

# **PORT ARTHUR HOUSING AUTHORITY**

## **Board of Commissioners Special Meeting**

**February 16<sup>th</sup>, 2023 at 6:00 p.m.**



### **Board Membership**

Roosevelt Petry, Chairman  
Debra Ambrose, Vice-Chairman  
Rhonda Conner, Commissioner  
Fred Vernon, Commissioner  
Brent Smith, Commissioner

### **Executive Director**

Seledonio "Cele" Quesada



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**HOUSING AUTHORITY OF THE CITY OF PORT ARTHUR  
BOARD OF COMMISSIONERS**

Notice is hereby given that on **Thursday the 16<sup>th</sup> day of February, 2023 at 6:00 p.m.**, the Board of Commissioners of the Housing Authority of the City of Port Arthur will hold a special meeting. The Port Arthur Housing Authority offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Port Arthur Housing Authority office for assistance. Hearing impaired may contact Relay Texas 1-800-735-2989 or TDD.

Open Meeting – 6:00 p.m.

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Public Comments
6. Procurement Presentation
7. Consideration and discussion of a motion to approve award of Contract No. C22011, Temporary Employee Services.
8. Consideration and discussion to move into Executive Session – Convene an Executive Session to discuss:
  - A. Personnel matters in accordance with Section 551.074 of the Texas Government Code
  - B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
  - C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code
9. Future Agenda Items
10. Adjournment

Done and posted the 10<sup>th</sup> day of February, 2023 at 11:26a, at the PORT ARTHUR HOUSING AUTHORITY ADMINISTRATION BUILDING and PROPERTIES, in Port Arthur, Texas before 6:00 p.m.

Delivered by:

Received by:



EXECUTIVE DIRECTOR  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**February 16, 2023**

**Subject: Consideration and discussion of a motion to approve award of Contract No. C22011, Temporary Employee Services**

**Recommendation:**

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Smarter HR of Houston, Texas with an NTE amount of \$58,000.00 and Infojini of Linthicum Heights, MD with an NTE amount of \$70,000.00.

**Background:**

A Request for Proposals (RFP) was conducted in keeping with the Agency's Procurement Policy and Procurement Procedures to obtain a firm for Temporary Employee Staffing Services. The solicitation has been open since September 12<sup>th</sup> of 2022; eight proposals were received. The proposals received were evaluated based on pre-determined criteria listed in the RFP documents. For your perusal, the Evaluation Results, the Scope of Work, the Evaluation and Pricing Scores, and the Cost Price Analysis are attached hereto.

**Budget/Fiscal Effect:**

Total Not-To-Exceed amount of \$128,000.00 as recommended above.

**Staffing/Employee Effect:**

None.

## EVALUATION RESULTS

### LOT #1 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
Infojini, Inc	117	25	27	27	56	26	278.00	92.67
Smarter HR Solutions, LLC	120	24	24	25	52	25	270.00	90.00
Noor Staffing Group, LLC	108	19	19	20	44	22	232.00	77.33
Cambay Consulting LLC	93	21	20	20	45	14	213.00	71.00
Infinity Staffing Solutions, LLC	27	29	29	30	60	29	204.00	68.00
Talantage, LLC	27	25	25	25	49	21	172.00	57.33
22nd Century Technologies, LLC	0	23	23	23	49	23	141.00	47.00
Info Way Solutions LLC	0	21	21	21	44	16	123.00	41.00

### LOT #2 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
Infojini, Inc	117	25	27	27	56	26	278.00	92.67
Smarter HR Solutions, LLC	120	24	24	25	52	25	270.00	90.00
Noor Staffing Group, LLC	108	19	19	20	44	22	232.00	77.33
Cambay Consulting LLC	93	21	20	20	45	14	213.00	71.00
Infinity Staffing Solutions, LLC	27	29	29	30	60	29	204.00	68.00
Talantage, LLC	27	25	25	25	49	21	172.00	57.33
22nd Century Technologies, LLC	0	23	23	23	49	23	141.00	47.00
Info Way Solutions LLC	0	21	21	21	44	16	123.00	41.00

