

**BIG BEAR AIRPORT DISTRICT (BBAD)
REQUEST FOR PROPOSALS (RFP)
FOR
INFORMATION TECHNOLOGY AND CYBER SECURITY SERVICES**

A. KEY RFP DATES

RFP Issue Date	February 2, 2026
Question Submittal and Deadline to Notify Big Bear Airport District of Interest to Submit a Proposal	February 16, 2026, 6:00 PM
Big Bear Airport District Responses to Questions	February 23, 2026
Proposal Due Date	March 6, 2026, 4:30 PM
Interview Date (TBD)	March 23, 2026
Recommendation to Board of Directors of the Big Bear Airport District for Contract approval	April 8, 2026
Notice to Proceed by	April 20, 2026

Note that all times referenced in the Request for Proposals are based on Big Bear Airport District’s local time which is Pacific Standard Time (PST).

Transmit Proposals To:

Ryan Goss, Big Bear Airport District General Manager
Mailing Address for United States Post Office: PO Box 755, Big Bear City, CA 92315
Physical Address for UPS/FedEx/Delivery: 501 Valley Blvd., Big Bear City, CA 92315

Questions regarding the solicitation process and Scope of Work (SOW) should be directed to:

Ryan Goss, General Manager
Phone: 909.585.3219
Email: rgoss@flybigbear.com

All questions and interest in submitting a proposal should be submitted in writing via email to the contact email above by **6:00 p.m. on Monday, February 16, 2026.**

**SUBJECT: NOTICE OF REQUEST FOR PROPOSALS FOR
“Information Technology and Cyber Services”**

Big Bear Airport District (“BBAD”) invites proposals from qualified firms for the provision of Information Technology (IT) and Cyber Security Services. A detailed Scope of Work (SOW) is identified in this RFP in Section III.

Firms intending to submit proposals should note the “**Key RFP Dates**” on the cover of this RFP. The RFP updates and addenda, together with important information are available on BBAD’s website at www.flybigbear.com. Firms are requested to check the website periodically for RFP updates, addenda, and other information. All proposers will be held accountable for compliance with all updates, addenda and other information posted on the website. Please note that BBAD will not be responsible for mailing any addenda, schedule updates, or other information to any firm. Firms submitting proposals will be evaluated based on qualifications, prior experience with the same or similar type of services identified in the attached Scope of Work, proposed staffing, the firm’s understanding of the needs and requirements of the work as identified in this RFP, and overall best value to BBAD.

Proposals are due on or before **4:30 p.m., Friday, March 6, 2026**.

All firms interested in proposing, as well as questions related to this RFP must be put in writing and emailed to BBAD no later than Monday, February 16, 2026, by 6:00 p.m. The subject of the email should be titled “Intent to propose and Questions for Information Technology and Cyber Security Services RFP” submitted electronically to: Ryan Goss, General Manager, rgoss@flybigbear.com. Questions received after the deadline may or may not be responded to at BBAD’s sole discretion.

Should a contract be awarded, the awarded firm will be required to comply with all applicable laws and regulations including but not limited to equal opportunity laws and regulations. Firms using subcontractors are encouraged to subcontract with small and disadvantaged business enterprises (DBEs) to the maximum extent possible. Subject to approval by BBAD’s governing board, BBAD intends to have the selected firm under contract by Monday, April 20, 2026.



Ryan Goss, General Manager

2/2/2026
Date

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SECTION I – PROPOSAL SCHEDULE

A. SCHEDULE

The RFP will follow the schedule outlined on the RFP cover sheet. It is the responsibility of proposers to check BBAD’s website www.flybigbear.com periodically for updates, addenda, and information that may change or be added post-RFP release. Note that Big Bear Airport District (“BBAD”) will not be responsible for mailing addenda, schedule updates, or other information to any firm.

B. ADDENDA

Any changes to this RFP will be made by written addendum. Big Bear Airport District will not be bound to any modifications to or deviations from the requirements outlined in this RFP because of any oral discussions and/or instructions. Proposers shall acknowledge receipt of any addenda in their proposal and will be held accountable for compliance with all updates, addenda, and other information posted on the website.

