



STATE OF ARKANSAS

Response to Invitation for Bid Staffing for Clerical Positions Bid Number: IFB-710-23-0060.

IFB Due Date: June 13, 03, by 10:00am

PREPARED FOR:

Arkansas Department of Human Services Office of Procurement:
Attention: Nawania Williams
Office of Procurement, 700 Main Street
Little Rock, Arkansas 72201

PROPOSAL SUBMITTED BY:

BuzzClan, LLC.

Sachin Jain | Vice President
5757 Alpha Road, Suite 340
Dallas, Texas 7540
Phone: 469-51-899

Email: gov@buzzclan.com



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BID RESPONSE PACKET
710-23-0060

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	BuzzClan, LLC			
Address:	5757 Alpha Road, Suite # 340			
City:	Dallas	State: Texas		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 #: 811323135 * See Minority and Women-Owned Business Policy				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Sachin Jain	Title:	Vice President
Phone:	469-251-2899	Alternate Phone:	469-251-2899
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: _____ Title: Vice President

Printed/Typed Name: Sachin Jain Date: 06/13/2023

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.

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

Vendor Name:	BuzzClan, LLC	Date:	06/13/2023
Signature:		Title:	Vice President
Printed Name:	Sachin Jain		

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

IS THIS FOR:

TAXPAYER ID NAME: BuzzClan, LLC

Goods? Services? Both?

YOUR LAST NAME:

FIRST NAME Sachin

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

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 [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	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 [senator, representative, name of board/commission, data entry, etc.]	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

BuzzClan's Equal Opportunity Policy

I Policy Statement

BuzzClan LLC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We respect and value the unique contributions of each employee and subcontractor and believe that our success is built on the diverse backgrounds, experiences, and perspectives they bring. BuzzClan is an Equal Opportunity Employer and adheres to all federal and state laws concerning non-discrimination in employment and subcontracting. All employment decisions at BuzzClan are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

II Employment

We strive to ensure a fair and inclusive environment for all our employees. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type.

III Subcontracting

In subcontracting, we uphold our commitment to equal opportunity. We expect all subcontractors to adhere to fair and non-discriminatory practices in hiring, compensation, training, promotion, termination, and retirement. Any act of discrimination by subcontractors related to services rendered to BuzzClan is unacceptable and may lead to termination of the subcontractor agreement.

IV Responsibility and Enforcement

All managers and employees are responsible for upholding this policy. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. It is our goal to ensure equal opportunity for all in our employment and subcontracting practices. We invite any employee or subcontractor who believes they have been treated unfairly to report their concerns to their supervisor or the HR Department. All reports will be treated with the utmost confidentiality and investigated promptly. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. It also applies to all subcontracting practices.

V Commitment

At BuzzClan, we are committed to fostering a diverse, inclusive, and fair work environment for all. We believe that each employee and subcontractor contribute directly to our growth and success, and we hope that you will take pride in being a member of our team.

Signed Addenda

REQUIREMENT OF ADDENDUM

Signed Addenda- Not Applicable here

- A. This *Bid Solicitation* **shall** be modified only by an addendum written and authorized by OP.
- B. An addendum posted within three (3) calendar days prior to the bid opening **shall** extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. The vendor **shall** be responsible for checking the following websites for any and all addenda up to bid opening:

<https://humanservices.arkansas.gov/do-business-with-dhs>

<https://www.arkansas.gov/dfa/procurement/bids/index.php>

BuzzClan has checked online 3days prior to see if any addenda have been posted.
There are no addenda available online .So there is no attachment applicable here.

PROPOSED SUBCONTRACTORS FORM

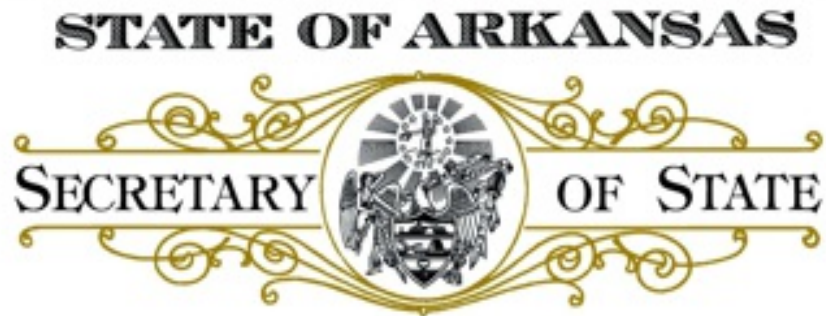
- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

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

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



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

B-References

The Contractor must be a staffing agency in operation for at least three (3) years and have at least two (2) current accounts, either commercial or government, providing staffing services. For verification purposes, the bidder must provide a reference for these accounts with bid submission including the following information: organization name, address, contact person name, email address, and phone numbers.

RESPONDENT PERFORMANCE HISTORY

SIMILAR PAST PROJECT EXPERIENCE 1

Project Title	Temporary Staffing Services
Duration	May 2021- Present
Budget	As on needed basis
Specific Contact Information:	Organization Name: My Health My Resources of Tarrant County Person: Michelle J. McCall / HR Manager Telephone Number: 817.569.5628 Email: michelle.mccall@mhmrtc.org / mhmr.purchasing@mhmrtc.org
SUMMARY OF SERVICES	
We are providing Temporary Staffing services to support the temporary staffing needs for MHMR for IT, Clerical, Administrative & laborer positions. We have provided multiple labor categories including Nurse, Compensation Analyst, Payroll Clerk & Administrative Assistant.	

