TEMPORARY INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
SOLICITATION IFB #20-008

Beaufort County School District
Post Office: P O Drawer 309
Beaufort, SC 29901-0309

Physical Address: 2900 Mink Point Blvd
Beaufort, SC 29902

RESPONSE DUE: SEPTEMBER 12, 2019; 2:00 PM EST

PROCUREMENT OFFICER: KAYLEE YINGER
EMAIL:KAYLEE.YINGER@BEAUFORT.K12.SC.US

PLACE OF PERFORMANCE:
BEAUFORT COUNTY SCHOOLS

Delivered By
Loyalty Business Solutions LLC
Deborah Loyal, President
108 Loyal Lane
P O Box 339
Jamestown, SC 29453
Main Office: (843) 729-3127
Satellite Site: (843) 608-4366
Fax: (843) 608-4898
Email: DLoyal@LTSolns.com
FEIN: 26-0230011

Loyalty Business Solutions LLC

IT SERVICES PROPOSAL

100% owned and Operated by MWDBE
Certified Economically Disadvantaged Woman Owned Business
Total Small Disadvantage Business
Total Woman Owned, Total Minority Owned
SCDOT Economic Disadvantaged Enterprise

Company Overview

Loyalty Business Solutions LLC
P.O. Box 339
108 Loyal Lane
Jamestown, SC 29453
DUNS#800246568
CAGE: 4SVV0
MWDBE
Main: (843) 729-3127
Satellite: (843) 608-4366
Fax: (843) 608-4374
URL: www.ltsolns.com
Email: Dloyal@LTSolns.com
SAM Registered

This proposal and quotes includes data that shall not be disclosed outside Information Technology Professional Service, Beaufort County School District (BCSD) Beaufort SC. The information contained below shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to BCSD as a result of or in connection with the submission of this data, BCSD shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract except for information subject to the pages marked "confidential". This restriction does not limit BCSD's right to use information contained in this data if it is obtained from another source without restriction.

Table of Contents

1.0 Cover Page/Page 2 2
1.1 Addendums 3
2.0 Business/Technical Proposal 4
2.1 Company History 4
2.1.1 Type of Business Entity: 4
2.1.2 Company Background: 4
2.1.3 Competitive Advantages 5
2.1.4 Milestones 5
2.1.5 Employees: 6
3.0 Business Enterprise Utilization Report 7
4.0 Statement of Intent 8
5.0 Bid Form - References - Exhibit B 9
6.0 Bid Form – Price List - Exhibit C 10
7.0 State of South Carolina Small & Minority Business Certification 11

1.0 Cover Page/Page 2

Beaufort County School District

Solicitation Number:	20-008
Date Printed:	August 15, 2019
Date Issued:	August 15, 2019
Procurement Officer:	Kaylee Yinger
Phone:	843-322-2349
Email:	Kaylee.yinger@beaufort.k12.sc.us

Invitation for Bid

DESCRIPTION: **Temporary Information Technology (IT) Professional Services**
SUBMIT OFFER BY (Opening Date & Time): **September 6, 2019; 2:00 PM**
QUESTIONS MUST BE RECEIVED BY: **August 30, 2019**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed Copy and One (1) Electronic Copy - Redacted**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
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Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
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Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: LOCATION:

DATE & TIME:

AWARDS & AMENDMENTS:
Award will be posted at the Physical Address stated above on or after September 6, 2019. The award, this solicitation, and any amendments will be posted at the following web address: http://beaufortschools.net.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer) ENTITY TYPE:

Loyalty Business Solutions LLC — Limited Liability Company

Deborah Loyal

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Deborah Loyal — President/Owner

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
P O Box 339 Jamestown SC 29453	P O Box 339 Jamestown SC 29453
PHONE NUMBER: 843-729-3127	
EMAIL ADDRESS: DLoyal@LTSOLNS.com	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
☒ Payment Address Same as Home Office Address	☒ Payment Address Same as Home Office Address
☐ Payment Address Same as Home Notice Address	☐ Payment Address Same as Notice Address
(check one only)	(check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:	Amendment Number	Amendment Issue Date
	#1	August 22, 2019
	#2	August 29, 2019
	#3	September 4, 2019

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes ☒ No ☐
If yes, please include a copy of your certification.

