



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3691

At the meeting of the Houston Housing Authority Board of Commissioners, **July 19, 2023**, the following resolution was moved by **Andrea Cooksey** and seconded by **Kristy Kirkendoll**:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or Designee to negotiate, execute and make necessary changes and corrections to contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, in an amount not to exceed \$1,200,000 in the aggregate pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated July 7, 2023, to David A. Northern, Sr., President & CEO.

A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved is attached hereto.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
L. Snowden, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. Miller*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Kirkendoll, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Absent: M. Miller*

(SEAL)



DocuSigned by:

David A. Northern, Sr.

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David A. Northern, Sr., Secretary
HHA Board of Commissioners

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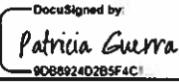
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REQUEST FOR BOARD AGENDA ITEM**1. Brief Description of Proposed Item**

Consideration and/or action to authorize the President & CEO or Designee to enter into contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source for the ability to source temporary staff as required.

2. Date of Board Meeting: July 19, 2023**3. Proposed Board Resolution:**

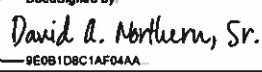
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or Designee to negotiate, execute and make necessary changes and corrections to contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, in an amount not to exceed \$1,200,000 in the aggregate pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated July 7, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature  Date: 7/13/2023**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 7/13/2023

6. Approval of President & CEO

Signature  Date: 7/13/2023



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MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: PATRICIA GUERRA, DIRECTOR OF HUMAN RESOURCES, TRAINING AND DEVELOPMENT
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE SEPARATE CONTRACTS WITH ETC, INFOJINI, HJ STAFFING, HDC, AND RS RECRUITING SOURCE, FOR TEMPORARY STAFFING SERVICES
DATE: JULY 7, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to separate contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, and in an amount not to exceed \$1,200,000 in the aggregate.

BACKGROUND:

The Houston Housing Authority Temporary Staffing Services contracts are not capable of fulfilling all the needs of the Agency. In order to increase the possible candidate pool to provide temporary staff to assist with short-term staffing needs due to special projects, temporary assignments and/or higher-than-normal work volume it is necessary to increase the number of staffing agencies that can be utilized.

ADVERTISEMENT:

In March 2023, the Houston Housing Authority's Procurement Department issued a legal notice advertising Request For Proposal 23-15 Temporary Staffing Services ("RFP 23-15") in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "RFP 23-15" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List. The Bidder's list was created using both HHA's and the City of Houston vendors' registration data.

Interested parties were also able to access "RFP 23-15" by going to the websites of the City of Houston Office of Business Opportunity (OBO); and the Greater Houston Black Chamber of Commerce (GHBCC).

EVALUATION PROCESS:

All responses to "RFP 23-15" received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Organizational Experience	20
Candidate Availability	25
Business Methods	25
Fees	25
Section 3 Participation	5
TOTAL POINTS	100

On April 11, 2023, HHA's Procurement Department opened 40 sealed proposals listed below. The proposals were scored independently by an evaluation committee consisting of Patricia Guerra, Director of Human Resources, Na'Shon Edwards, Sr., Policy Director, Khadija Darr, Sr. Vice President of Administration, and Mike Rogers, Vice President of Fiscal & Business Operations.

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	ETC Houston	M/WBE	Yes	100
2	Infolini Inc.	WBE	No	100
3	HJ Staffing	M/WBE	Yes	93
4	HDC	N/A	Yes	90
5	RS Recruiting Source	M/WBE	Yes	90
6	Diskriter	M/WBE	No	89
7	ASGS	MBE	Yes	88
8	Apple One	N/A	No	87
9	At Work Personnel	M/WBE	No	86
10	Global Force	WBE	No	86
11	22 nd Century Technology	MBE	Yes	85
12	All Temp 1 Personnel	MBE	Yes	85
13	Cambay Consulting	MBE	No	85
14	Compunnel Staffing	MBE	Yes	85
15	Kelly Professional	N/A	Yes	85
16	Object Win	MBE	No	85
17	Robert Half Protiviti	N/A	Yes	85
18	Next Career Path	MBE	No	84
19	Rose International	M/WBE	No	83
20	Infi Care	MBE	Yes	81

21	Vtech	MBE	No	81
22	Cogent Info Tech	MBE	No	80
23	ADA Staff	WBE	Yes	79
24	Lane Staffing	M/WBE	Yes	79
25	PMCS	MBE	Yes	79
26	EPSI Worx	MBE	Yes	78
27	Power Move Recruiting	M/WBE	No	78
28	RADgov	M/WBE	No	78
29	ESP Staffing	WBE	No	77
30	The Reserves Network	N/A	Yes	77
31	TLC Engineering	MBE	Yes	74
32	Resource Logistics	MBE	No	72
33	Clark Personnel	MBE	No	70
34	Disaster and Preparedness	MBE	No	69
35	Octagon Staffing	MBE	No	69
36	Health Care Staffing	MBE	No	65
37	Search Staff	M/WBE	No	65
38	ACR Technology	M/WBE	No	60
39	Human Capital Solutions	MBE	No	56
40	Citywide Pro Service	M/WBE	Yes	48

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. ETC Houston, HJ Staffing, HDC and RS Recruiting Source have identified M/WBE firms they will utilize in the performance of the work. Infojini did not identify firms or state whether they would utilize M/WBE for any subcontracting needs.

There are no known conflicts of interest, and the recommended Firms are not on the HUD Debarment List.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or Designee to negotiate, execute and make necessary changes and corrections to contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, in an amount not to exceed \$1,200,000 in the aggregate pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated July 7, 2023, to David A. Northern, Sr., President & CEO.