C. QUESTIONS, NOTIFICATION AND RESPONSES

Proposers are encouraged to submit questions about the RFP and the Scope of Work (“SOW”) via email, before 6:00 p.m. on Monday, February 16, 2026. This is also the deadline to let Big Bear Airport District know, in writing, of your firm’s interest in sending a proposal. This notification does not bind your firm to sending a proposal, it merely allows BBAD the ability to track and if needed, communicate with all interested proposers on time. Big Bear Airport District will answer questions submitted by the deadline by email no later than Monday, February 23, 2026.

Forward questions and let BBAD know of your interest in proposing to:

Ryan Goss
General Manager, Big Bear Airport District
rgoss@flybigbear.com

Proposers, nor anyone representing a proposer, shall not discuss the RFP with any BBAD Board Member, or any other officer, employee, or contractor of BBAD or its member agencies and their appointed or elected officials, other than the staff named here. Any party trying to influence any part of the proposal submitted or evaluation process through ex-parte contact with any BBAD officials may result in BBAD rejecting their proposal and this may lead to disqualifying the proposer.

D. CONTRACT TYPE

Big Bear Airport District predicts a firm-fixed price contract will be used as the approach for the Project and the resulting contract. Any work provided by the consultant that is not specifically covered by the contract will not be reimbursed.

E. INFORMED PROPOSER

Proposers shall review the Scope of Work, (Section III) and other attachments for a complete understanding of the RFP terms and conditions. Proposers are expected to be fully aware of the conditions, requirements, and SOW before submitting any proposal. By submitting a proposal, the proposal represents that it is legally qualified and fully capable of performing quality work to achieve BBAD’s objective and comply with all requirements identified in this RFP.

F. CONFLICT OF INTEREST

By submitting a proposal in response to this RFP, the prospective consultant warrants that they currently have no interest, and shall not acquire any interest, whether direct or indirect, that would conflict in any way with the performance of services required under this agreement. Additionally, they confirm that no appointed or elected official, member, or employee of BBAD or its member agencies has any direct or indirect interest in this agreement or the supplies, work, or business related to it, nor has been or will be offered or given any tangible consideration in connection with this proposal and/or agreement.

If the prospective consultant was unaware of a conflict of interest as described above but later acquires information suggesting that there may be an actual or apparent violation of these terms, they must promptly inform the General Manager as soon as they become aware of it. The prospective consultant shall then cooperate with Big Bear Airport District in reviewing and investigating this information and follow any instructions received from the General Manager concerning how to remedy the situation.

G. CONFIDENTIALITY

The content of all proposals and bids will remain confidential throughout the selection process. After this process is complete, copies of any preliminary proposals or final bids will not be shared with other respondents.

The firm agrees to maintain the confidentiality of all information related to BBAD, including details about its clients, customers, partners, funding sources, employees, systems, and any other operational, maintenance, or management matters. The contractor shall not disclose any information related to this contract to the press, public groups, individuals, or any other outside party unless authorized by BBAD. A breach of confidentiality may result in contract termination.

The firm is prohibited from using any images, likenesses, logos, or materials belonging to BBAD for promotional, advertising, press releases, or publicity purposes without prior permission from Big Bear Airport District. All images, documents, graphics, or communications remain the property of Big Bear Airport District. Any reports, information, or data provided to or generated by the firm in connection with the performance of the agreement shall not be disclosed to any individual or organization outside of this agreement without prior written approval from Big Bear Airport District unless required by court order.

Confidentiality will be maintained for any protest materials submitted by a protestant, and these materials will not be withheld from interested parties except as permitted or required by law or regulations. Suppose the protestant believes that their submission contains proprietary information that should be kept confidential. In that case, they must attach a statement to the front page of the protest submission, clearly naming the protected information wherever it appears.

SECTION II – INTRODUCTION & BACKGROUND

A. INTRODUCTION

Big Bear Airport District (“BBAD”) seeks qualified proposals from qualified firms to establish a contract to supply BBAD with the following services: Information Technology (IT) and Cyber Security Services for Big Bear Airport District.

