changing times to make sure that your documents are eRecorded properly.

ePN only works with businesses- we do NOT work with individuals. If you are an individual wanting to file a document, your best option is to mail it directly to the County.

To better assist you, I need the following information:

1. Type of business
2. Business Location
3. Average Monthly / Annual number of documents

In Texas, eRecording is limited, by statute, to the following groups.

Sec. 195.003. PERSONS AUTHORIZED TO FILE ELECTRONICALLY. (a) The following persons may file electronic documents or other documents electronically for recording with a county clerk that accepts electronic filing and recording under this chapter:

- (1) an attorney licensed in this state;*
- (2) a bank, savings and loan association, savings bank, or credit union doing business under laws of the United States or this state;*
- (3) a federally chartered lending institution, a federal government-sponsored entity, an instrumentality of the federal government, or a person approved as a mortgagee by the United States to make federally insured loans;*
- (4) a person licensed to make regulated loans in this state;*
- (5) a title insurance company or title insurance agent licensed to do business in this state;*
- (6) an agency of this state; or*

(7) a municipal clerk.

(a-1) In addition to persons listed under Subsection (a), a county may authorize a person to file electronic documents or other documents electronically for recording with a county clerk if the county enters into a memorandum of understanding with the person for that purpose. This subsection applies only to a county with a population of 500,000 or more.

<http://www.statutes.legis.state.tx.us/SOTWDocs/LG/htm/LG.195.htm>

If you could help me identify where you are on this list, it would be very helpful.

ePN eRecording service sign-up requires a completed Subscriber Agreement with your business information .. location, contacts & Federal Tax ID, & business banking info.
**** ePN Support typically has new eCourier business accounts set up within a couple business days. ****
eRecording is not available for recording of personal documents from individuals.

Information for your review:

1. eCourier Subscriber Agreement
2. eRecording for Submitters Flyer
3. Submitter FAQ's
4. The link below will take you to a quick 4 minute demo of the product, and how the process works.
<https://new.erecordingpartners.net/GOePN/Demo>

The Process

1. Highlighted in the above video:
 - a. Once you become a subscriber to ePN's service, we provide you with a secure website for you to log onto.
 - b. You will be directed to a couple screens where you will answer questions about where you want to file, what you want to file, along with some required information for the County.
 - c. Once you have answered the questions, the system will ask you for the location of the file that you want to record. You will upload that file to our website.
 - d. Once completed, you will choose to submit the document.
 - e. The Document is submitted to the County electronically
 - f. The County processes the document
 - g. The County returns the document electronically to ePN
 - h. ePN notifies you via email that the document has been returned, along with a link to the now recorded document for you to download

Counties

1. Once you become a subscriber, you will have access to all counties within the ePN Network, with the following restrictions:

- a. California takes additional paperwork due to state regulations. **Due to the heavy workload and state requirements, our California Team is NOT adding additional submitters at this time.**
- b. Some Counties require additional paperwork to be filled out- we can provide that to you when you request those Counties.

Fees:

1. We debit your account each night for the amount of Recording Fees that you have accrued for that day.
 - a. **Note: We Do NOT Accept Credit Cards at this time**
2. Once a month, we charge you a flat \$4.00 per document that you have recorded through us for that month.*
 - a. Note: In Texas we are required to collect sales tax on top of our fee
3. Setup Fees
 - a. NONE
4. Annual Fees
 - a. NONE
5. When comparing us to others, check for additional fees- You will find that most of them do

How do you get started?

1. Contact me with the information that I requested and I will send you a subscriber agreement to fill out.
 - a. We can typically get you set up within 1-2 business days upon receipt of the agreement.

Lastly, please feel free to contact me with any questions that you might have as you start your investigation into electronic recording.

Mike Shelton

County Relationship Executive

eRecording Partners Network (ePN)

Direct: (903) 563-6752

mike@GOePN.com

www.GOePN.com



"The Key to Document Recording!"

City of Houston Housing and Community Development Department

Clarence

clarence.moton@houstontx.gov

832-394-6212

Houston, TX

From: [Jennings, Kathleen](#)
To: [Moton, Clarence - HCD](#)
Subject: CSC eRecording
Date: Thursday, August 13, 2020 3:36:23 PM
Attachments: [Why eRecording.pdf](#)
[1773 CSC eRecording County List 8-7-2020 \(1\).pdf](#)
[Level 2 eRecording Additional Information.pdf](#)

[Message Came from Outside the City of Houston Mail System]

Hi Clarence,

Thank you for taking the time to speak with me today.

I have attached additional information to this email regarding CSC's eRecording platform as well as a list of counties that we cover. As discussed, the pricing for your account is an annual fee of \$99 and a \$5.50 per document (not per page) charge when you record.

I can check back in with you tomorrow to see if it makes sense to send over the agreement and ACH Link. In the meantime, please do not hesitate to reach out if you have any questions!

