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RESPONSE TO Solicitation Number: 20-008 Temporary Information Technology (IT) Professional Services

TECHNICAL PROPOSAL

RFP DUE DATE: September 06, 2019 | OPENING: 02:00 PM

Beaufort County School District Procurement Office, 2900 Mink Point Blvd, Beaufort, SC 29902



PROPOSAL SUBMITTED BY:
BuzzClan LLC.
Sachin Jain | Vice President
5757 Alpha Road, Suite 34
Dallas, Texas 75240
Phone: 469-251-2899
Email: gov@buzzclan.com

ORACLE Gold Partner | Microsoft Partner | EQUINIX | aws partner network

Cover Letter

Due Date: September 06, 2019
Beaufort County School District
Procurement Office, 2900 Mink Point Blvd
Beaufort, SC 29902

BuzzClan is pleased to respond to IFB # 20-008 Temporary Information Technology (IT) Professional Services

Incorporated in 2013, BuzzClan is an IT Consulting firm providing IT Professional services to several government and cooperate agencies. BuzzClan takes pride in providing services with best results to its customers. BuzzClan is an Oracle, Microsoft, AWS and Equinix Partner with adequate resources, experience and capabilities to deliver projects on time, without any issues.
BuzzClan's emphasis on quality of services and evaluation of customer requirements has helped it become Texas's rapidly growing staff augmentation firm.

Company Overview

Legal Company Name	BuzzClan LLC
Local office Address	44697 Malden Place, Ashburn VA 20147
Headquarters Address	5757 Alpha Road Suite 340 Suite 340, Dallas, TX 75240
CAGE Code	79CC6
DUNS No.	012882406
Federal Tax ID	[redacted]
Phone & Fax Number	**Phone:** 469-251-2899
Management Point of Contact	**Dhiraj Chhabra** Vice President **Email**: gov@buzzclan.com

We understand the importance of effective and timely delivery of contracts to our clients within the allocated budget. We help our clients to achieve this by providing highly skilled & capable resources with a proven ability to understand the client's needs and requirements quickly and meet client expectations with minimal interference and rework at competitive rates. BuzzClan acknowledges that this proposal and its price in its entirety will remain valid for 120 days. BuzzClan hereby confirms our adherence to the terms and conditions mentioned in this IFB and take no exception to any terms or conditions.

Please get back to us if you need anything else.

Official Signatory

DocuSigned by:
Dhiraj Chabbra
02AC5257041041D

Dhiraj Chhabra | Vice President
Phone: 469-251-2899 | Email: gov@buzzclan.com

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

PHYSICAL ADDRESS:
Beaufort County School District
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:

BuzzClan LLC **Limited Liability Company**

DocuSigned by:
Dhiraj Chhabra
02AC9337041041D...

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

Dhiraj Chhabra **Vice President**

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):
BuzzClan LLC **5757 Alpha Rd., Suite 340** **Dallas, TX 75240**	**BuzzClan LLC** **5757 Alpha Rd., Suite 340** **Dallas, TX 75240**
PHONE NUMBER: [redacted]	
EMAIL ADDRESS:	

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 Notice Address (check one only)	☑ Payment Address Same as Home Office Address ☐ Payment Address Same as Notice Address (check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:	Amendment Number	Amendment Issue Date
	1	August 22, 2019
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.	2	August 29, 2019

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

RESPONSE TO SECTION 2.1

2.1.1 BOARD APPROVAL REQUIRED (JAN 2006):

Any award is subject to prior approval by the BCSD Board.

BuzzClan's response:

BuzzClan acknowledges the fact that any award will be subject to approval by BCSD Board

2.1.2 CLARIFICATION (NOV 2007):

Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of this solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation.

BuzzClan's response:

BuzzClan fully agrees to this requirement. BuzzClan's key personnel is Sachin Jain and can be contacted via

Email: [redacted]

Phone: [redacted]

2.1.3 ELECTRONIC COPIES -- REQUIRED MEDIA AND FORMAT (MAR 2015):

In addition to your original offer, you must submit an electronic copy or copies on compact disk (CD), DVD, or USB drive. Submit the number of copies indicated on the cover page. Each copy should be on separate media. Your business and technical proposal must be on separate media. Every disk or USB drive must be labeled with the solicitation number, and the offeror's name, and specify whether its contents address technical proposal or business proposal. If disk sets are provided, each disk in the set must be appropriately identified as to its relationship to the set, e.g., 1 of 2. The electronic copy must be identical to the original offer. File format shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password.

