

RESPONSE TO REQUEST FOR PROPOSAL #710-22-0026 TEMPORARY STAFFING FOR CLERICAL POSITIONS

RFP DUE DATE: **MARCH 31, 2022 BY 11:00 A.M.**

Arkansas Department of Human Services
Attn: Office of Procurement
700 Main Street Slot W345
Little Rock, AR 72201



PROPOSAL SUBMITTED BY:

BuzzClan LLC.

Sachin Jain | Vice President

5757 Alpha Road, Suite 340

Dallas, Texas 75240

Phone: 469-251-2899

Email: gov@buzzclan.com





Cover Letter

Date: January 31, 2022

Arkansas Department of Human Services
Attn: Office of Procurement
700 Main Street Slot W345
Little Rock, AR 72201

Subject: Response to Request for Proposal#710-22-0026, Temporary Staffing for Clerical Positions

In response to the subject procurement, BuzzClan LLC (BuzzClan) submits our offer for your review and consideration. BuzzClan is qualified to bid on the Temporary Staffing for Clerical Positions as a TX certified Total Small Business, Minority-Owned Business Enterprise, Women-Owned Small Business Enterprise, and Hub- Texas Business Enterprise headquartered in the State of Texas. We understand that State is seeking qualified vendors to provide temporary staffing services for Clerical professional to satisfy the staffing needs of its departments. We confirm that BuzzClan has extensive experience with many regional and national staffing programs, and our philosophy is building close alliances with our clients that produce favorable results for both parties.

Our involvement in the project significantly increases the likelihood of an on-time, high-quality, in-budget implementation with the intent and dependable outcome with measurable metrics. We focus on our client’s needs, cultivate teamwork, then employ innovation and creativity to a solution framework that will achieve your goals and realize your vision. In addition, we have relevant large-scale credentials in the commercial and federal space. With the required technical experience, relevant past performance, an active knowledge of business processes with State and Federal organizations, we are fully confident and committed to Temporary Staffing Services to the State in order to meet its Services and associated deliverables.

Company Overview

| | |
|----------------------------------|--|
| Legal Company Name | BuzzClan LLC |
| Corporate Address | 5757 Alpha Rd. Suite 340, Dallas, TX 75240 |
| CAGE Code | 79CC6 |
| DUNS No. | 012882406 |
| Federal Tax ID | 46-2327694 |
| Authorized Contact Person | Sachin Jain Vice President Phone: 469-251-2899 Email: gov@buzzclan.com |

BuzzClan has the capability of providing the Staffing services in the areas of Business, Healthcare, administrative, light industrial, professional and technical industries. As a trusted partner, BuzzClan is committed to providing a comprehensive staffing service through flexible availability, consistent engagement and tailored services to meet the developing needs of our clients. We are focused on providing our clients with quality personnel and customer service while delivering valuable training and guidance to our applicants and employees. BuzzClan is proficient with placing personnel with different backgrounds and skillsets, while adhering to the policies and procedures set forth in this RFP.

We also have significant experience in working with many government entities including the TX DIR, University of North Texas System, University of Minnesota, US House of Representatives, NJ Department of Health, City of Phoenix, LCRA, Hennepin County, London Hyrdo, City and County of San Francisco, City of Wentzville, Missouri Department of Transportation, , USDA, United States Census Bureau and have developed a strong bonding with various organizations throughout the state



by complying with all Federal, State and Local rules & regulations. It is our objective to provide cost-effective Temporary Staffing for Clerical Positions to the State. ***By submitting this proposal, we confirm our full compliance with the requirements and Terms and Conditions specified under this RFP and that we shall abide by them.*** All the information provided in this proposal response is correct & we are accepting all solicitation terms without any terms, conditions, or assumptions in our response.

Sincerely,

Sachin Jain (Vice President)

Phone: 469-251-2899

Email: gov@buzzclan.com



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BID RESPONSE PACKET
710-22-0026

BID SIGNATURE PAGE

Type or Print the following information.

