

Item 2: Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	35%	\$3,500
Customer/Community Services	35%	\$3,500
Finance/Accounting	30%	\$4,500
General Labor/Maintenance	35%	\$3,500
Planning/Program/Project Management	30%	\$4,500
Professional/Management Services	30%	\$4,500
Technical	30%	\$4,500

NOTE: No conversion fee will apply once the candidate has completed 600 billable hours

Item 3: Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	\$22.00
Senior Administrative Assistant	Administrative/Clerical	\$25.00
Clerk	Administrative/Clerical	\$18.00
Receptionist	Administrative/Clerical	\$17.00
Secretary	Administrative/Clerical	\$21.00
Code Enforcement Officer	Customer Service/Community Service	\$27.00
Volunteer Coordinator	Customer Service/Community Service	\$23.00
Accounting Technician	Finance/Accounting	\$26.00
Accounts Payable	Finance/Accounting	\$23.00
Auditor	Finance/Accounting	\$34.00
Fiscal Analyst	Finance/Accounting	\$32.00
Payroll Administrator	Finance/Accounting	\$26.00
Senior Accountant	Finance/Accounting	\$40.00
Crewleader	General Labor/Maintenance	\$25.00
Custodian	General Labor/Maintenance	\$16.00
Heavy Equipment Operator	General Labor/Maintenance	\$27.00
Laborer	General Labor/Maintenance	\$16.00
Maintenance Worker - Parks	General Labor/Maintenance	\$18.00
Maintenance Worker - Streets	General Labor/Maintenance	\$19.00
Utilities Technician	General Labor/Maintenance	\$23.00
GIS Technician II	Technical	\$32.00
Network Administrator	Technical	\$38.00
Network Specialist	Technical	\$35.00
Web Developer	Technical	\$40.00

Item 4: Catalog of Services

NRI provides temporary personnel across the staffing categories identified in the TXShare solicitation:

Staffing Category	Position	Description / Responsibilities	Typical Education & Qualifications
Administrative and Clerical	Administrative Assistant	Provides comprehensive administrative support to departments and program teams. Responsibilities include scheduling meetings, maintaining calendars, preparing reports and correspondence, organizing files and records, coordinating office logistics, and supporting day-to-day operational activities.	High school diploma or associate degree; 2–4 years of administrative experience; proficiency in Microsoft Office; strong organizational and communication skills.

Staffing Category	Position	Description / Responsibilities	Typical Education & Qualifications
	Executive Assistant	Provides high-level administrative support to senior leadership. Responsibilities include managing executive calendars, coordinating travel arrangements, preparing presentations and reports, organizing executive meetings, maintaining confidential records, and supporting executive communications and administrative operations.	Associate or bachelor's degree preferred; 4–6 years of executive support experience; advanced Microsoft Office skills; strong discretion and organizational ability.
	Office Manager	Oversees daily office operations and administrative staff activities. Coordinates office procedures, manages supplies and vendor relationships, maintains records, supports internal communications, and ensures smooth office workflow across departments.	Associate or bachelor's degree preferred; 3–5 years of office administration or management experience; leadership and organizational skills.
	Data Entry Specialist	Responsible for accurate input and maintenance of data within agency databases and systems. Duties include verifying information, updating records, performing quality checks, and maintaining accurate digital records to support reporting and operational functions.	High school diploma or associate degree; strong typing and data management skills; experience with database systems or spreadsheets.
	Records Clerk	Maintains physical and electronic records in accordance with agency recordkeeping policies. Responsibilities include document filing, records retrieval, indexing, document tracking, and ensuring compliance with records retention standards.	High school diploma or associate degree; records management or administrative experience; strong attention to detail and organizational skills.
	Receptionist	Serves as the front point of contact for agency visitors and callers. Responsibilities include greeting visitors, managing incoming calls, directing inquiries to appropriate departments, scheduling appointments, and supporting general office administrative tasks.	High school diploma; customer service or administrative experience; strong communication and interpersonal skills.

	Program Support Assistant	Provides administrative support to agency programs and initiatives. Assists with scheduling meetings, preparing reports, managing documentation, coordinating program activities, and supporting staff with administrative tasks related to program implementation.	Associate or bachelor's degree preferred; administrative or program support experience; strong organizational and coordination skills.
Customer and Community Services	Customer Service Representative	Assists members of the public by responding to inquiries, providing program information, resolving service issues, and documenting requests through agency service systems. Supports agency efforts to deliver timely and accurate public services.	High school diploma or associate degree; customer service experience; strong communication and problem-solving skills.