BuzzClan's response:

BuzzClan agrees to this instruction and assures to submit the proposal in accordance to the same.

2.1.4 MAIL PICK-UP:

The District picks up mail from the USPS Drawer 309 once daily around 8:30 a.m. excluding weekend and holidays. (See deadline for submission of offer Page 1) Please note that it is the

vendor's responsibility to be sure their proposal arrives at the Procurement Department – District Office at the specified date and time.

BuzzClan's response:
BuzzClan has made a note of the above mentioned schedule and ensures that the response will be submitted in timely manner.

2.1.5 OPENING PROPOSALS – INFORMATION NOT DIVULGED (FEB 2015):

In competitive sealed proposals, neither the number or identity of offerors nor prices will be divulged at opening.

BuzzClan's response:
BuzzClan has made a note of the above statement.

2.1.6 PROTEST – CPO:

Any protest must be addressed to the Chief Procurement Officer, Procurement Office, and submitted in writing

a) by email to: Kaylee.yinger@beaufort.k12.sc.us
b) by facsimile at 843-322-0748
c) by post or delivery to: P.O. Drawer 309, Beaufort, SC 29901-0309 OR 2900 Mink Point Boulevard, Beaufort, SC 29902

BuzzClan's response:
BuzzClan agrees to use the above mentioned contact details incase of protest.

3.0 SCOPE OF WORK/SPECIFICATIONS

3.0.1 PERFORMANCE LOCATION:

After award, all deliveries shall be provided to the locations specified by this Solicitation.

BuzzClan's response:

BuzzClan agrees to this requirement and ensures to direct deliverables to the address mentioned in this solicitation

3.0.2 GENERAL INFORMATION:

The Beaufort County School District is seeking qualified vendors to provide technical services on an as needed basis. The District is interested in establishing a partnership with vendors who have the resources and highly trained full time personnel (required) on staff to provide highly competent and immediate support as needed.

For the purpose of this solicitation, the terms "IT temporary professional," "contractor," and "supplier" are used interchangeably. For the purpose of this solicitation, the terms "District," "BCSD", "agency," "government entity," and "entity" are used interchangeably.

This is a Competitive Fixed Price Solicitation. The purpose of a Competitive Fixed Price solicitation is to establish a pre-set maximum price which the District will pay to awarded bidders for a specific service. The District is not required to do business with each awarded bidder, nor is the District required to use the same awarded bidder for each requirement.

The District has established a maximum cost per service category that it shall pay to responsible and responsive bidders. The District shall be advised of, and may take advantage of, any bidder's offered price that is lower than the pre-set maximum Fixed Price designated in this solicitation. The District is not required to use any offered reduced pricing but shall purchase in the District's best interest. The District reserves the right to make award to additional responsive bidders after the initial award at each optional renewal date.

BuzzClan's response:

BuzzClan agrees to this requirement and has fully understood the nature, purpose and other strategy of this solicitation.

3.0.3 SCOPE OF WORK/SPECIFICATIONS:

BuzzClan's response:

BuzzClan fully understands the conditions elicited under this section. We also agree to submit our offeror's resumes as soon as a request is issued by the District in prescribed format.

3.0.4 JOB DESCRIPTIONS

BuzzClan's response:

BuzzClan has completely reviewed the positions described in Exhibit A and has attached the filled & duly completed version of document in Section 9 Response.

5.0 QUALIFICATIONS

BuzzClan's qualifications for this project can be gazed through by following factors
Experience

5.1 Experience:

BuzzClan has extensive experience in providing Staffing Services on diverse platforms to our state, Federal and commercial clients. We have provided similar services to organizations similar to BCSD.