B. BACKGROUND

Big Bear Airport is located in Big Bear City, California. Situated in the San Bernardino mountain range, 6,752 feet above sea level, the Airport serves several of the surrounding small communities, as well as Southern California's only four-season resort, Big Bear, with general aviation air service. Big Bear Airport is open to the general public and to visiting aircraft 24 hours a day. The Airport has been in continuous operation at this site since 1928 and provides a safe operating environment for general aviation aircraft, ranging from gliders to small corporate jets.

C. BIG BEAR AIRPORT DISTRICT'S RIGHTS

BBAD reserves the right to reject all proposals and may reissue (or not reissue) a new Request for Proposals (RFP) for the same or similar work. The agency also has the choice to postpone proposal openings for its convenience. Proposers may withdraw their proposals before the submission date by providing a written request signed by an authorized representative of their firm to Big Bear Airport District's General Manager.

BBAD does not guarantee that any contract will be awarded in response to this RFP. No proposer has the right to make a claim against BBAD based on whether their proposal is accepted or rejected. Moreover, BBAD reserves the right to:

1. Reject, waive, or terminate the RFP, including the possibility of waiving any requirements in the RFP process or terminating the process at any time.
2. Decide the days, hours, and locations when the firm will provide the services specified in this RFP.
3. Retain all proposals submitted in response to this RFP and prohibit withdrawal for 10 days following the deadline for proposal submissions unless written consent is obtained from the General Manager.
4. Terminate a contract awarded under this RFP at any time for convenience, with 10 days' written notice to the firm.
5. Prohibit further participation by any proposer or reject any proposal that does not conform to the requirements outlined herein. By accessing BBAD's website www.flybigbear.com and downloading this document, each prospective proposer agrees to follow all terms and conditions stated in this document. Additionally, proposers agree to inform the General Manager in writing within five (5) days discovering any issues mentioned in this document or any later items issued by the District that require attention. Failure to follow this timeframe shall release BBAD, but not the prospective or actual proposer, from any responsibility regarding such issues.
6. Reject proposals submitted without obtaining the competitive solicitation documents from the proper venue, specifically the website www.flybigbear.com. By submitting a response to this competitive solicitation, the respondent affirms that they have obtained all necessary information from the BBAD website. Other groups providing information on the availability of competitive solicitation documents are instructed not to distribute these documents to potential respondents. Instead, they should direct potential respondents to visit the BBAD's website to obtain the necessary documents. BBAD will reject any response submitted by a firm that has not obtained the documents from the www.flybigbear.com website.

D. PRE-CONTRACTUAL EXPENSES

BBAD shall not be liable for any pre-contractual expenses incurred by the Proposer and its team in preparation or submittal of their proposal. The Proposer shall not include any such expenses in their proposal. Prohibited pre-contractual expenses include any and all expenses incurred by the Proposer and its team before executing a contract and BBAD issuing a Notice to Proceed (NTP).

SECTION III – SCOPE OF WORK

Big Bear Airport District is looking for a thorough IT assessment to develop a roadmap that enhances its organization infrastructure and security, aligns with industry standards, and improves the end-user experience. BBAD would like the consultant to maximize the use of existing equipment. This assessment will focus on the following areas:

A. REGULAR IT SUPPORT

The consultation will provide the following services, including but not limited to the following:

1. Help Desk Support
 - a. Software-related issues (application support).
 - b. Maintain an up-to-date inventory of software/hardware and track license and warranty expirations.
 - c. Hardware-related issues (servers/workstations/mobile devices).