Staffing Category	Position	Description / Responsibilities	Typical Education & Qualifications
	Call Center Representative	Handles inbound and outbound calls in support of agency call center operations. Responsibilities include answering service inquiries, documenting requests, assisting customers with program information, and escalating issues when required.	High school diploma; call center or customer service experience; strong communication skills; ability to manage high call volumes.
	Community Outreach Coordinator	Supports community engagement programs and outreach initiatives. Coordinates outreach events, assists with public education campaigns, supports program promotion, and helps agencies maintain relationships with community stakeholders.	Bachelor's degree preferred in communications, public administration, or related field; experience in outreach or community engagement.
	Front Desk Specialist	Manages front desk operations, greets visitors, coordinates appointments, provides information about agency services, and supports administrative activities for public service offices.	High school diploma or associate degree; customer service experience; strong communication and interpersonal skills.
Finance and Accounting	Accounting Clerk	Supports accounting operations by maintaining financial records, processing transactions, reconciling accounts, and preparing documentation for financial reporting activities.	Associate or bachelor's degree in accounting or finance preferred; accounting or bookkeeping experience; familiarity with accounting software.
	Accounts Payable Specialist	Processes vendor invoices, verifies financial documentation, tracks payments, and supports accounts payable reconciliation and reporting activities.	Associate degree in accounting or finance preferred; accounts payable experience; strong attention to detail.
	Accounts Receivable Specialist	Manages incoming payments, processes billing transactions, monitors account balances, and assists with financial reporting related to accounts receivable activities.	Associate degree in accounting or finance preferred; accounts receivable experience; knowledge of financial systems.

	Payroll Administrator	Supports payroll processing by reviewing timesheets, calculating wages, processing payroll documentation, and ensuring compliance with payroll policies and procedures.	Associate degree in accounting, finance, or business; payroll processing experience; familiarity with payroll systems.
General Labor and	Maintenance Technician	Performs maintenance and repair tasks related to facilities, equipment, and infrastructure systems. Responsibilities include inspections, repairs, and	High school diploma or technical certification; maintenance experience;

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Maintenance		preventive maintenance activities.	knowledge of facility systems and equipment.
	Facilities Assistant	Supports facility operations including equipment inspections, maintenance coordination, and general operational support tasks within government buildings.	High school diploma; facility or maintenance experience preferred.
	Warehouse Associate	Assists with warehouse operations including receiving shipments, managing inventory, organizing supplies, and preparing materials for distribution.	High school diploma; warehouse or logistics experience; ability to operate warehouse equipment.
Planning, Program, and Project Management	Project Manager	Oversees project planning, scheduling, resource coordination, and performance monitoring to ensure project objectives are completed on time and within scope.	Bachelor's degree in business, public administration, or related field; project management experience; PMP certification preferred.
	Program Analyst	Conducts program evaluation and data analysis to support agency program operations, reporting, and decision-making processes.	Bachelor's degree in public administration, business, or related field; analytical and reporting experience.
Professional and Management Services	Business Analyst	Evaluates organizational processes, identifies operational improvements, and supports strategic initiatives through data analysis and stakeholder coordination.	Bachelor's degree in business or related field; experience in business analysis and process improvement.
	Human Resources Specialist	Supports HR functions including recruitment coordination, employee relations, benefits administration, and compliance with employment regulations.	Bachelor's degree in human resources, business, or related field; HR experience; knowledge of employment regulations.

Technical Staffing	Help Desk Technician	Provides technical support to agency staff by diagnosing and resolving hardware and software issues, managing service requests, and supporting IT operations.	Associate or bachelor's degree in information technology; help desk or technical support experience; IT certifications preferred.
	Systems Administrator	Manages IT infrastructure including servers, operating systems, and network systems to ensure reliability and security of agency technology environments.	Bachelor's degree in information technology or related field; systems administration experience; relevant IT certifications

Staffing Category	Position	Description / Responsibilities	Typical Education & Qualifications
			preferred.
	Cybersecurity Analyst	Monitors systems for security threats, analyzes vulnerabilities, implements security protocols, and assists agencies in protecting sensitive information systems.	Bachelor's degree in cybersecurity, information systems, or related field; cybersecurity experience; certifications such as Security+ or CISSP preferred.