Agency	Contract Name	Agency Managing the Contract
[redacted]		

Experis	Staff Augmentation Contract	-
Kaiser Permanente	HealthCare Staffing Services	-
Lockheed Martin	Professional Consulting Services	-
KeyBank	Contract Staffing Services	-
GE	Recruitment services	-
Accenture	IT Staff Augmentation Services	-
Google	Onsite Staffing Services	-
HP	HR Services	-
Wipro	Technology Staffing Services	-
Corning	Project Management and Staffing Services	-

Contracting Activity Name: IT Consulting Services	
1. Example Project Number	1
2. Name of Contractor	BuzzClan LLC
3. Client Name	University of North Texas System
4. Contract Number	[redacted]
5. Total Contract Value	[redacted]
6. Period of Performance	2018- Present
7. Project Type	Information Technology Professional Consulting Services
8. Primary Point of Contact (POC)	[redacted]

Description of the Work Performed

BuzzClan is working with UNT system to review its Business Intelligence reporting needs and also to review, identify and mitigate issues related to data discrepancies. A detailed Business Systems Analysis is being done on the existing system and processes to gather data in to the application. The users and executives of various divisions and departments are being interviewed to identify the potential issues in data collection, resulting reports and processes.
Positions sourced for this project involved:
BI Architects, ERP Specialist, Database Administrators, Business System Analyst, Project Managers etc.

Contracting Activity Name: Temporary Staffing Services	
1. Example Project Number	2
2. Name of Contractor	BuzzClan LLC
3. Client Name	Genpact
4. Total Contract Value	[redacted]
5. Period of Performance	2015- Present
6. Project Type	Temporary Staffing Services
7. Level of positions	Entry level, Mid-Career and Experienced
8. Type of positions	Information Technology
9. Primary Point of Contact (POC)	[redacted]

Description of the Work Performed

BuzzClan has a long standing relationship with Genpact, we have provided services in staff

augmentation as well as consulting projects. We have worked on multiple opportunities including fixed bid projects and staffing. We have placed 50+ resources on different skill-sets

Contracting Activity Name: Consulting Services	
1. Example Project Number	3
2. Name of Contractor	BuzzClan LLC
3. Client Name	US Census Bureau (Protek Consulting)
4. Total Contract Value	[redacted]
5. Period of Performance	2015- Present
6. Project Type	Consulting Services
7. Level of positions	Entry level, Mid-Career and Experienced
8. Type of positions	Information Technology
9. Primary Point of Contact (POC)	[redacted]

Description of the Work Performed

Worked with US Census Bureau through Protek Consulting. We were responsible for various IT Consulting assignments which involved more than 15 resources of BuzzClan.
Positions involved in this project includes:
System Admins, Database Admins, Network Admins, Project Manager and various Software Developer Specialist (Legacy, Core and Emerging categories)

Contracting Activity Name: Temporary Staffing Services	
1. Example Project Number	4
2. Name of Contractor	BuzzClan LLC
3. Client Name	City of Seattle
4. Period of Performance	May 2019- Present
5. Project Type	Temporary Staffing Services
6. Type of positions	Information Technology
7. Primary Point of Contact (POC)	[redacted]