2. Network Administration
 - a. Network access and user creation.
 - b. Network printing deployment and troubleshooting.
 - c. Network resource access.
 - d. Email distribution.
 - e. Network documentation comprehends and up-to-date network and system documentation is to be provided by and maintained by the consultant.
 - f. Server maintenance, routine maintenance, and upgrades.
 - g. Firewall administration, configuration, monitoring, and best practices.
 - h. Facilitate computer replacement, and repairs under warranty service contracts and for new PC deployments.
 - i. Perform server upgrade updates to ensure timely updates and patching.
 - j. Virus protection administration.
 - k. Spam filtering administration.
 - l. Backup system administration: Ensures backup integrity and disaster recovery readiness.
 - m. Resolve issues related to BBAD's infrastructure, both on-premises and remotely.
 - n. Third-party vendor coordination: Work with other IT consultants for troubleshooting and project implementation.
 - o. Staff assistance: Answer IT-related questions and provide support.
 - p. Attend ticket review meetings to address outstanding issues.
 - q. Technology recommendations: Provide strategic recommendations for IT infrastructure improvements and automation.
 - r. Provide ticketing system access for status updates on support requests.
 - s. Provide vendor quotes for IT purchases.

3. Monitoring Services
 - a. Implement monitoring tools for server and workstation health.

- b. Enabled 24/7 alerting proactive issues resolutions with concurrent email notification to BBAD.
 - c. Provide BBAD with access to monitoring tools for transparency and oversight.
4. Service Level Requirements
 - a. Server Down Response: On-site within four hours for crucial infrastructure failures.
 - b. Workstation Down Response: Assist within four hours for workstation issues impacting end users.
 5. Strategic Planning and Oversight
 - a. Assist with strategic oversight of the IT program and long-term IT planning.
 - b. Recommend IT policies, procedures, and standards.
 - c. Provide input and review of RFP and RFQs related to IT services.

B. ADDITIONAL SUPPORT

For IT services beyond regular support, the consultant shall quote an hourly rate.

1. Project Management

A consultant will manage IT projects as needed, including vendor selection, RFP processes, project oversight, and implementation support.

- a. Vendor research
- b. Vendor selection and recommendation
- c. Project oversight and implementation

The consultant will send a monthly report detailing all services provided, along with an invoice, to BBAD.

2. Key Considerations:

- a. Disaster Recovery and Backup
 1. The consultant will ensure that backup systems are monitored daily, and disaster recovery plans are practiced annually. This includes validating backup integrity and performing tests to confirm the reliability of the system.
 2. Recovering from the cloud shall not exceed a time frame of three (3) days.
- b. Security and Compliance
 1. Patch Management: The consultant shall apply security patches and updates to all relevant hardware and software, ensuring that they are completed in a timely manner following the release.
 2. Incident Management: A formal process for incident reporting escalation and resolution will be established.
- c. User Access and Permission Management
 1. Role-based access control will be maintained for certain systems to ensure that users only have access to the data and resources necessary for their roles.
- d. Change Management
 1. A formal change management process will be established to ensure that all changes to the network and system are tracked, tested, and

implemented with minimal disruption.

3. Pricing Modules

BBAD recognizes the variety of services and modules available and requests proposals based on the following options:

- a. Blended hourly rate: a single hourly rate for all network management and technology upgrade projects.
- b. Fixed monthly rate: a fixed monthly rate for services required to support existing infrastructures within the hourly rate for services outside this scope; the definition of services covered by the fixed fee will be clearly outlined.
- c. Transition services: A transition period (one month) will be included for the consultant to replace the incumbent provider. The incumbent provider will remain responsible for services during the transition period until the official cut off date.

SECTION IV – GENERAL INFORMATION

A. GENERAL INSTRUCTIONS

Proposers must adhere to the performance criteria outlined in the following instructions when submitting a proposal. All proposals will undergo a thorough review to determine if they meet the proposal condition criteria specified in this Request for Proposals (RFP).

The award of a contract under this RFP will follow competitive negotiated procurement procedures, and any proposals submitted in response to this RFP will be subject to negotiation. A BBAD Evaluation Committee will review and screen all proposals. Proposers who submit responsive proposals may be invited for a subsequent interview and contract negotiation at their own expense. Proposals will be evaluated based on the criteria presented in Sections V and VI of this RFP.

Big Bear Airport District reserves the right to award a contract based solely on the initial proposal submitted.

All required information in the proposal must be current, complete, and accurate. Please ensure that your firm fills out the forms referenced in other sections of this RFP. BBAD reserves the right to request additional information and clarification on the submitted proposal to complete the evaluation process.

