



RESOLUTION NO. 23-45

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH THE SPEARHEAD GROUP INC. TO PROVIDE TEMPORARY STAFFING SERVICES THROUGH A MASTER STAFFING AGREEMENT

RECITALS

WHEREAS, on September 15, 2023, the Harris County Housing Authority ("HCHA") issued a Quotation for Small Purchases (QSP), seeking Temporary Staffing Services (Services) for a Temporary Collections Specialist for the Finance Department.

WHEREAS, HCHA received four responses to its QSP as contained in Exhibit A, as attached and incorporated herein by this reference. HCHA reviewed the responses received and determined that The Spearhead Group Inc. ("Contractor") submitted a quote that represents the best overall value to HCHA, considering qualifications, price, and other factors set forth in HCHA's QSP procedures.

WHEREAS, because Contractor was the responsive and responsible vendor that submitted a quote that represents the best value, HCHA selected Contractor to provide and Contractor has agreed to provide the services to HCHA under the terms set forth herein and within the Master Staffing Agreement.

WHEREAS, after review of HCHA'S prior contracting experience for Temporary Staffing, its current need, and potential future needs for this position, it was determined that Contractor in its capacity as a Staffing Firm could better serve HCHA by contracting through a Master Staffing Agreement to allow for an efficient and seamless change order process, if necessary, and subject to the Not-to-Exceed contract amount as set forth hereunder.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director to execute a contract with The Spearhead Group Inc., for the provision of Temporary Staffing Services which includes:

1. The authority to execute a contract containing terms and conditions substantially the same as those set forth in the attached Draft Contract, with such changes and modifications are reasonable, necessary, or appropriate.
2. The authority to approve the funding of the contract at a Not- To- Exceed amount of Twenty-Six Thousand Eight Hundred Eighty Dollars for the term of the contract.
3. The authority to take such other actions necessary or convenient to carry out the purposes of this resolution.

PASSED by the Board of Commissioners this 18th day of October 2023.

Chair: 
Gerald Womack

Secretary: 
Melissa Quijano

Attachment: Draft Contract