Description of the Work Performed

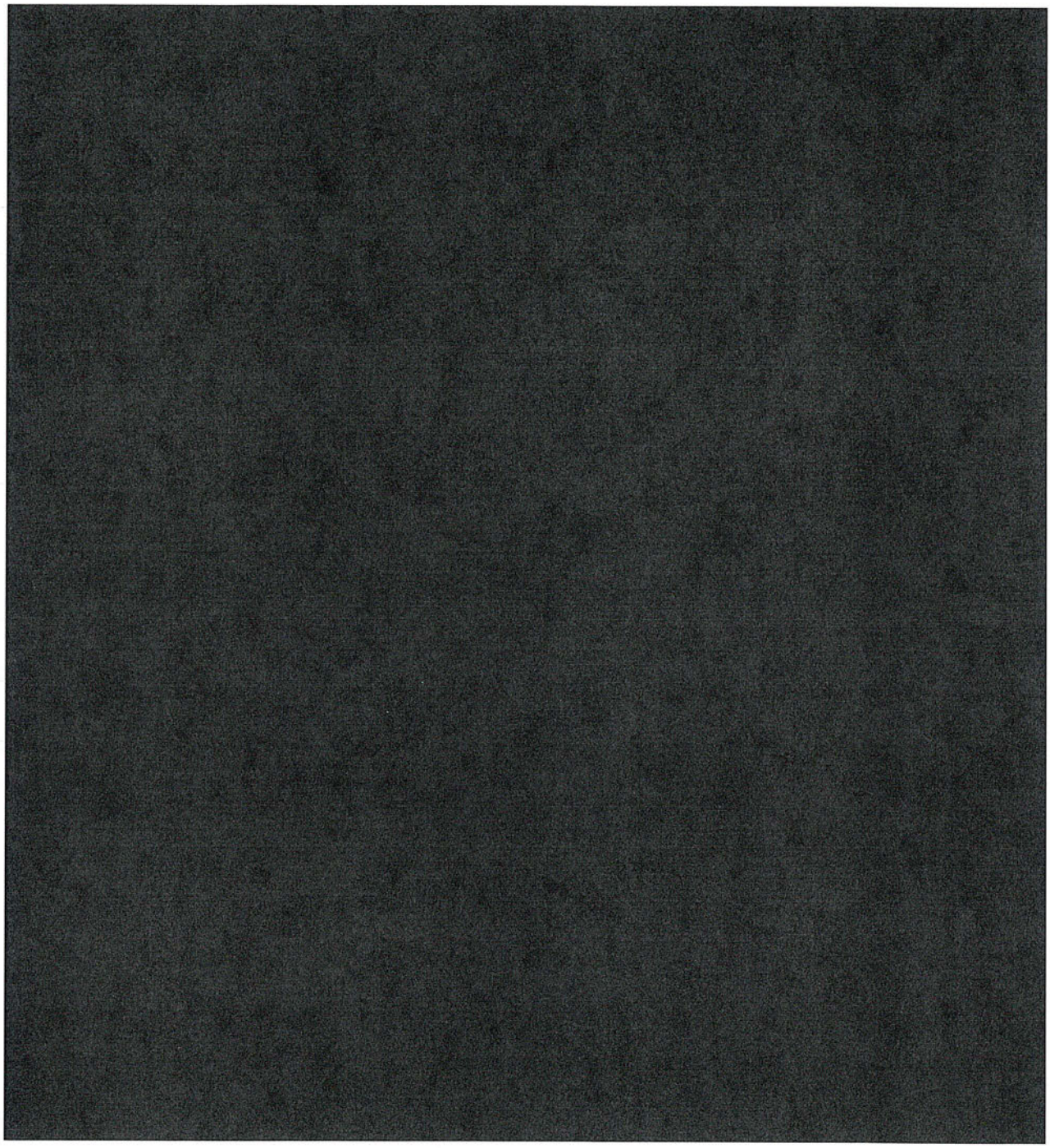
BuzzClan is working with City to provide QA Services.
Reviewing quality specifications and technical design documents to provide timely and meaningful feedback. Creating detailed, comprehensive and well-structured test plans and test cases. Estimating, prioritizing, planning and coordinating quality testing activities.