B. PROTESTS

BBAD has the authority to address protests regarding solicitations and contract awards. If a proposer wishes to contest a proposal or an award, the following procedure must be followed:

Any protest must be submitted in writing within ten (10) calendar days of the notice of intent to contract, which corresponds to the date BBAD awards a contract. This date is tentatively scheduled for Wednesday, April 8, 2026. Therefore, the protest must be transmitted by 5:00 p.m. on Monday, March 30, 2026, to:

Big Bear Airport District
Attention: Ryan Goss, General Manager
Mailing Address: PO Box 755, Big Bear City, CA 92314
Physical Address for UPS/FedEx/Delivery: 501 Valley Blvd., Big Bear City, CA 92314

For a protest to be considered valid, it must:

1. Include a complete and detailed statement outlining the basis for the protest.
2. Provide all relevant supporting documentation.
3. Identify the name, address, and telephone number of the person representing the protesting party.

BBAD will issue a decision within ten (10) calendar days of receiving a bid protest, provided the protest meets all the criteria stated above.

The procedures and time limits outlined in this section are mandatory and represent the proposer's sole and exclusive remedy in the event of a protest. Failure to adhere to these procedures will be considered a waiver of any right to pursue the bid protest or any related legal proceedings.

C. PUBLIC RECORDS ACT

Proposals are subject to public disclosure and review. However, documents that are protected by law from public disclosure will not be released by BBAD if each applicable page or section is clearly marked with the word "CONFIDENTIAL." Proposals with every page marked as "CONFIDENTIAL" may be rejected by BBAD if they do not fully comply with California Government Code Sections 7920 through 7931. Because BBAD is governed by this Act and other public records laws, each proposer must complete and sign the form included in Attachment E to ensure their proposal is accepted and compliant with the RFP requirements.

D. DISADVANTAGED BUSINESS ENTERPRISES (DBE)

BBAD supports the inclusion of small and disadvantaged firms in its contracting efforts.

E. FURNISHED MATERIALS

All software, data, reports, and other documents provided to the awarded firm, generated during the project, or used by the firm in performing work or services under this contract, shall be made available solely to complete this assignment and shall remain the exclusive property of BBAD. All such materials must be returned to BBAD upon completion of the work, termination of the contract, or at any time decided by BBAD. The contractor shall not use any BBAD data, reports, documents, or information in print, in its materials, or the media without prior written consent from BBAD.

F. PROPOSER RESPONSIBILITY

If the proposer finds any discrepancies or omissions in these instructions or any attached documents, or if there is any uncertainty regarding their meaning, they must promptly notify the General Manger in writing. Written instructions regarding any discrepancies, if they exist, as well as any changes, will be communicated to all known potential proposers.

The proposer is required to complete and submit their proposal in the specified format.

Additionally, the proposal must include all the requested information in the appendices. Failure to fully and correctly answer all questions may result in the proposal being considered non-responsive. BBAD reserves the right to evaluate all factors relating to a Proposer's ability to perform the services outlined in the Agreement.

The proposal, along with all accompanying documents or materials submitted by the Proposer, will be regarded as part of the proposal. Proposals may be withdrawn prior to the due date specified in Section I. However, no proposal may be withdrawn for a period of 120 days after the proposal due date listed in Section I.

G. THE AGREEMENT

The Agreement along with the Insurance Requirements, the proposer's Scope of Services, and other relevant components of the proposal, will constitute the entire agreement for the performance of services described herein. The successful proposer must comply with all terms, conditions, and provisions of the Agreement for the entire duration of the contract. The insurance requirements are mandatory and non-negotiable. Failure or inability to meet these insurance requirements will result in disqualification due to non-responsiveness.

SECTION V – FORMAT OF PROPOSALS

Proposers must submit one original proposal and must be presented in a sealed package, clearly labeled with the RFP title, and the proposer's name and address on the exterior package. If it is not labeled on the outside of the package, it will be unresponsive and sent back.