### LOT #3 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
Smarter HR Solutions, LLC	120	24	24	25	52	25	270.00	90.00
Infojini, Inc	87	25	27	27	56	26	248.00	82.67
Noor Staffing Group, LLC	108	19	19	20	44	22	232.00	77.33
Infinity Staffing Solutions, LLC	27	29	29	30	60	29	204.00	68.00
Talantage, LLC	27	25	25	25	49	21	172.00	57.33
Info Way Solutions LLC	0	21	21	21	44	16	123.00	41.00
22nd Century Technologies, LLC	0	23	23	23	49	23	141.00	47.00
Cambay Consulting LLC	This firm did not submit a proposal for Lot #3							

- Criteria #1: Proposed Cost (120 maximum points)
- Criteria #2: Demonstrated Understanding (30 maximum points)
- Criteria #3: Quality of the Technical Approach and Services Proposed (30 maximum points)
- Criteria #4: Technical Capabilities (30 maximum points)
- Criteria #5: Demonstrated Experience and Successful Past Performance (60 maximum points)
- Criteria #6: Appearance of the Proposal Submitted (30 maximum points)

## SCOPE OF WORK (SECTION 2.0 OF THE RFP DOCUMENT)

**2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking proposals from qualified and licensed firms/individuals (a.k.a., "the proposer") to provide the Housing Agency with the following detailed services listed herein:

**2.1 General Overview of Services.** The Housing Agency, on an as-needed basis, periodically has need to retain temporary employees in a variety of disciplines. The Housing Agency anticipates that, as a result of the award of this RFP, the Housing Agency will retain an Employment Agency to:

**2.1.1** Coordinate the recruitment and placement of such temporary employees (though the Housing Agency may choose to refer preferred candidates to the firm for any such retention).

**2.1.2** Provide temporary personnel to typically work standard hours (i.e., 7:30 AM to 5:30 PM, Monday through Thursday and Friday 8:00 AM to 12:00 PM) unless otherwise determined and approved by the Housing Agency department head. Overtime is typically discouraged but shall be at the discretion of the Housing Agency. In the event overtime is authorized by the Agency, overtime compensation will be paid by the Agency when temporary personnel exceed forty (40) hours of actual/physical time worked per week.

**2.1.3** Provide temporary personnel who meet at least the minimum qualifications for specified duties, required qualifications will be provided to the Housing Agency by the Employment Agency at the time of request by the Housing Agency. The Employment Agency will also be informed of the specific duties, length of assignment, and any specific skills or abilities required.

**2.1.4** Provide temporary maintenance personnel who will work as (including, but not limited to): laborers, maintenance aides, maintenance technicians, and/or maintenance mechanics that are able to work in apartments (units) occupied by the Housing residents, unoccupied apartments, perform vacancy preparation, and monitor the property.

**2.1.5** Provide temporary personnel who will work as administrators in an office setting to include managers, clergy, accountants, specialist, assistants, receptionist, etc. that are able to work in public and private sector for resident/client living in public, private, and multifamily housing.

**2.1.6** Provide temporary personnel eligible to work in the United States who possess the necessary documentation from the Immigration and Naturalization Service.

**2.1.7** The Employment Agency shall carefully pre-screen and perform background/drug-screen checks on all applicants prior to referral to Housing Agency to assure that they possess all the required skills and abilities to perform the assigned tasks.

**2.1.8** The Housing Agency shall have the right to interview and/or to examine any prospective employee to be assigned to the Housing Agency Department to determine the skills of the individual provided.

**2.1.9** Any of the Employment Agency temporary employees who do not meet the requirements specified or do not otherwise satisfactorily complete an interview shall be immediately replaced by the Employment Agency or secondary Employment Agency chosen.

