



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

**Intergovernmental Cooperative Purchasing Agreement
Procurement Officer Determination
COMAR 21.05.09.04**

Per COMAR 21.05.09.02, as a Primary Procurement Unit, the Department of General Services (DGS) Office of State Procurement (OSP) may initially sponsor or participate in, renew, modify, or administer an Intergovernmental Cooperative Purchasing Agreement (ICPA) on its own behalf or on behalf of another agency when a determination is made under SFP §13-110 and COMAR 21.05.09.04.

In accordance with State Procurement Regulations COMAR 21.05.09.04, the DGS OSP Procurement Officer, on behalf of the Department of Service and Civic Innovation (DSCI) has determined that it is in the best interest of the State to procure a new contract with Infojini Inc for Professional Employer Organization (PEO) and payroll services to support Maryland Corps/Service Year Option Program participants. The procurement will utilize the Cooperative Council of Governments, Inc. (CCOG) and Equalis Group LLC's competitively awarded contract through the ICPA procurement method.

CCOG was formed under Chapter 167 of the Ohio Revised Code and serves as a lead agency for Equalis Group LLC ("Equalis Group"), a national cooperative purchasing organization, by publicly procuring Master Agreements for products and services to be made available to current and prospective Equalis Group members. Equalis Group is the third-party procurement administrator for and duly authorized agent of CCOG, and in that role manages the procurement, contract management, marketing, sales, reporting, and financial activities of, for, and on behalf of CCOG at the direction and with the authorization of the CCOG Board of Directors.

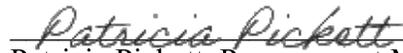
This ICPA procurement allows DSCI to rapidly onboard host site partners and ensure participant wages are processed in compliance with federal and state requirements. Over 95% of the total contract value, estimated at \$9 million for one year, is pass-through funding for member wages. Only a small portion of the contract relates to Infojini's administrative markup, which includes FICA, payroll systems, onboarding, and program support. Infojini has committed to a 0.5% MBE subcontracting goal for administrative support functions.

Infojini's proposed fee of 22–26.5% (Clerical–Non-Clerical) for Employee of Record (EOR) and Payroll Services is calculated on the employee's gross salary and includes statutory costs such as taxes, Medicare, and benefits, with only 4.85% as profit. Industry benchmarks show typical payroll burden rates at 30–50% ([Velocity Global](#), [Deel](#)) and EOR service fees at 5–25% of payroll or \$299–\$2,000 per employee/month ([PAMGro](#), [Plane](#)). These percentages apply across both clerical and non-clerical roles. Based on this comparison, Infojini's rates fall within market norms and are determined to be fair and reasonable.

Infojini Inc, a Maryland MBE business based in Columbia, MD, is the recommended awardee. The Equalis Group contract is a multiple-award contract that provides a variety of products and services solutions, including payroll. It was awarded to CCOG contractors after a competitive public procurement process that is compliant with Maryland statutes. Since Infojini's pricing was obtained through a nationally competitive procurement, the DGS OSP Procurement Officer has determined that using this ICPA is in the best interest of the State. It eliminates the need for a separate competitive process, reduces administrative burden, and ensures service continuity. The use of the ICPA method is not intended to evade the purposes set forth under COMAR 21.01.01.03 or State Finance and Procurement (SFP) §13-110.

Based upon the analysis and market research conducted noted above for payroll and employer of record services, I have determined that it is in the best interest of the State to participate in this intergovernmental cooperative purchasing agreement, that doing so will provide cost benefits to the State, improve administrative efficiencies, and promote intergovernmental cooperation, and is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.

Signatures

 Hanta Ray, Procurement Officer, DGS OSP	08/11/2025 Date
 Patricia Pickett, Procurement Manager, DGS OSP	08/11/2025 Date
 Kareen Davis, Director of Procurement Operations, DGS OSP	08/12/2025 Date
 <small>Linda Dangerfield (Aug 12, 2025 09:24:07 EDT)</small> Linda Dangerfield, Deputy Chief Procurement Officer, DGS OSP	08/12/2025 Date
 Atif Chaudhry, Secretary, DGS	08/12/2025 Date

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Final Audit Report

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