

Purchase Request #1
Regular Board Meeting May 5, 2025

Consideration of Approval to Contract for Employer of Record Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with FoxHire, LLC (FoxHire) for employer of record services for the College.

BACKGROUND

Over the past few years, the College determined that remote employment options may need to expand beyond state of Texas residences in order to attract and retain specialized talent to meet various needs. In August 2024, Request for Information (RFI) #25-05 was issued to determine how to best fulfill out-of-state employee reporting requirements. Three responses were received and evaluated by a team comprised of representatives from human resources, finance, and payroll who determined that employer of record services would best meet the College's needs.

Request for proposals (RFP) #25-19 was issued on January 10, 2025, to procure employer of record services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Five responses were received and evaluated by a team comprised of representatives from human resources, finance, and payroll who determined the proposal submitted by FoxHire will provide the best value to the College.

IMPACT OF THIS ACTION

Approving a contract with FoxHire for employer of record services will allow the College to expand employment opportunities to out-of-state individuals as necessary. Payroll processing, tax requirements, and applicable benefits vary from state to state. FoxHire will handle all out-of-state employment details for compliance with local, state, and federal requirements, including taxes, insurance, health plan benefits, and retirement plan options. All contracted individuals processed through this employer of record services are designated as employees of FoxHire under this contract. These contracted individuals will be providing contracted services for the College.

Appropriate procedures will be formalized to determine when out-of-state contractors will be allowed to meet administrative, staffing, and instructional needs for the College to support the hiring and retention of talented individuals.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The annual estimated expenditure, which includes salaries, payroll taxes, health plan benefits, retirement plan options, and related service charges for each year of the three-year term of the contract is \$350,000. This will be funded from various College departments' 2024-2025 operating budgets and subsequent year budgets. Cost for salaries, payroll taxes, associated benefits, and compliance fees for individuals processed through FoxHire are a pass-through expense. A monthly fee of \$400 per full-time contractor and \$100 per part-time contractor is assessed by FoxHire to process these contractors. FoxHire also charges a one-time set-up fee of \$100 for each hire that is processed.

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MONITORING AND REPORTING TIMELINE

The initial three-year award term will commence on May 6, 2025, through May 5, 2028, with two (2) two-year renewal options available.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Vickie Del Bello	281-998-6357	vickie.delbello@sjcd.edu
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RFP #25-19
Employer of Record
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Section 5: Exception T&Cs	Total Points
	<i>Total Points</i>	<i>10</i>	<i>10</i>	<i>35</i>	<i>10</i>	<i>5</i>	<i>70</i>
1	Innovative Employee Solutions	9.88	9.38	35.00	9.50	4.75	68.50
2	FoxHire, LLC	9.75	9.25	34.56	9.75	3.50	66.81
3	GoGlobal	7.38	7.25	31.94	7.50	4.75	58.81
4	Safeguard World International	9.25	8.25	34.13	0.00	4.75	56.38
5	LanceSoft Inc	8.75	8.75	29.75	8.00	4.75	60.00

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>
1	FoxHire, LLC	66.81	30.00	96.81
2	Innovative Employee Solutions	68.50	16.72	85.22
3	GoGlobal	58.81	24.00	82.81
4	Safeguard World International	56.38	17.17	73.55
5	LanceSoft Inc	60.00	7.50	67.50