1.1 Addendums

Beaufort County School District

	Solicitation Number:	20-008
Addendum 1	Date Printed:	August 15, 2019
	Date Issued:	August 22, 2019
	Procurement Officer:	Kaylee Yinger
	Phone:	843-322-2349
	Email:	Kaylee.yinger@beaufort.k12.sc.us

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NAME OF OFFEROR: (Full legal name of business submitting the offer) Loyalty Business Solutions LLC

ENTITY TYPE: Limited Liability Company

Deborah Loyal

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Deborah Loyal
PRINTED NAME

President/Owner
TITLE

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EMAIL ADDRESS: DLOYAL@LTSOLNS.COM	

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	#2	August 29, 2019
	#3	September 4, 2019

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes ☒ No ☐
If yes, please include a copy of your certification.

Beaufort County School District

	Solicitation Number:	20-008
Addendum 2	Date Printed:	August 15, 2019
	Date Issued:	August 29, 2019
	Procurement Officer:	Kaylee Yinger
	Phone:	843-322-2349
	Email:	Kaylee.yinger@beaufort.k12.sc.us

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Loyalty Business Solutions LLC — Limited Liability Company

Deborah Loyal

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Deborah Loyal — President/Owner

PRINTED NAME — TITLE

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EMAIL ADDRESS: DLOYALO LTSOLNS.COM	

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MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes ☒ No ☐
If yes, please include a copy of your certification.

Beaufort County School District

Addendum 3

Solicitation Number:	20-008
Date Printed:	August 15, 2019
Date Issued:	September 4, 2019
Procurement Officer:	Kaylee Yinger
Phone:	843-322-2349
Email:	Kaylee.yinger@beaufort.k12.sc.us

Invitation for Bid

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ENTITY TYPE: Limited Liability Company

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Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.	#1 #2 #3	August 22, 2019 August 29, 2019 September 4, 2019

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes [X] No [ ]
If yes, please include a copy of your certification.

2.0 Business/Technical Proposal

Company Name: Loyalty Business Solutions LLC
Street Address: 108 Loyal Lane Jamestown SC 29453
Mailing Address: P O Box 339 Jamestown SC 29453
Telephone: (843) 729-3127
Fax: (843) 608-4374



2.1 Company History

2.1.1 Type of Business Entity:

Loyalty Business Solutions LLC (LBS) is a private, minority and 100% economically disadvantaged woman owned integrated technology service. LBS is a limited liability corporation incorporated in the State of South Carolina. LBS holds small, minority and economically disadvantaged woman owned business certifications from the State of South Carolina, Charleston County Government, City of Charleston, State of Georgia, the Small Business Administration and South Carolina Department Of Transportation Disadvantage Business Enterprise certification.

2.1.2 Company Background:

Loyalty Business Solutions LLC (LBS) is an Information Technology Consulting Firm that provides professional Information Technology services. LBS specialize in staff augmentation, systems integration, information assurance, project management and rapid application development. LBS started operations in 2005 under the name Loyalty Technology Solutions. We changed our name to Loyalty Business Solutions and became an LLC entity in May 2007. LBS has been in business for over 15 years.

LBS is recognized for providing quality services, flexibility, on-time delivery and professional acumen. Headquartered in South Carolina, LBS worked with diverse business industries, nonprofit organizations and government agencies.

LBS access information technology for standardization organization-wide. We are recognized for providing agile, quality services, on-time delivery, with demonstrated professional acumen, and within the allocated budget.

Mission Statement: Our primary mission is to deliver excellent information technology services and high quality products to all customers.

Loyalty Business Solutions (LBS) offers a reliable, high-quality alternative to in-house resources for business and information technology development. Loyalty Business Solutions provides the opportunity to use information technology and business consulting resources to help our clients meet their technical and business goals. Clients must know that working with LBS is a more professional, less risky way to develop new areas and complete projects within a timely manner, even when working completely in-house with their own people. LBS must also be able to maintain financial balance, charging competitive pricing for its services, while delivering an even higher value to its clients

The key to success for Loyalty Business Solutions is:

- Excellence in fulfilling the promise--completely confidential, reliable, trustworthy expertise and information.
- Leveraging from a single pool of expertise into multiple revenue generation opportunities: retainer consulting, project consulting, market research, and market research published reports.
- Providing licensed, educated and experienced professionals knowledgeable in their targeted area, many hold security clearances, graduate and postgraduate degrees, and over 10 years of experience.