- 2.1.10 Should the Housing Agency determine that a temporary individual does not have the required skills and dismisses that person within the first four (4) hours of employment, the Employment Agency shall not charge the Housing Agency for that person's time worked.
- 2.1.11 Temporary personnel shall remain the Employment Agency's employees and shall not receive Housing Agency benefits.
- 2.1.12 The Employment Agency shall be responsible for all payroll withholding requirements and shall provide any and all benefits required by law to each temporary person as well as conform to the provisions of the Immigration Reform and Control Act of 1986 by verifying the employment eligibility of each person referred to the Housing Agency.
- 2.1.13 The Employment Agency shall be responsible for communicating its benefits, timecards, and safety practices to its employees and to the Housing Agency.
- 2.1.14 The Employment Agency will serve as liaison between the temporary employee and the Housing Agency for any disciplinary action or periodic performance evaluation. The Employment Agency must be willing to recall the temporary employee at any time and for any reason, at the sole discretion of Housing Agency.
- 2.1.15 The Employment Agency's temporary employees performing work for the Housing Agency may be required at any time to comply with federal, state and/or the Housing Agency's executive orders, guidelines, and protocols regarding COVID-19 safeguards.
- 2.1.16 The Employment Agency shall submit weekly invoices and applicable timecards in a format to which both parties have agreed. Payment shall be made upon receipt of verified timecards and accurate invoices. Payment for holidays observed by the Housing Agency and/or any time as the result of early dismissal by the Housing Agency or the State due to weather and/or any other situation will not be covered unless otherwise specified.
- 2.1.17 The positions most often required include but are not limited to: administrative assistant; file clerk; accounting clerk; maintenance; mechanic; assistant maintenance; and seasonal grounds laborer. These positions may also require an individual to be bilingual (English/Spanish fluency).

**2.2 The Contractor's Additional Responsibilities.** The chosen Employment Agency shall administer the services and/or be responsible as follows:

- 2.2.1 Utilizing employees who are sensitive to the cultural diversity of the Housing Agency's employees and resident population, coordinate the recruitment, screening, and placement of such temporary employees in accordance with the job descriptions provided by the Housing Agency (PLEASE NOTE: The Housing Agency may choose to refer preferred candidates to the firm for any such retention; and, there is an option herein for the Housing Agency to provide direct placement of certain temporary employees, meaning persons to who referred to the Contractor by the Housing Agency).
- 2.2.2 The proposer shall, as detailed otherwise herein, provide the appropriate contact person and phone numbers which the Housing Agency can call to make requests. Answering machines or voicemail systems are not acceptable.
- 2.2.3 The administration of and payments to such temporary employees (the Housing Agency will set the rate of compensation for each such temporary employee).

- 2.2.4** The withholding and payment to the appropriate governmental agencies and reporting of all taxes and issuance to the employee of the W-2 forms at the end of each year, each as required by law.
- 2.2.5** All insurance claims pertaining to the required insurance coverage.
- 2.2.6** Coordinate the screening of such temporary and/or direct hire employees to include national criminal background check; education verification; 10-panel drug screening; and, when directed by Housing Agency for specific positions that may require such, pre-employment physical. If the person in the position will be required to drive Housing Agency vehicles, a Department of Motor Vehicle (DMV) check will be required.
- 2.2.7** The contractor shall verify that personnel provided for assignment to agency positions are I-9 compliant, fully documented and authorized to work in the United States. Such documentation shall be provided to the Housing Agency by the Employment Agency upon request.
- 2.2.8** Hours worked will be reported in whole and quarter hours. The Housing Agency will specify the time for the temporary employee's arrival and departure from the work site. Temporary employees are responsible for their own transportation to and from the work site. The Housing Agency will not be responsible for payment for time spent applying and testing/interviewing for agency jobs nor for any time not actually spent in productive work for the Agency.
- 2.2.9** The Housing Agency reserves the right to immediately terminate any employee provided by the Housing Agency when dissatisfied with the performance of the work or for any other reason. The contractor shall ensure that all temporary employees filling the requirements of this contract report to their workplace dressed in the proper attire for the position being filled and shall meet the minimum job skill requirements of the assignment as indicated on the job descriptions.
- 2.2.10** If the temporary employee terminates employment with the Contractor while working at the Housing Agency, the Contractor agrees to notify the Housing Agency within four business hours for confirmation of the temporary employee who will report to the job on the next business day as a replacement.
- 2.2.11** As compensation for providing the services pertaining to temporary employees, the Contractor will charge the Housing Agency a set percentage of each such "rate of pay" set by the Housing Agency (please see the following Section 3.2 herein).
- 2.2.12** Promptly inform the Housing Agency of, in so far as the Contractor is aware, any wage and hour practices affecting the temporary employees and to ensure that the retention of the temporary employees are in compliance with all applicable State and Federal laws, codes, and regulations (NOTE: The Contractor shall not, of course, have any responsibility for any such laws that the Housing Agency may choose to not be in compliance with or; meaning, such actions that the Housing Agency may take without informing the Contractor of and which the Contractor does not observe).
- 2.2.13** In the case of any suits filed against the Contractor by a temporary employee, the Contractor agrees to immediately (within 24 hours) notify the Housing Agency in writing of such.
- 2.2.15** Perform and pay, without reimbursement from the Housing Agency, for all Criminal History Background Checks required on the temporary employees provided to the Housing Agency. The Housing Agency will not assign employees to temporary positions