Proposals should be submitted to:

Big Bear Airport District
Attention: Ryan Goss, General Manager
Mailing Address: PO Box 755, Big Bear City, CA 92314
Physical Address for UPS/FedEx/Delivery: 501 Valley Blvd., Big Bear City, CA 92314

The content of the proposal package will be formatted and presented to BBAD in the following order:

A. PROPOSAL FORMAT/CONTENT

All proposals must be typed and single-spaced, using a font size no smaller than 12-point, on 8.5" x 11" paper. Each proposal should be consecutively numbered and must not exceed 30 pages (excluding the cover page, cover letter, table of contents, and other required forms from BBAD). Proposals should be prepared in a straightforward, concise and clear manner, describing the proposer's qualifications related to the requirements outlined in the RFP.

A checklist is included in Attachment A, which outlines the minimum submittal requirements. This form must be completed and submitted with the proposal. If a firm changes key personnel or subcontractors at any time during the RFP process, it must promptly notify BBAD in writing of these changes as soon as they are known. BBAD reserves the right to accept or reject such proposed changes and to adjust the evaluation scoring accordingly to reflect any staffing changes.

B. COVER LETTER

Specify the location of the office from which work will be conducted. Provide the name, email, and phone number of the key personnel responsible on behalf of the proposer and team for all products and services included in the proposal. Acknowledge all addenda. Include a statement confirming the proposal is valid for 120 calendar days from the submission date, Ensure the signature of an authorized representative from the prime firm who can commit the firm to the terms and conditions of the RFP, affirming that all information in the proposal is accurate and truthful.

C. TABLE OF CONTENTS

The Table of Contents should identify the material, organized by section and page number.

D. PROFILE OF THE FIRM AND TEAM

Request for Proposal (RFP) Information Requirements**

Please provide the following details about your firm:

1. Firm Profile and History
 - a. Types of services offered
 - b. Duration of experience providing services related to this RFP
 - c. Year of established
 - d. Form of organization (e.g., corporation, partnership, sole proprietorship, etc.)
 - e. Number, size, and locations of offices. Indicate whether your firm operates locally, regionally, nationally or internationally.
 - f. Total number of employees
2. Contract History
 - a. Within the last five (5) years, have you ever been terminated from a contract? If so, please describe the facts and circumstances surrounding the termination.
3. Project Organizational Chart
 - a. Include a project organizational chart that identifies key personnel and outlines the role of any subcontractors
4. Office Location
 - a. Specify the location of the office responsible for servicing BBAD. Describe how long this specific office has been operating and the number of employees it has.
5. References
 - a. References should be provided in Attachment C. please include the following:
 - i. A description of similar work performed.
 - ii. Agency name and location.
 - iii. Contract amount.
 - iv. Agency contact name, title, telephone number and email address.
 - v. Duration of service.

6. Subcontractors
 - a. Identify all proposed subcontractors, including:
 - i. A description of the work each subcontractor will perform.
 - ii. An estimate of the percentage of work assigned to each subcontractor.
 - b. Include a memorandum from the principal of each subcontractor detailing the specific portion of the scope of work they will handle.

E. STAFFING AND PROJECT ORGANIZATION

This section of the proposal should outline the method to be used for project management and identify key personnel assigned to the work along with their qualifications. Specifically, the proposal must include:

1. Identification of key personnel proposed for the specific tasks, including major subcontract work. For each individual, provide the following details: name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this project, and duration of employment with the firm.
2. A project organization chart that delineates communication and reporting relationships among staff.
3. A statement confirming the key personnel will be available as proposed or as designated by BBAD for the duration of the agreement.

F. PROJECT APPROACH

This section of the proposal will provide a narrative that addresses the Scope of Work and demonstrates a clear understanding of the project's needs and requirement ("work plan"). Please include a summary of the approach and methodologies the firm will use to complete the Scope of Work as described in the RFP. Additionally, provide a project timeline. The work plan should be detailed enough to showcase the firm's ability to achieve the objectives of this RFP.

G. COST PROPOSAL

All proposals submitted in response to this RFP must include a "cost proposal" detailing the fee the proposer would charge for the requested services. Each proposer should complete Attachment B – Cost proposal and provide any additional supporting documentation. Pricing must cover all travel time and expenses. All proposals must indicate that costs within the scope of the proposal will be billed on an incurred basis, subject to a "not to exceed" limit.