LBS LLC consultants are available and ready for a multitude of short term assignments, long term assignments and customized projects. Most of our consultants have academic credentials, many with graduate and postgraduate degrees. Our consultants are industry certified. Our consultants hold CompTIA A+, Network +, Security+ MCSA, MCSD, MCITP, MCSE, CVP, PMP, CCIE, CCNA, and more. Our consultants are experienced in managing Barracuda, VMWare, MS SharePoint, MS SQL Server, Enterprise/Exchange/Cisco/Juniper equipment and more. Our field techs and help desk technician have used helpdesk software such as HEAT, provisioned iPads, ghost software, tracked projects progress and rewired Chromebook carts and wireless access points.

2.1.3 Competitive Advantages

- Experienced, educated, skilled, professional consultants who go beyond the duties of their assignments. Our consultants strive to be part of the "family" within the IT team of our client's organization.
- Our consultants are known for completing assignments ON time and within budget.
- We service rural areas (residential, small, medium and large business) that many service firms are reluctant to service.
- Our fees are competitive and firm. There are no hidden charges at LBS.

2.1.4 Milestones

LBS continues to acquire new relationships with clients through partnerships and supplier diversity programs. We extend our industry orientation, consultant staff, and internal operational

processes to facilitate growth and capability to recruit the highest quality of IT personnel. LBS is a small firm which has grown from one client to over 600 within 10 years. ***LBS LLC is recognized for providing agile, quality services, on-time delivery, with demonstrated professional acumen, and within our customer's allocated budget***. Our target marketing sectors are residential customers, private businesses, school districts, healthcare facilities and other government entities.

2.1.5 Employees:

LBS provide information technology services to help firms with standardization on an organization-wide basis to lower their life-cycle technology costs. We have available a staff of qualified, certified, and educated Full-Time professionals ready to work in diverse fields and industries. Our IT consultants focus on providing IT services in the areas of information technology, systems integration (network and security) and program/project management. Our management professionals work in diverse industries including education, healthcare, manufacturing and logistics. At LBS, we strive to create long-term relationships with our clients, exceed their expectations and add value to their business.

To meet the time requirements of solicitation IFB#20-008, LBS will provide qualified individuals as outlined in exhibit C on an as needed basis. Consultants with entry level and intermediate skills LBS will provide availability within 72 business hours. With the exception of consultants at the advanced level will have availability up to seven (7) business days.

Additional Documentation

LBS LLC will adhere to all requirements, certifications, rules and regulations specified in Solicitation IFB# 20-008.

LBS attached additional documents requested in part 2.1 (Special Instructions), 3.0 (Scope of Work), 5.0 (Qualifications), 8.0 Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section 9.0 (Attachments to Solicitations).

3.0 Business Enterprise Utilization Report

Business Utilization Report

In order to facilitate an effective monitoring system, each contractor, bidder or offeror must submit a completed and signed Utilization Report with the bid submission which lists the names, addresses and contact persons of the M/WBE and majority owned businesses, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with BCSD. If the information contained in the Contractor's Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

Business Enterprise Utilization Report

List all vendors/subcontractors to be used on this project. All MBEs or WBEs proposed for utilization on this project must be certified by the Small and Minority Business Assistance Office through the State of South Carolina according to the criteria of the Beaufort County School District's Minority Business Enterprise Plan prior to utilization on this project.

In column 2 below, please specify ethnic/racial/gender group as follows:

- AABE – African-American Business Enterprise
- HBE – Hispanic Business Enterprise
- ABE – Asian-American Business Enterprise
- WBE – Woman Business Enterprise

Sub-Contractor Name	Gender Group	Address	Phone #	Other	E-Mail
N/A	N/A	N/A	N/A	N/A	N/A

4.0 Statement of Intent

Statement of Intent

We, the undersigned have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of the Beaufort County School District's goal to ensure equal opportunities in the proposed work to be undertaken in performance of this project. Specifically the BCSD seeks to encourage and promote on an inclusionary basis contracting opportunities without regard to the race, gender, national origin or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity. We certify that the representations contained in the Minority/Woman Business Enterprise (M/WBE) Utilization Report, which we have submitted with this solicitation, are true and correct as of this date. We commit to undertake this contract with the Minority/Woman Business utilization Report we have submitted, and to comply with all non-discrimination provisions of the Minority/Woman Business Enterprise Program in the performance of this contract.

