

Item 2: Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	36%	0Hrs to 320Hrs - 14% of Annual salary 321Hrs to 480Hrs - 10% of Annual salary 481Hrs to 640Hrs - 8% Of Annual salary Above 640Hrs - 0% of Annual salary
Customer/Community Services	36%	0Hrs to 320Hrs - 14% of Annual salary 321Hrs to 480Hrs - 10% of Annual salary 481Hrs to 640Hrs - 8% Of Annual salary Above 640Hrs - 0% of Annual salary
Finance/Accounting	36%	0Hrs to 320Hrs - 14% of Annual salary 321Hrs to 480Hrs - 10% of Annual salary 481Hrs to 640Hrs - 8% Of Annual salary Above 640Hrs - 0% of Annual salary
General Labor/Maintenance	36%	0Hrs to 320Hrs - 14% of Annual salary 321Hrs to 480Hrs - 10% of Annual salary 481Hrs to 640Hrs - 8% Of Annual salary Above 640Hrs - 0% of Annual salary
Planning/Program/Project Management	36%	0Hrs to 320Hrs - 14% of Annual salary 321Hrs to 480Hrs - 10% of Annual salary 481Hrs to 640Hrs - 8% Of Annual salary Above 640Hrs - 0% of Annual salary
Professional/Management Services	36%	0Hrs to 320Hrs - 14% of Annual salary 321Hrs to 480Hrs - 10% of Annual salary 481Hrs to 640Hrs - 8% Of Annual salary Above 640Hrs - 0% of Annual salary
Technical	36%	0Hrs to 320Hrs - 14% of Annual salary 321Hrs to 480Hrs - 10% of Annual salary 481Hrs to 640Hrs - 8% Of Annual salary Above 640Hrs - 0% of Annual salary

Item 3: Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	\$25.58
Senior Administrative Assistant	Administrative/Clerical	\$28.88
Clerk	Administrative/Clerical	\$21.18
Receptionist	Administrative/Clerical	\$23.38
Secretary	Administrative/Clerical	\$25.58
Code Enforcement Officer	Customer Service/Community Service	\$36.58
Volunteer Coordinator	Customer Service/Community Service	\$28.88
Accounting Technician	Finance/Accounting	\$28.88
Accounts Payable	Finance/Accounting	\$31.08
Auditor	Finance/Accounting	\$33.28
Fiscal Analyst	Finance/Accounting	\$28.88
Payroll Administrator	Finance/Accounting	\$31.08
Senior Accountant	Finance/Accounting	\$33.28
Crewleader	General Labor/Maintenance	\$18.98
Custodian	General Labor/Maintenance	\$16.78
Heavy Equipment Operator	General Labor/Maintenance	\$28.88
Laborer	General Labor/Maintenance	\$17.88
Maintenance Worker - Parks	General Labor/Maintenance	\$21.18
Maintenance Worker - Streets	General Labor/Maintenance	\$22.28
Utilities Technician	General Labor/Maintenance	\$28.88
GIS Technician II	Technical	\$57.48
Network Administrator	Technical	\$64.08
Network Specialist	Technical	\$72.88
Web Developer	Technical	\$66.28

Item 4: Catalog of Services

E-Solutions provides comprehensive temporary staffing services across administrative, professional, technical, operational, and specialized workforce categories. Through our nationwide recruiting network, large candidate database, and technology-enabled recruitment platform, we support government agencies, educational institutions, healthcare organizations, utilities, and commercial enterprises with highly qualified temporary personnel. Our staffing services support the full range of job categories identified in the TXShare Temporary Staffing Services solicitation. The positions listed below represent common roles that E-Solutions regularly provides to public-sector and enterprise clients. Additional job titles may also be supported based on the specific needs of participating agencies.

Category 1 – Administrative / Clerical	
Administrative and Office Support Positions	
#	Position Title
1	Administrative Assistant
2	Executive Assistant
3	Office Assistant
4	Office Manager
5	Receptionist
6	Front Desk Coordinator
7	Data Entry Clerk
8	Records Clerk
9	Document Control Specialist
10	File Clerk
11	Office Coordinator
12	Administrative Coordinator
13	Program Assistant
14	Project Assistant
15	Legal Administrative Assistant
16	Medical Administrative Assistant
17	Scheduling Coordinator
18	Administrative Specialist
19	Office Support Specialist
20	Department Coordinator
21	Contract Administrative Assistant
22	Mailroom Clerk
23	Correspondence Clerk
24	Permit Technician
25	Licensing Clerk

Category 2 – Customer / Community Services	
Customer Support and Public Services Roles	
#	Position Title
1	Customer Service Representative
2	Call Center Representative
3	Call Center Supervisor
4	Customer Support Specialist
5	Help Desk Support Representative
6	Community Outreach Coordinator
7	Public Information Assistant
8	Public Service Representative
9	Social Services Assistant
10	Case Management Assistant
11	Community Program Coordinator
12	Constituent Services Representative
13	Utility Customer Support Representative
14	Client Services Coordinator
15	Intake Specialist
16	Benefits Services Representative
17	Enrollment Specialist
18	Service Desk Technician
19	Public Assistance Specialist
20	Information Desk Specialist

The positions listed above represent common roles requested by public sector agencies. E-Solutions can also provide additional administrative and office support positions based on the specific requirements of TXShare participating entities.