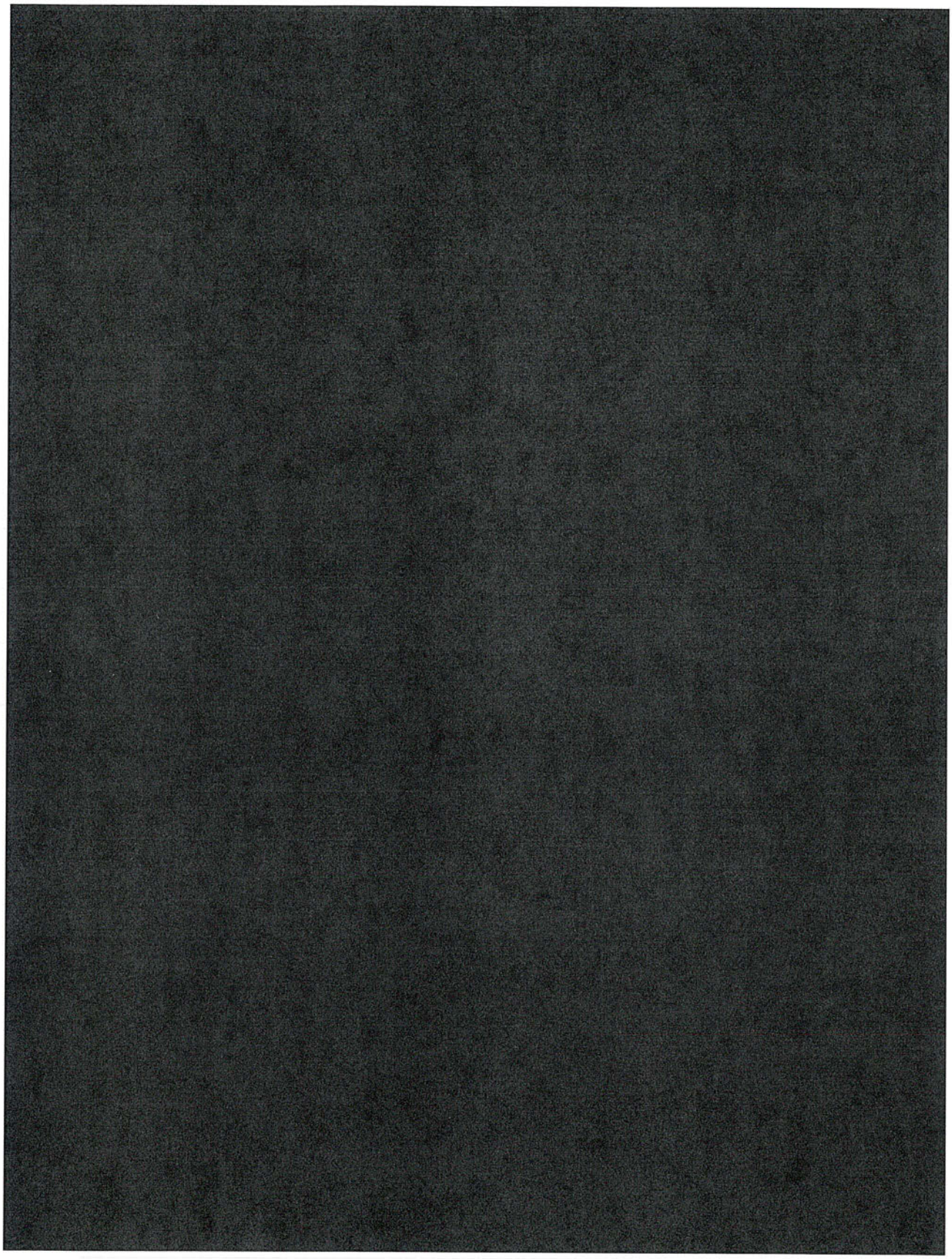
Contracting Activity Name: Temporary Staffing Services	
8. Example Project Number	5
9. Name of Contractor	BuzzClan LLC
10. Client Name	Oracle
11. Period of Performance	May 2014- Present
12. Project Type	Temporary Staffing Services
13. Type of positions	Information Technology

14. Primary Point of Contact (POC)	[redacted]
Description of the Work Performed	
Placed more than 100 resources over last couple of years in various IT and Non-IT Roles.	

Recommendation Letter from one of our Higher Education Client

[redacted]





5.3 Our Recruitment Database

BuzzClan has a passive recruitment methodology which has been designed for tailoring recruitment database according to client needs and interests, this database contains candidates who are pre-screened and are ready to join. We have a resume pool of more than **15,000 Pre-screened resumes** and the data extracted using export data feature relevant to Exhibit A provides the following information:

Positions	No of Resumes in database
Business Analyst	685
Web Developer	565
Desktop Technician	1025
Systems Administrator	920
Systems Engineer	415
Telecommunications Administrator / Engineer	105
Network Administrator	226
Network Engineer	650
Database Administrator	1200
Technical Writer	210
Training Specialist	125
IT Laborer	600
IT Security Engineer	352
AV/IWB Installer	200