Where applicable, the cost proposal should include unit costs, total labor hours, and/or average hourly rates broken down by task. Proposals should also specify the number of on-site visits and their durations, including costs based on hourly rates and the estimated number of hours required. All expenses submitted for payment must be accompanied by invoices and/or appropriate documentation, which must correspond to the cost proposal.

The Cost proposal should be completed on the form provided in Attachment B and submitted to BBAD in a format compatible with Excel. Additional documentation offering further detail may also be included.

H. CONFORMITY WITH BIG BEAR AIRPORT DISTRICT AGREEMENT AND PROVISIONS

1. BBAD does not expect to make significant changes to The Professional Services Agreement template (Attachment F).
2. Proposers should also include any written exceptions or deviations to BBAD's Scope of Work (Section III) in their proposals.
3. Proposers must confirm their ability to comply with the insurance provisions outlines in Agreement Attachment 1. If they are unable to do so, they should identify any written exceptions or deviations to the insurance requirements stated herein.
4. Please note that BBAD reserves the right to reject any proposal if the identified exceptions or deviations are deemed non-negotiable.

I. INSURANCE PROVISIONS

The proposer agrees to provide BBAD with original insurance certificates and endorsements immediately after the agreement is awarded. These certificates and endorsements must reference the relevant policy numbers. All certificates and endorsements must be received and approved by BBAD before any work begins and must remain in effect for the duration of the agreement. BBAD also reserves the right to request complete copies of all required policies and endorsements.

SECTION VI – EVALUATION PROCESS

The primary objective of BBAD is to select a qualified firm to perform the work specified in this Request for Proposal (RFP), particularly as detailed in the Scope of Work (SOW). The selection process will be fair, open, and competitive. Firms will be chosen based on clearly defined objectives outlined in this RFP, as well as their demonstrated competence, professional qualifications, experience, and capabilities to perform the required work listed in the RFP and SOW.

A. SUBMITTAL DEADLINE

Only proposals submitted by the deadline specified on the RFP cover page and outlined in Section I – Proposal Schedule will be evaluated by BBAD's Evaluation Committee. Postmarks will be accepted as a valid submission method. Proposals received after the specified date and time may be returned to the firm without further evaluation or consideration.

B. RESPONSIVE CRITERIA

All proposals will be evaluated based on their responsiveness to the criteria outlined in this RFP, including but not limited to the following:

1. Submission meets BBAD's deadline.
2. Organizational of the proposal, ensuring it adheres to the requirements in the "Format of Proposals", Section V.
3. Completeness of the proposal, including all required forms and information that are contained, completed, signed, and dated.

C. EVALUATION CRITERIA

BBAD plans to use the Best Value method to identify the proposal that best aligns with the agency’s goals. Both technical and financial merits will be evaluated simultaneously, with scores combined based on the following criteria. Scores may be fractional, and ratings will be adjusted so that the highest-scoring proposal in each category receives the maximum points for that category.

Category	Evaluation Criteria	Maximum points
Experience & Qualifications of the Firm/Team	<ol style="list-style-type: none"> 1. Specialized experience or knowledge of firm in developing & implementing comparable projects 2. Demonstrated competence of the firm, including sub-contractor(s) to perform SOW requirements 3. Evidence of satisfaction of current clients with firm’s experience and work demonstration 4. Integrity and reputation of project team 	15
Experience & Qualification of Key Staff	<ol style="list-style-type: none"> 1. Professional qualifications and experience of key project personnel, as demonstrated by key personnel resumes in the Proposal 2. Relevant experience of the team in developing and implementing comparable projects 3. Proposed team/personnel’s experience appropriate for technical and management requirements 4. Staff with knowledge of information systems requirements 5. Time commitment of key personnel and Team members. 	20
Work plan & Technical Approach	<ol style="list-style-type: none"> 1. Demonstrates a depth of understanding of the project, as outlined in RFP and SOW 2. Approach methodology and technology reflects the ability to provide the work requested, a responsive implementation plan and schedule 3. Fully addressed warranty, technical support, training, and documentation 4. Is responsive to the functional and technical requirements and needs of the agency 	40
Price & Cost Effectiveness	<ol style="list-style-type: none"> 1. Capital cost for system meets the RFP and SOW required elements 2. Overall capital cost for system providing all desired and any optional elements (as provided in proposers response) 3. Cost effective ongoing operating & maintenance costs (contractor and BBAD staff), as well as annual support/maintenance fees 4. Points will be awarded based on the reasonableness of total costs based on anticipated requirements; adequacy of data in support of figures quoted and basis on which prices are quoted. 	25
Total Maximum Points to be Awarded		100