Category 3 – Finance / Accounting	
Financial Operations and Accounting Roles	
#	Position Title
1	Staff Accountant
2	Senior Accountant
3	Accounting Clerk
4	Accounts Payable Specialist
5	Accounts Receivable Specialist
6	Payroll Specialist
7	Payroll Clerk
8	Budget Analyst
9	Financial Analyst
10	Financial Reporting Specialist
11	Grant Accountant
12	Cost Accountant
13	Audit Specialist
14	Tax Specialist
15	Billing Specialist
16	Revenue Analyst
17	Procurement Finance Specialist
18	Treasury Analyst
19	Financial Operations Coordinator
20	Accounting Manager

Category 4 – General Labor / Maintenance	
Facilities, Maintenance, and Operational Roles	
#	Position Title
1	Maintenance Technician
2	Facilities Maintenance Worker
3	Building Maintenance Technician
4	Grounds Maintenance Worker
5	Custodian
6	Janitorial Technician
7	Warehouse Worker
8	Warehouse Associate
9	Dock Worker
10	Inventory Clerk
11	Equipment Operator
12	Heavy Equipment Operator
13	Utility Worker
14	Fleet Maintenance Technician
15	HVAC Technician
16	Electrical Maintenance Technician
17	Plumbing Technician
18	Laborer
19	Recycling Technician
20	Environmental Services Worker
21	Industrial Maintenance Technician
22	Production Worker
23	Distribution Center Worker

The positions listed above represent common roles requested by public sector agencies. E-Solutions can also provide additional administrative and office support positions based on the specific requirements of TXShare participating entities.

Category 5 – Planning / Program / Project Management		Category 6 – Professional / Management Services	
Planning, Coordination, and Program Management Roles		Professional and Leadership Positions	
#	Position Title	#	Position Title
1	Project Manager	1	Human Resources Manager
2	Program Manager	2	HR Generalist
3	Program Coordinator	3	HR Specialist
4	Project Coordinator	4	Talent Acquisition Specialist
5	Planning Analyst	5	Organizational Development Consultant
6	Strategic Planning Specialist	6	Compliance Officer
7	Business Analyst	7	Compliance Analyst
8	Operations Analyst	8	Procurement Specialist
9	Policy Analyst	9	Purchasing Manager
10	Program Evaluation Specialist	10	Contract Administrator
11	Grants Program Manager	11	Risk Management Specialist
12	Planning Technician	12	Training and Development Specialist
13	Transportation Planner	13	Quality Assurance Manager
14	Environmental Planner	14	Policy Advisor
15	Urban Planner	15	Program Director
16	Regional Planning Specialist	16	Operations Manager
17	Project Scheduler	17	Administrative Services Manager
18	Implementation Manager	18	Change Management Consultant
19	Organizational Development Specialist	19	Strategic Management Consultant
20	Public Policy Specialist	20	Regulatory Affairs Specialist

The positions listed above represent common roles requested by public sector agencies. E-Solutions can also provide additional administrative and office support positions based on the specific requirements of TXShare participating entities.

Category 7 – Technical	
Information Technology and Technical Roles	
#	Position Title
1	Software Developer
2	Software Engineer
3	Systems Administrator
4	Network Engineer
5	Cloud Engineer
6	DevOps Engineer
7	Cybersecurity Analyst

8	Cybersecurity Architect
9	Database Administrator
10	Data Engineer
11	Data Analyst
12	Business Intelligence Analyst
13	Application Developer
14	Mobile Application Developer
15	Web Developer
16	Systems Analyst
17	Technical Support Specialist
18	IT Help Desk Technician
19	Infrastructure Engineer
20	Enterprise Architect
21	GIS Specialist
22	Automation Engineer
23	Machine Learning Engineer
24	Artificial Intelligence Engineer

Additional Specialized Staffing Services	
Sector	Example Staffing Support
Healthcare	Healthcare Administrative Staff, Medical Records Specialists
Education	Academic Program Coordinators, Student Services Staff
Utilities	Utility Program Support Staff, Field Operations Coordinators
Transportation	Transportation Planning Assistants, Infrastructure Program Support
Government Programs	Grants Management Staff, Program Analysts
Engineering & Environmental	Environmental Analysts, Engineering Project Support Staff