until a complete copy of a National Criminal History Background Check and a 10-panel drug screening and alcohol screening results are available, if requested, by the Housing Agency from the Contractor. **NOTE: The Employment Agency is hereby advised that the Housing Agency shall not collect background checks from the Employment Agency due to liability related to Title VII and discrimination.**

- 2.2.16** The Contractor shall provide to each temporary employee initial "Right-to-Know" training on general safety and health topics, including OSHA's hazard communication standard. The Housing Agency shall provide temporary workers with worksite-specific and task-specific training on safety hazards. The Housing Agency shall provide Personal Protective Equipment (PPE) to assigned temporary workers, as well as applicable training on the use of PPE.
- 2.2.17** Injury and illness reporting, and recordkeeping, shall, as detailed following, be the joint responsibility of both that Housing Agency and the Contractor. The Contractor shall provide, at the Contractor's expense, Workers' Compensation coverage for all temporary workers and ensure that injuries and illnesses are reported for Workers' Compensation purposes
- 2.2.18** The Contractor shall provide assigned temporary workers with a handbook before beginning each assignment. The handbook shall be customized for the Housing Agency to include the most important aspects of Housing Agency's workplace policies and Work Standards, including Data Practices, Information Technology, Discrimination, and the Housing Agency's workplace policy.
- 2.2.19** The Housing Agency will not typically (meaning, such will only occur at the sole discretion of the Housing Agency, and in the case of an extreme emergency) authorize overtime work for temporary help employees. As a result, the contractor shall advise their employees that Housing Agency will not typically authorize overtime work.
- 2.2.20** Typically, once a task order has been received from the Housing Agency the Contractor will, within one work day, begin work on fulfilling that request and will, within no more than 5 work days (unless otherwise approved by the Housing Agency in writing), present the requested temporary employee to the Housing Agency for review by the Housing Agency. If this requirement is not fulfilled, the Agency reserves the right, and most likely will, move to another provider.

**2.3 The Housing Agency's Responsibilities.** The Housing Agency will be responsible to:

- 2.3.1** Provide the Contractor with a job description specifying job duties and the scope of temporary assignment for each temporary position.
- 2.3.2** Promptly, within a reasonable timeframe (i.e., no more than 1 week), notify the Contractor in writing in the event there is any material change in the terms and conditions of any employee's temporary assignment or the job duties, including the job description and location assignment.
- 2.3.3** Review, approve, and sign all time cards for the temporary employees on assignment at the Housing Agency, which signature will authorize the Contractor to pay the employee for the hours detailed thereon and to bill the Housing Agency accordingly.
- 2.3.4** Promptly, within a reasonable timeframe (i.e., no more than 1 week), notify the Contractor in writing of any in-ordinary wage and hour practices such as alternative work schedules, split shifts, shift differentials, etc., that might affect the temporary employee.



- 2.3.5** The Housing Agency shall exercise good judgment and management relating to the day-to-day supervision of the temporary employees. The Housing Agency shall, as with its other employees, provide appropriate supervision and training (including, but not limited to, on-the-job safety and the handling of any hazardous materials), specifically tailored to the job requirements of the temporary employee. The Housing Agency shall provide all tools and equipment, including safety equipment that the temporary employee will need to complete his /her assigned duties (NOTE: Unless otherwise agreed to by the Housing Agency in writing, such "tools and equipment" shall remain the property of the Housing Agency).
- 2.3.6** In the case of a temporary employee that is injured during the performance of his/her duties; the Housing Agency shall cooperate fully with the Contractor in addressing any ensuing issues and tasks that must be addressed accordingly. In the case of any suits filed against the Housing Agency by a temporary employee, the Housing Agency agrees to notify the Contractor within a reasonable timeframe in writing of such.
- 2.3.7** The Housing Agency retains the right to terminate any temporary employee whenever the Housing Agency feels such is in the best interests of the Housing Agency. The Housing Agency shall immediately (within 24 hours) inform the Contractor in writing to terminate said temporary employee.

