



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 3/25/2025

ALL

Item Creation Date: 3/14/2025

SR1477469832 - Medical Monitoring Project Gift Cards (The Soomitz Group, LLC)-
MOTION

Agenda Item#: 13.

Summary:

NOT A REAL CAPTION

THE SOOMITZ GROUP, LLC. for the purchase of Visa gift cards for the Houston Health Department - \$16,760.00 - Grant Fund

Background:

Informal bids were received on February 7th, 2025 for Doc1439871824 - Approve an award in an amount not to exceed \$16,760.00 for the purchase of Visa gift cards from The Soomitz Group, LLC. for the Houston Health Department.

Specific Explanation:

The Director of the Houston Health Department and the Chief Procurement Officer recommend that City Council approve the purchase of two hundred (200) \$75 Visa gift cards, including activation fees, in the total amount of **\$16,760.00**, awarded to **The Soomitz Group, LLC** for the Houston Health Department.

The Medical Monitoring Project (MMP) is an ongoing, Centers for Disease Control (CDC)- funded special surveillance system designed to analyze the experiences and needs of people living with HIV/AIDS. MMP invites four hundred (400) sampled individuals during each study cycle to participate in a telephone or face-to-face interview; those who consent and participate in the interview are given a \$75 Visa gift card upon completion of a health survey.

CDC has funded this project to purchase and activate Visa gift cards. Per the program, the gift cards must have a minimum expiration period of one (1) year to match the MMP data collection cycle. The quantity purchased in this procurement is anticipated to be sufficient for one year.

This project was advertised in accordance with the requirements of the State of Texas bid laws, as a result, three (3) bids were received as outlined below:

<u>Supplier:</u>	<u>Amount:</u>
The Soomitz Group, LLC	\$16,760.00 – Meets scope of work requirements
Rellevate, Inc	\$250.00
DET Logistics Solutions, LLC	\$17,200.00

The Soomitz Group, LLC has already received \$47,959.05 for other goods and/or services in the current fiscal year. The issuance of this purchase order to this vendor will exceed the aggregate \$50,000 spending threshold for this fiscal year. Therefore, this procurement requires Council action.

MWBE Participation:


This procurement is exempt from the City's M/WBE subcontracting as the total project expenditure does not exceed the \$100,000.00 City's threshold.

Hire Houston First:

Hire Houston First does not apply to this procurement 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 require for grant items.

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**Jedediah Greenfield
Chief Procurement Officer**

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Department Approval Authority

3/20/2025

3/20/2025

Estimated Spending Authority:			
Department	FY2025	Out Years	Total
Houston Health Department	\$16,760.00	\$0.00	\$16,760.00

Amount and Source of Funding:

\$16,760.00

Federal Government

Fund 5000

Contact Information:

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ATTACHMENTS:

Description	Type
Bid Tab	Backup Material
CIQ	Backup Material
Justification Memo	Backup Material
Ownership Form	Backup Material
Tax Screenshot	Backup Material
COF	Financial Information
Verification of Grant Funding-BA	Backup Material