



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/6/2024

ALL

Item Creation Date:

WS1317417243 - Ready Houston Initiative Community Outreach - MOTION

Agenda Item#: 10.

Background:

WS1317417243 – Approve spending authority not to exceed \$157,893.40 for consulting and community outreach services for the Ready Houston Initiative from Gilbreath Communications, INC., through the H-GAC Purchasing Cooperative for the Mayor’s Office of Public Safety and Homeland Security.

Specific Explanation:

The Director of the Mayor’s Office of Public Safety and Homeland Security and the Chief Procurement Officer recommend that City Council approve spending authority not to exceed **\$157,893.40** for the purchase of consulting and community outreach services for the Ready Houston Initiative, and that a one-time purchase order be issued to the H-GAC Purchasing Cooperative supplier, **Gilbreath Communications, INC.**

The Ready Houston Initiative supports emergency preparedness education and outreach to the greater Houston area. Gilbreath Communications, INC. will create and produce various community outreach materials and provide both community outreach and support services, including creation, translation, distribution, and storage and transfer of these materials.

This recommendation is made pursuant to subsection 271.102(c) of the Texas Local Government Code, which provides that "a local government that purchases goods or services from a cooperative purchasing program or organization satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services."

MWBE Participation:

This spending authority is awarded as a contract-specific, goal-oriented award with an 18.69% MWBE participation level. Gilbreath Communications INC. has designated the below-named company as its certified MWBE subcontractor.

VENDOR NAME	TYPE OF WORK	Percent
Donnati Translations & Interpreting	Translation and Interpretation Services	9.35%

Hire Houston First:

Hire Houston First does not apply to his expenditure because it involves the use of federal funds and is subject to specific procurement rules of the federal government.

Fiscal Note:

No Fiscal Note is required on grant items.

10/25/2024

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Jedediah Greenfield
 Chief Procurement Officer

Signed by:

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Department Approval Authority

Estimated Spending Authority:			
Department	FY2025	Out Years	Total
Mayor’s Office of Public Safety and Homeland Security	\$157,893.40	\$0.00	\$157,893.40

DS

10/30/2024

Amount and Source of Funding:

\$157,893.40 – Fed/Local/State Pass (Fund 5030)

4107,000.00 - Fee/Lease/State Pass (Fund 0000)

Contact Information:

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ATTACHMENTS:

Description	Type
Conflict of Interest Questionnaire	Backup Material
Coop Contract	Backup Material
Coop validity date	Backup Material
Justification Form	Backup Material
CPO Email Approval	Backup Material
MWBE Letter of Intent	Backup Material
MWBE Participation Plan	Backup Material
OBO MWBE Goal Letter	Backup Material
Ownership Form	Backup Material
Quote	Backup Material
Tax Status	Backup Material
City Certification	Backup Material
Certification of Funds	Financial Information