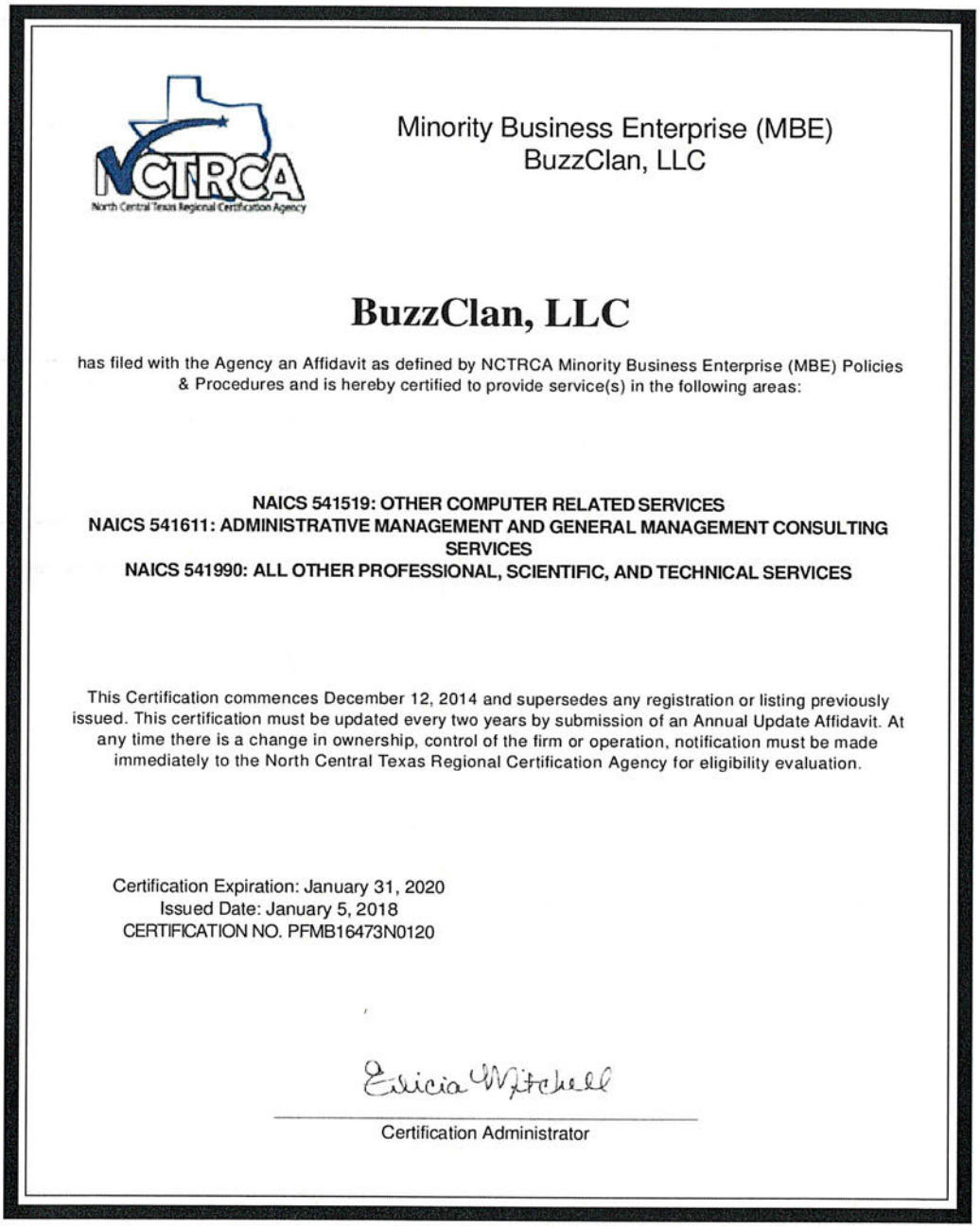
Response to Section 5.0.2 Subcontractors

BuzzClan doesn't intend to use any subcontractor for this project.

9.0 Attachments

9.1 M/WBE Compliance

BuzzClan is a **NCTRCA Certified M/WBE firm**. We have all capabilities and resources to work on this project as a result we are not proposing any subcontractors at this time.
We are hereby attaching our M/WBE Certifications



NCTRCA
North Central Texas Regional Certification Agency

Minority Business Enterprise (MBE)
BuzzClan, LLC

BuzzClan, LLC

has filed with the Agency an Affidavit as defined by NCTRCA Minority Business Enterprise (MBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