**2.4 General Description of the Lots.**

**2.4.1 Lot #1, Clerical/Administrative Temporary Employees.** All levels of analytical, administration and clerical type work, including, but not limited to, working knowledge of standard office practices and procedures. Ability to multitask, have professional phone and keyboarding skills, with the ability to learn quickly and work in a fast-paced setting and possess excellent customer service skills. Candidates must possess the ability to effectively communicate with people of varied economic, social, and ethnic backgrounds. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Work varies from entry level to highly skilled analytical work task. Must know and understand Microsoft Office, beginner to expert level, based on the Housing Agency's need. Position titles filled in the past were pertaining to these services include, but are not limited to:

- 2.4.1.1** Administrative Assistant.
- 2.4.1.2** HCV Clerk
- 2.4.1.3** Admissions Clerk
- 2.4.1.4** Assistant Property Manager.
- 2.4.1.5** File Clerk – Section 8.
- 2.4.1.6** Housing Coordinator.
- 2.4.1.7** Housing Specialist - Section 8.
- 2.4.1.8** HQS Inspector.
- 2.4.1.9** Human Resources Assistant.

**2.4.2 Lot #2, Finance-related Temporary Employees.** Assists with month-end close processes in housing management software, including closing, reconciling, preparing, and posting journal entries for the programs and properties. Maintains General Ledger, prepares monthly Bank Reconciliations Prepares Monthly Journal Entries in Financial Software. Assists in the review and reconciliation of general ledger accounts, monthly; analyzes general ledger variances; and resolves any discrepancies. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Process and reconcile Accounts Payable. Any other Financial/Accounting Duties assigned by the CFO, including procurement-related tasks.

**2.4.2.1** Accounting Clerk

**2.4.2.2** Accounting Specialist

**2.4.2.3** Accounting Assistant

**2.4.2.4** Administrative Finance Assistant

**2.4.2.5** Procurement Specialist

**2.4.2.6** Procurement Assistant

**2.4.3 Lot #3, Maintenance Temporary Employees.** Routine janitorial duties in properties owned by the Housing Agency. Prepares vacant properties for re-rental. Exterior grounds maintenance including lawn and garden care as an example. Minor building maintenance duties. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Monitor the property.

**2.4.3.1** Maintenance Assistant.

**2.4.3.2** Maintenance Technician.

**2.4.3.3** Mechanic.

**2.4.3.4** General Laborer

**2.4.3.5** Janitor

**2.4.4 Preceding listed positions not all-inclusive.** The positions listed within the preceding Sections No. 2.4.1 through 2.4.3 are not to be considered to be all-inclusive of all positions that the Agency may retain temporary employees to perform.

**2.4.5 Ability by the Housing Agency to choose multiple firms (Contractors).** The Housing Agency reserves the right to, at any time during the ensuing contract period(s), make award to more than one firm (Contractor) for any positions within a Lot. For example, the Housing Agency may contract with a firm for services pertaining to Lot #1, the Clerical/Administrative area; then, during the ensuing contract period(s), the Housing Agency discovers that the Contractor cannot or is not successful ("successful," as determined by the sole decision by the Housing Agency) in providing a certain temporary employee. In such case the Housing Agency reserves the right to choose another proposer to provide the temporary employee to the Housing Agency. Such "choosing" shall occur with another firm that is "next-rated" during either the initial evaluation of proposals or, if the Housing Agency chooses, as the result of an additional evaluation of proposals (an additional evaluation would be especially appropriate, for example, if the Finance Department needs a temporary employee to perform specialized skill-sets and there is another firm that has such a temporary employee available or that specializes in the placement of such temporary employees).

**2.5 Method of and Procedure to Award (Task Order).** The Housing Agency shall retain the right to contract with any of the proposers as a result of this RFP, which contracting shall occur in the following manner (this is sometimes called “forming a pool” of contractors that the Agency may draw from):

**2.5.1** As detailed within the following Section 3.3 herein (most specifically, Section 3.3.1), if a pool of contractors is formed, each proposer will be ranked by the total calculated bid sum submitted in response to this RFP.