| PROSPECTIVE CONTRACTOR'S INFORMATION | | | | |
|---|--|--|---|------------------------|
| Company: | BuzzClan, LLC. | | | |
| Address: | 5757 Alpha Rd., Suite 340. | | | |
| City: | Dallas | State: | TX | Zip Code: 75240 |
| Business Designation: | <input type="checkbox"/> Individual | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Public Service Corp | |
| | <input type="checkbox"/> Partnership | <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Nonprofit | |
| Minority and Women-Owned Designation*: | <input type="checkbox"/> Not Applicable | <input type="checkbox"/> American Indian | <input type="checkbox"/> Service Disabled Veteran | |
| | <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic American | <input checked="" type="checkbox"/> Women-Owned | |
| | <input checked="" type="checkbox"/> Asian American | <input type="checkbox"/> Pacific Islander American | | |
| AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i> | | | | |

| PROSPECTIVE CONTRACTOR CONTACT INFORMATION | | | |
|---|-------------------------|------------------|-----------------------|
| <i>Provide contact information to be used for bid solicitation related matters.</i> | | | |
| Contact Person: | Sachin Jain | Title: | Vice President |
| Phone: | 469-251-2899 | Alternate Phone: | NA |
| Email: | gov@buzzclan.com | | |

| CONFIRMATION OF REDACTED COPY |
|---|
| <input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i> |

| ILLEGAL IMMIGRANT CONFIRMATION |
|--|
| By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract. |

| ISRAEL BOYCOTT RESTRICTION CONFIRMATION |
|---|
| By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel. |

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: *Sachin Jain* Title: **Vice President**
 Printed/Typed Name: **Sachin Jain** Date: 03/28/2022

SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

We at BuzzClan, LLC are certifying that we haven't any exception or deviation from any solicitation term or condition.

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in the bid solicitation.

| | | | |
|----------------------|-----------------------|---------------|-----------------------|
| Vendor Name: | BuzzClan, LLC. | Date: | 03/28/2022 |
| Signature: | <i>Sachin Jain</i> | Title: | Vice President |
| Printed Name: | Sachin Jain | | |

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

| Subcontractor's Company Name | Street Address | City, State, ZIP |
|------------------------------|----------------|------------------|
| NA | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

STATE OF ARKANSAS



John Thurston

ARKANSAS SECRETARY OF STATE

To All to Whom These Presents Shall Come, Greetings:

I, John Thurston, Arkansas Secretary of State of Arkansas, do hereby certify that the following and hereto attached instrument of writing is a true and perfect copy of

Application for Certificate of Registration of For. LLC

of

BUZZCLAN LLC

filed in this office
August 04, 2021

In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 4th day of August 2021.


John Thurston
Secretary of State

Online Certificate Authorization Code: 456095610af84d2c0c1
To verify the Authorization Code, visit sos.arkansas.gov





Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Certificate of Formation for BUZZCLAN, LLC (file number 801751259), a Domestic Limited Liability Company (LLC), was filed in this office on March 15, 2013.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on January 05, 2022.



A handwritten signature in black ink, appearing to read "John B. Scott".

John B. Scott
Secretary of State

**REFERENCES****CLIENT REFERENCE 1**

| | |
|----------------|---|
| Name | State of Idaho |
| Address | 4040 W Guard St, Boise, ID 83705 |
| Contact Person | Chelsea Robillard/ Megan Molumby |
| Phone | 208 - 332-1605 / 208- 334-4995 |
| Email | chelsea.robillard@adm.idaho.gov / Megan.Molumby@dhw.idaho.gov |

CLIENT REFERENCE 2

| | |
|----------------|---|
| Name | State of Kansas |
| Address | 700 SW Harrison St, Topeka, KS 66603 |
| Contact Person | Trenice Saunders / Jason Fizell |
| Phone | 785-296-3126 / 785-409-2606 |
| Email | trenice.n.saunders@ks.gov / Jason.Fizell@ks.gov |

CLIENT REFERENCE 3

| | |
|----------------|--|
| Name | My Health My Resources of Tarrant County |
| Address | 3840 Hulen St North Tower Fort Worth, TX 76107 |
| Contact Person | Michelle J. McCall / HR Manager |
| Phone | 817.569.5628 |
| Email | michelle.mccall@mhmrtc.org |

CLIENT REFERENCE 4

| | |
|----------------|--|
| Name | North Central Texas Council of Governments |
| Address | 616 Six Flags Drive, Centerpoint Two, Arlington, TX 76011 |
| Contact Person | Denise Brown-Anderson |
| Phone | 817-704-5621 |
| Email | DBrown-Anderson@nctcog.org |

CLIENT REFERENCE 5

| | |
|----------------|--|
| Name | CivicMinds, Inc. |
| Address | 8220 Katella Avenue, Suite # 216, Stanton, CA 90680 |
| Contact Person | Manoj Kumar |
| Phone | 949- 534-3339 |
| Email | manoj@civicminds.com |

EQUAL EMPLOYMENT OPPORTUNITY

The BuzzClan is committed to providing a non-discriminatory employment environment for its employees. The policy of the BuzzClan is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or older), military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training. All employees are expected to comply with this Equal Employment Opportunity Policy.

Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting BuzzClan's equal employment opportunity objectives. Any employee who believes he or she has been discriminated against must immediately report any incident to the company's designated contact. The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

Contract Number 710-22-0026
 Attachment Number A
 Action Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: _____
 SUBCONTRACTOR NAME: _____
 Yes No

TAXPAYER ID NAME: BuzzClan LLC IS THIS FOR: **Goods?** **Services?** **Both?**

YOUR LAST NAME: JAIN FIRST NAME SACHIN M.I.: _____

ADDRESS: 5757 Alpha RD., Suite 340

CITY: Dallas STATE: Texas ZIP CODE: 75240 COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

| Position Held | Mark (√) | | Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small> | For How Long? | | What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small> | |
|----------------------------------|----------|--------|---|---------------|-------------|--|----------|
| | Current | Former | | From MM/YY | To MM/YY | Person's Name(s) | Relation |
| General Assembly | | | | | | | |
| Constitutional Officer | | | | | | | |
| State Board or Commission Member | | | | | | | |
| State Employee | | | | | | | |

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

| Position Held | Mark (√) | | Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small> | For How Long? | | What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control? | | |
|----------------------------------|----------|--------|--|---------------|-------------|--|------------------------|---------------------|
| | Current | Former | | From MM/YY | To MM/YY | Person's Name(s) | Ownership Interest (%) | Position of Control |
| General Assembly | | | | | | | | |
| Constitutional Officer | | | | | | | | |
| State Board or Commission Member | | | | | | | | |
| State Employee | | | | | | | | |

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor’s Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor’s Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Sachin Jain Title Vice President Date 03/28/2022
Vendor Contact Person Sachin Jain Title Vice President Phone No. (469) 251-2899

Agency use only

Agency Number 0710 Agency Name Department of Human Services Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____

OFFICIAL BID PRICE SHEET

- All costs must be included in the hourly rate. The price per hour is a set price for all hours approved under contract.
- Quantities are estimated for bidding purposes only.
- The State may increase or decrease the number of positions as needed.

| ITEM | DESCRIPTION | ESTIMATED ANNUAL HOURS PER POSITION | ESTIMATED NUMBER OF POSITIONS | PRICE PER HOUR | ANNUAL AMOUNT <i>(Estimated annual hours x estimated number of positions)</i> |
|------|------------------------------|-------------------------------------|-------------------------------|-----------------|--|
| 1. | Temporary Clerical Positions | 2,080 | 75 | \$ 19.30 | \$3,010,800 |

- Please select the area(s) the prospective contractor has the capacity to provide services. Bidders may select multiple areas:

| DIVISION OF COUNTY OPERATIONS | | | | | |
|---|--|---|--|---|--|
| <u>AREA I</u> <input checked="" type="checkbox"/> | <u>AREA II</u> <input checked="" type="checkbox"/> | <u>AREA III</u> <input checked="" type="checkbox"/> | <u>AREA IV</u> <input checked="" type="checkbox"/> | <u>AREA V</u> <input checked="" type="checkbox"/> | <u>AREA VI</u> <input checked="" type="checkbox"/> |
| Baxter | Clay | Cleburne | Calhoun | Arkansas | Pulaski East |
| Benton | Craighead | Conway | Clark | Ashley | Pulaski Jacksonville |
| Boone | Crittenden | Faulkner | Columbia | Bradley | Pulaski North |
| Carroll | Cross | Johnson | Dallas | Chicot | Pulaski South |
| Crawford | Fulton | Lonoke | Garland | Cleveland | Pulaski Southwest |
| Franklin | Greene | Perry | Hempstead | Desha | Central Office |
| Logan | Independence | Pope | Hot Springs | Drew | |
| Madison | Izard | Prairie | Howard | Grant | |
| Marion | Jackson | Stone | Lafayette | Jefferson | |
| Newton | Lawrence | Van Buren | Little River | Lee | |
| Polk | Mississippi | White | Miller | Lincoln | |
| Scott | Poinsett | Woodruff | Montgomery | Monroe | |
| Searcy | Randolph | Yell | Nevada | Phillips | |
| Sebastian | Sharp | | Ouachita | St Francis | |
| Washington | | | Pike | | |
| | | | Saline | | |
| | | | Sevier | | |
| | | | Union | | |