Deborah Loyal

Signature

September 9, 2019

Date

Name: Deborah Loyal

Title: President/Owner

Project: _____

5.0 Bid Form - References - Exhibit B

EXHIBIT B

BID FORM
TEMPORARY IT PROFESSIONAL SERVICES

Please provide not less than three reference accounts including: Company Name, Address, City, State & Zip Code, Contact Name, Contact Telephone Number, Contact E-mail Address. Provide a brief description of the work performed and indicate the length of time for the engagement. Please use additional pages – if necessary.

[redacted]

Loyalty Business Solutions LLC — 09/09/2019
Firm's Name — Date

P O Box 339 Jamestown SC 29453
Mailing Address

843-729-3127 /
Phone

Authorized Signature: Deborah Loyal

Printed Name: Deborah Loyal

6.0 Bid Form – Price List - Exhibit C

EXHIBIT C

BID FORM TEMPORARY IT PROFESSIONAL SERVICES

Indicate the categories of service that your company can supply by checking the appropriate line items below. By checking the appropriate category, the supplier affirms that their company has at least one qualified individual in the checked category who can provide on-site services to BCSD.
Note: Labor rate on Exhibit A must include all travel and additional costs.

Percentage discount from established pre-set maximum Fixed Price, (if offered):
____0____**%**

CATEGORY	Level	Bidding	Not Bidding	Hourly Rate
IT Laborer	Entry	X		$15.00
	Intermediate	X		$20.00
	Advanced	X		$25.00
AV/IWB Installer	Entry	X		$15.00
	Intermediate	X		$45.00
Desktop Technician	Entry	X		$25.00
	Intermediate	X		$45.00
	Advanced	X		$65.00
Systems Administrator	Entry	X		$50.00
	Intermediate	X		$75.00
	Advanced	X		$100.00
Systems Engineer	Entry	X		$125.00
	Intermediate	X		$200.00
	Advanced	X		$300.00
Network Administrator	Entry	X		$50.00
	Intermediate	X		$75.00
	Advanced	X		$100.00
Network Engineer	Entry	X		$125.00
	Intermediate	X		$200.00
	Advanced	X		$300.00
Database Administrator	Entry		X	$100.00
	Intermediate		X	$175.00
	Advanced		X	$250.00
IT Security Engineer	Entry	X		$100.00
	Intermediate	X		$200.00
	Advanced	X		$275.00

Technical Writer	Entry		X	$75.00
	Intermediate		X	$100.00
	Advanced		X	$125.00
Business Analyst	Entry		X	$100.00
	Intermediate		X	$150.00
	Advanced		X	$200.00
Training Specialist	Entry		X	$75.00
	Intermediate		X	$100.00
	Advanced		X	$125.00
Telecommunications Administrator / Engineer	Entry		X	$125.00
	Intermediate		X	$165.00
	Advanced		X	$200.00
Web Developer	Entry		X	$50.00
	Intermediate		X	$75.00
	Advanced		X	$100.00

Loyalty Business Solutions LLC 09/09/2019

Firm's Name Date

P O Box 339 Jamestown SC 29453

Mailing Address

(843) 729-3127/(843) 608-4898 /

Phone/FAX #'s

Authorized Signature: Deborah Loyal

Printed Name: Deborah Loyal

7.0 State of South Carolina Small & Minority Business Certification

Governor's Office
of
Small & Minority
Business Assistance

Certificate of Woman-Owned Business

Loyalty Business Solutions, LLC.

located at

Jamestown, South Carolina

has been determined to be a

woman-owned business operating

in the State of South Carolina

Director, Office of Small & Minority Business Assistance

Certification Number: **0520154**

Date: **January 21, 2015**

Expiration Date: **January 31, 2020**