Best,
Kathleen

Kathleen Jennings

Account Manager | eRecording

Direct: (302) 636 5401 ext. 75050

Kathleen.Jennings@cscglobal.com

CSC®

cscglobal.com

erecording.com



We are the business behind business

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From: [Jeff Pettine \(jpettine@simplifile.com\)](mailto:jpettine@simplifile.com)
To: [Moton, Clarence - HCD](#)
Subject: RE: Hello
Date: Tuesday, August 18, 2020 9:51:18 AM

[Message Came from Outside the City of Houston Mail System]

Hi Clarence,

The email below has some good info regarding our service. Please take a look and let me know if you have any specific questions:

Thank you for expressing an interest in Simplifile! We make it easy to e-record all of your deeds, mortgages, and other documents online.

Here are some common questions we're asked:

What Is E-recording?

- E-recording is the process of submitting documents for recording online and having them reviewed, recorded, and returned back to the submitter electronically. E-recording is Today's Standard for Document Recording.
- [**Click Here To Learn More**](#)

How Does E-recording Work?

- **Send** - Submitters electronically prepare or scan, upload and submit documents through a web-based service for recording.
- **Receive** - The county or recording jurisdiction receives the documents electronically for processing.
- **Review** - Documents are reviewed by the county. Should they find any errors, the document will be rejected and returned back to the submitter for correction.
- **Record** - After they have been reviewed and approved, documents will be processed, stamped, and officially recorded with the county.
- **Return** - The county returns the stamped, recorded documents back to the submitter electronically, notifying them that the document(s) have been recorded

- [Click Here to Learn More](#)

How long does it take?

- This is determined by each individual county, but most documents are recorded and returned in less than 48 hours.

How much is it?

- In addition to the normal county recording costs, simplifile charges a simple per document submission fee once your document has been stamped and recorded by the county (regardless of pages). There are 2 pricing plans to choose from:
 - ~~High Volume Plan~~ – Annual License fee of \$295 and \$5.00 per recorded document.
 - ~~Low Volume Plan~~ – Annual License fee of \$50 and \$10.00 per recorded document.

*Government Pricing - \$0 annual license fee and \$3.00 per recorded document

How do I pay for the recordings?

- Simplifile manages all the payment processing for you via ACH (Automated Clearing House). You can use one or multiple bank accounts that Simplifile draws the funds from. We can even process E-checks to pay for your recordings.

Where can I use this?

- Simplifile's e-recording network covers more ground than any other recording service and new counties adopt e-recording every day, making Simplifile both the largest and fastest-growing network. E-recording with Simplifile means you have access to record your documents electronically in more than 1,900 counties and recording jurisdictions nationwide.
- [Click Here To See Where We Record](#)

Why Simplifile?

- **Largest network**
 - With the world's largest e-recording network, more documents are electronically recorded through Simplifile than any other e-recording service.
- **More documents**
 - We support more document types for our customers than any other e-recording service. You can record virtually any document type with Simplifile.
- **Customized for you**

- Simplifile's service is intuitive, simple, and customizable, providing hundreds of features to make e-recording a breeze for you and your staff.
- **Support team**
 - Our friendly, knowledgeable support team is available 8am to 8pm Monday through Saturday to make sure your experience with Simplifile is nothing less than amazing.
- **Training**
 - In addition to our technical support, Simplifile provides one-on-one training sessions at no cost, showing you how to e-record your documents quickly.
- **Local representatives**
 - I am your local, dedicated account representative to take care of you and any questions or needs you may have.

Please let me know if you have any additional questions, would like to schedule a demonstration or would like to move ahead with setting up an account.

Regards,

Jeff Pettine— Regional Sales Director

Simplifile | ICE Mortgage Services

Tel: 800.460.5657 ext. 1052 | Direct: 801.223.1052

jpettine@simplifile.com | jeff.pettine@theice.com

intercontinentalexchange.com | simplifile.com

From: Moton, Clarence - HCD (Clarence.Moton@houstontx.gov) <system@sent-via.netsuite.com>

Sent: Tuesday, August 18, 2020 10:48 AM

To: Jeff Pettine <jpettine@simplifile.com>

Subject: RE: Hello

Hello,

As of today, I have not received a follow up call from your business. I am interested in setting up an eRecording account to file deeds with the Harris County Courthouse on behalf of the City of Houston's Housing and Community Development Department.

Thank you,

Clarence
832-394-6212

From: Jeff Pettine (jpettine@simplifile.com) <system@sent-via.netsuite.com>
Sent: Tuesday, August 18, 2020 9:27 AM
To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Subject: Hello

[Message Came from Outside the City of Houston Mail System]

Hello,

I see you recently reached out to us for some info. I'm sorry for the delay in responding, but I've been out of the office for the last few days.

I'm not sure if your request was taken care of. If not, please let me know how I can help.

Thanks!

Jeff Pettine— Regional Sales Director

Simplifile | ICE Mortgage Services
Tel: 800.460.5657 ext. 1052 | Direct: 801.223.1052
jpettine@simplifile.com | jeff.pettine@theice.com
intercontinentalexchange.com | simplifile.com