**2.5.2** When the Agency has need of work in each service area, the Agency staff assigned will contact the 1<sup>st</sup>-ranked Contractor to ascertain as to whether or not that Contractor is available to do the work within the reasonable time-frame (set forth in Section in 2.2.20) the Agency has established for that work. If the 1<sup>st</sup>-ranked Contractor is not available, the Agency will proceed to the next-ranked Contractor, and so forth, until the Agency has located an available Contractor. The Agency will use the form attached as RFP Attachment H, attached hereto, to record this information.

**2.5.2.1 “Typical” Definition Pertaining to Emergencies.** There may be instances when it is not reasonable to wait for the needed services to be completed, when service is required from a Contractor immediately, meaning a Contractor is needed to drive to the site quickly. In such cases the Agency reserves the right to (and probably will) suspend the one-day required response time defined within the immediate-preceding Section 2.5.2 herein and will seek a Contractor who within the previously described pool rotation who is immediately available.

**2.6 Previous/Current Contractor(s).** The Agency’s current contractor(s) for these services is Infinity Staffing of Nederland, TX.

**PRICING INSTRUCTIONS PER SECTION 3.2.2 OF THE RFP DOCUMENT:**

Pricing Item No.	Qty	U/M	Description
<b>Lot #1: Clerical/Administrative Temporary Employees</b>			
1	60,000	Dollars	Proposed percentage above the temporary employee’s hourly rate of pay.
<b>Lot #2: Finance-related Temporary Employees</b>			
2	40,000	Dollars	Proposed percentage above the temporary employee’s hourly rate of pay.
<b>Lot #3: Buildings and Grounds (Maintenance) Temporary Employees</b>			
3	100,000	Dollars	Proposed percentage above the temporary employee’s hourly rate of pay.

**IMPORTANT INFORMATION PERTAINING TO HOW TO ENTER THE PROPOSED COSTS WITHIN THE E-PROCUREMENT MARKETPLACE!** Each proposer shall enter the proposed costs for the immediate-preceding Pricing Items No. 1, 2, and 3, where provided for within the eProcurement Marketplace, as a percentage over the hourly fee that the proposer pays the temporary employee. For instance, if the proposer wishes to provide the services at 30% over each such hourly fee paid to the temporary employee, he/she shall enter ".30" within the cost area for this item; and so forth. The eProcurement Marketplace will perform the extended calculations. Please note that this fee proposed shall be the **ONLY** fee that the Contractor shall receive from the Housing Agency to provide these services, except as otherwise may be provided herein.

**(Evaluations and pricing results on the next page)**

## EVALUATIONS AND PRICING RESULTS

### Lot #1: Clerical/Administrative

#### Lot #1: Clerical/Administrative

(1) Proposer	(2) Final Rank Lot #1	(3) Average Total Points Awarded Lot #1	(4) Rate Proposed **	(4) Ensuing Points Awarded for Evaluation Factor No. 1****	(4) Total Calculated \$ Proposed
Infojini, Inc.*	1	92.7	.30 (30%)	39	\$18,000.00
Smarter HR Solutions, LLC*	2	90.0	.29 (29%)	40	\$17,400.00
Noor Staffing Group, LLC	3	77.3	.32 (32%)	36	\$19,200.00
Cambay Consulting LLC	4	71.0	.38 (38%)	31	\$22,800.00
Infinity Staffing Solutions, LLC****	5	68.0	1.29 (129%)	9	\$77,400.00
Talantage, LLC****	6	57.3	1.30 (130%)	9	\$78,000.00
22 <sup>nd</sup> Century Technologies, LLC****	7	47.0	28.00 (280%)	0	\$1,680,000.00
Info Way Solutions LLC****	8	41.0	34.00 (340%)	0	\$2,040,000.00
*Top-rated Responsive and Responsive Proposers that will be placed in the Pool (i.e., receive a contract award).					
**Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.3.3, and most specifically Section 3.3.2.1, of the RFP 1.0 Document issued. It is obvious that some of the proposers did not comply with the instructions within the preceding-noted Sections.					
***Points award of the maximum 40 points available.					
****Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas these firms scored an average of less than 70.0 points, these firms are not eligible to receive an award pursuant to this RFP.					