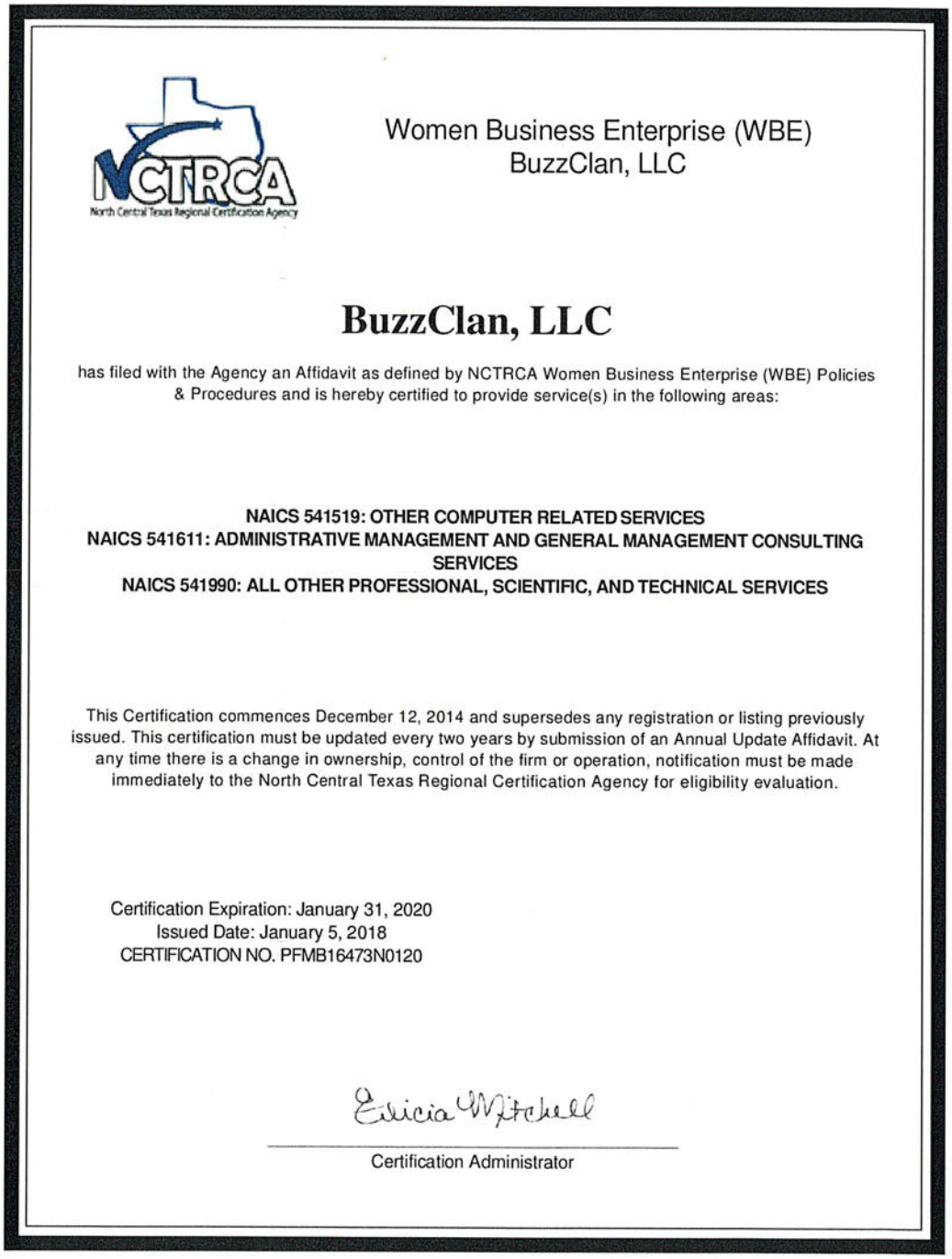
NAICS 541519: OTHER COMPUTER RELATED SERVICES
NAICS 541611: ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES
NAICS 541990: ALL OTHER PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES

This Certification commences December 12, 2014 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: January 31, 2020
Issued Date: January 5, 2018
CERTIFICATION NO. PFMB16473N0120

Ericia Mitchell

Certification Administrator



Women Business Enterprise (WBE)
BuzzClan, LLC

BuzzClan, LLC

has filed with the Agency an Affidavit as defined by NCTRCA Women Business Enterprise (WBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

NAICS 541519: OTHER COMPUTER RELATED SERVICES
NAICS 541611: ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES
NAICS 541990: ALL OTHER PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES

This Certification commences December 12, 2014 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: January 31, 2020
Issued Date: January 5, 2018
CERTIFICATION NO. PFMB16473N0120

Ericia Mitchell

Certification Administrator

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
BuzzClan LLC	WBE	5757 Alpha Rd, Suite 340, Dallas, TX 75240	469-251-2899	NA	gov@buzzclan.com

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.

DocuSigned by:
Dhiraj Chhabra
02AC3357041041D...

Signature

9/3/2019 | 15:40 CDT

Date

Name: Dhiraj Chhabra

Title: Vice President

Project: IFB # 20-008, Temporary Information Technology (IT) Professional Services

9.2 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]

BuzzClan LLC — 9/3/2019 | 15:40 CDT
Firm's Name — Date

5757 Alpha Rd, Suite 340, Dallas, TX 75240
Mailing Address

469-251-2899 /
Phone

Authorized Signature: DocuSigned by: Dhiraj Chhabra 62AC9357041041D...

Printed Name: Dhiraj Chhabra