SIMILAR PAST PROJECT EXPERIENCE 2

Project Title	Statewide Temporary Staffing Services
Duration of the Project	June 2019 - Present
Budget	As on needed basis
Specific Contact Information:	Organization Name: State of Idaho Address: 4040 W Guard St, Boise, ID 83705 Contact Person Name: Chelsea Robillard/ Megan Molumby Telephone Number: 208 - 332-1605 / 208- 334-4995 Email Address: chelsea.robillard@adm.idaho.gov / Megan.Molumby@dhw.idaho.gov
SUMMARY OF SERVICES	
State of Idaho is seeking Statewide Temporary Staffing to include qualified temporary staff to fulfill a variety of Administrative Support (Including Office, Clerical and Sales), Commercial/Industrial Workers, Healthcare Staffing Services, and Professional Services. We have provided program assistant to Idaho Office of Emergency Management under the statewide Temporary staffing services contract. We have also provided Research Analyst, Project Manager, Technical Records Specialist 2 to multiple departments under this contract.	

SIMILAR PAST PROJECT EXPERIENCE 3

Project Title	Temporary Staffing Services
Duration	Oct 2021- Present
Budget	As on needed basis
Specific Contact Information:	Organization Name: Georgia State University Person: Kaylee Adair Telephone Number: 404-413-3159 Email: kdoyle@gsu.edu
SUMMARY OF SERVICES	



Under Temporary Staffing contract with Georgia State University we have provided Grounds Keeper, Utility Worker & Custodian to the University.

SIMILAR PAST PROJECT EXPERIENCE 4

Project Title	Temporary Staffing Services
Duration	Oct 2021- Present
Budget	As on needed basis
Specific Contact Information:	Organization Name: Garland ISD Person: Diane Fields Telephone Number: 972-487-3044 Email: DFields@garlandisd.net

SUMMARY OF SERVICES

We are providing Temporary Staffing and payroll services for 300+ employees to GISD under temporary personnel contract.

SIMILAR PAST PROJECT EXPERIENCE 5

Project Title	Temporary Staffing Services
Duration	May 2021- Present
Budget	As on needed basis
Specific Contact Information:	Organization Name: North Central Texas Council of Governments Address: 616 Six Flags Drive, Centerpoint Two, Arlington, TX 76011 Person: Denise Brown-Anderson Telephone Number: 817-704-5621 Email: DBrown-Anderson@nctcog.org

SUMMARY OF SERVICES

We are providing Temporary Staffing services to support the temporary staffing needs for NCTCOG for IT, Clerical, Administrative & laborer positions. We have provided multiple labor categories including Project Assistant, Network administrators and few other positions.

SIMILAR PAST PROJECT EXPERIENCE 6

Project Title	Temporary Staffing Services- Statewide
Duration of the Project	April 2020- May 2025
Budget	As on needed basis
Specific Contact Information:	Organization Name: State of Kansas Address: 700 SW Harrison St, Topeka, KS 66603 Contact Person Name: Trenice Saunders / Jason Fizell Telephone Number: 785-296-3126 Email Address: trenice.n.saunders@ks.gov / Jason.Fizell@ks.gov

SUMMARY OF SERVICES

The State of Kansas sought qualified contractors to support the temporary staffing needs of the government agencies throughout the State of Kansas. Some of the labor positions under the contract are Accountant I, Accounting Specialist, Administrative Assistant Administrative Specialist, Graphic Designer Specialist Human Services Specialist, Human Services Consultant, Legal Assistant, Management Systems Analyst I, Management Systems Analyst II, Management Systems Analyst III, Program Consultant I, Program Specialist, Public Service Administrator, Research Analyst I, Research Analyst II Revenue Customer Representative, State Auditor, Senior Administrative Assistant, Senior Administrative Specialist, Staff Development Specialist Social Worker Specialist, General Maintenance and Repair Technician, Custodial etc. We have provided project coordinators to State of Kansas Department of Commerce and Cook to State of Kansas School for the Deaf & IT Project Manager to State Hospital and Kansas Department of Aging and Disability Services(KDADS)

MINIMUM QUALIFICATION VERIFICATION

- The Contractor must at least one (1) office physically located in the State of Arkansas and open during State business hours (Monday through Friday, 8:00 am – 4:30 pm CST) In the space below, list the physical address(s), hours of operation, and phone number(s) of location(s) in the State of Arkansas. A separate attachment may be used if additional space is required.*

Physical Address: 701 SOUTH STREET, SUITE 100 MOUNTAIN Phone Number: 469-252-2899
HOME, AR 72653
Hours of Operation: 8AM to 5PM CST

Physical Address: N/A Phone Number: _____
Hours of Operation: _____

Physical Address: N/A Phone Number: _____
Hours of Operation: _____

Physical Address: N/A Phone Number: _____
Hours of Operation: _____

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