(Lot #2 Calculations on the next page)

## Lot #2: Finance

### Lot #2: Finance

(1)	(2)	(3)	(4)	(4)	(4)
Proposer	Final Rank Lot #1	Average Total Points Awarded Lot #1	Rate Proposed* *	Ensuuing Points Awarded for Evaluation Factor No. 1***	Total Calculated \$ Proposed
Infojini, Inc.*	1	92.7	.30 (30%)	39	\$12,000.00
Smarter HR Solutions, LLC*	2	90.0	.29 (29%)	40	\$11,600.00
Noor Staffing Group, LLC	3	77.3	.32 (32%)	36	\$12,800.00
Cambay Consulting LLC	4	71.0	.38 (38%)	31	\$15,200.00
Infinity Staffing Solutions, LLC****	5	68.0	1.29 (129%)	9	\$51,600.00
Talantage, LLC****	6	57.3	1.30 (130%)	9	\$52,000.00
22 <sup>nd</sup> Century Technologies, LLC****	7	47.0	28.00 (280%)	0	\$1,120,000.00
Info Way Solutions LLC****	8	41.0	34.00 (340%)	0	\$1,360,000.00

\*Top-rated Responsive and Responsive Proposers that will be placed in the Pool (i.e., receive a contract award).

\*\*Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.3.3, and most specifically Section 3.3.2.1, of the RFP 1.0 Document issued. It is obvious that some of the proposers did not comply with the instructions within the preceding-noted Sections.

\*\*\*Points award of the maximum 40 points available.

\*\*\*\*Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas these firms scored an average of less than 70.0 points, these firms are not eligible to receive an award pursuant to this RFP.

(Lot #3 calculations on the next page)

**Lot #3: Building & Grounds (Maintenance)**

**Lot #3: Building & Grounds (Maintenance)**

(1)	(2)	(3)	(4)	(4)	(4)
Proposer	Final Rank Lot #1	Average Total Points Awarded Lot #1	Rate Proposed **	Ensuuing Points Awarded for Evaluation Factor No. 1***	Total Calculated S Proposed
Smarter HR Solutions, LLC*	1	90.0	.29 (29%)	40	\$29,000.00
Infojini, Inc.*	2	82.7	.40 (40%)	29	\$40,000.00
Noor Staffing Group, LLC	3	77.3	.32 (32%)	36	\$32,000.00
Infinity Staffing Solutions, LLC****	4	68.0	1.32 (132%)	9	\$132,000.00
Talantage, LLC****	5	57.3	1.35 (135%)	9	\$135,000.00
22 <sup>nd</sup> Century Technologies, LLC****	6	47.0	28.00 (280%)	0	\$2,800,000.00
Info Way Solutions LLC****	7	41.0	34.00 (340%)	0	\$3,400,000.00
Cambay Consulting LLC	THIS FIRM DID NOT RESPOND TO THIS LOT				
*Top-rated Responsive and Responsive Proposers that will be placed in the Pool (i.e., receive a contract award).					
**Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.3.3, and most specifically Section 3.3.2.1, of the RFP 1.0 Document issued. It is obvious that some of the proposers did not comply with the instructions within the preceding-noted Sections.					
***Points award of the maximum 40 points available.					
****Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas these firms scored an average of less than 70.0 points, these firms are not eligible to receive an award pursuant to this RFP.					

**PORT ARTHUR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING  
THURSDAY, FEBRUARY 16, 2023**

**RESOLUTION NO. 02162023 – 01**

**APPROVAL OF AWARD OF A CONTRACTS FOR  
TEMPORARY EMPLOYEE SERVICES**

**WHEREAS**, The Agency conducted a Request for Proposals in keeping with its Procurement policy and procedures; and

**WHEREAS**, The Agency has an ongoing need for Temporary Employee Services; and

**WHEREAS**, eight proposals were received and evaluated; and

**WHEREAS**, the top-rated firms are Smarter HR of Houston, Texas and Infojini of Linthicum Heights, MD.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port Arthur Housing Authority that a one-year contract for Temporary Employee Services shall be awarded to Smarter HR of Houston, Texas in the amount of \$58,000.00 and Infojini of Linthicum Heights, MD in the amount of \$70,000.00 for one year with four option years at the Agency's discretion. These two firms will be placed in a pool from which the Agency will reserve the right to request services pertinent to their strengths and availability.

**EXECUTED THIS 16<sup>th</sup> DAY OF FEBRUARY 2023.**

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**CHAIR**

**ATTEST:**

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**SECRETARY**