D. INTERVIEWS

After reviewing the proposals, a shortlist of firms within the competitive range may be invited for an interview. Interview times for each proposer will be determined by the Evaluation Committee and communicated to the shortlisted proposers. The Evaluation Committee has the sole discretion to determine the competitive range. Shortlisted proposers invited for the interview will be asked questions related to the RFP and aligned with the Evaluation Criteria. The Evaluation Committee will score the shortlisted proposers based on these criteria during the interview. BBAD reserves the right to decide not to interview any proposers.

E. AWARD

BBAD will receive a recommendation from the Evaluation Committee based on the results of proposal evaluation scores, reference checks, best and final offer negotiations (if conducted), and the interview scores of the shortlisted proposers (if interviews are conducted). This recommendation is scheduled for the Big Bear Airport District Meeting on Wednesday, April 8, 2026. BBAD reserves the right to withdraw this RFP at any time without prior notice. Additionally, BBAD does not guarantee that any agreement will be awarded to any proposer responding to this RFP. BBAD reserves the right to reject any/all proposals or to waive any irregularities or informalities in any proposal or the RFP process and retains sole judgement over the responsibility of any proposer and the suitability of the materials and/or services to be provided.

ATTACHMENT A: RFP CHECKLIST FORM

Below is a list of documents that are required to be submitted as part of the proposer's response to this RFP. This list may or may not be all-inclusive; therefore, it is the responsibility of the proposer to ensure that his/her proposal is complete.

Write "yes" on the blank space if you have included those items for the submittal of your RFP and incorporate this form into your proposal.

- _____ One original proposal (with original signatures and marked "Original") and one copy of the entire proposal, which includes technical information.

- _____ A thumb drive which contains the entire proposal in PDF format, as well as the Cost Proposal (**Attachment B**) saved in Microsoft Excel format.

- _____ Checklist (this form) – **Attachment A**

- _____ Cost Proposal – **Attachment B**

- _____ Proposer's Reference Form – **Attachment C**

- _____ Proposer's Designated Contact List – **Attachment D**

- _____ Proposer's Public Records Request Disclosure Form – **Attachment E**

- _____ Proposer's Certification Regarding Debarment, Suspension - **Attachment F**

- _____ Proposer's Non-Collusion Affidavit – **Attachment G**

- _____ Proposer's Information and Certification – **Attachment H**

- _____ Written exceptions or deviations (if any) to the Scope of Work **Section III** - if any, to be incorporated into the proposal

- _____ Acknowledgement that proposer has received issuance of RFP Addenda (if issued) – acknowledgement to be incorporated into Cover Letter

ATTACHMENT B: RFP COST PROPOSAL FORM

Proposer Name: _____ **Email:** _____
Contact Person: _____ **Telephone:** _____

1. Complete the five (5) worksheets within this file. The Task Order Quote Form does not need to be returned now.
2. Those above cells must be completed.
3. Print and sign each sheet.
4. Please submit the original, signed copies with the remaining proposal portion.
5. Please include scanned copies as a PDF on the submitted thumb drive and this Excel file.
6. Pricing should be all-inclusive for the supply of labor, supervision, and supplies necessary to perform Contracted services. All invoices shall show the quoted rate for the current Contract period.
7. Pricing must be guaranteed for one hundred, and twenty (120) days after the proposal's due date.
8. All invoices will be paid within 30 days of receipt.
9. The proposer shall not copy, alter, or change any part of this file. The proposer shall complete information in request above, sign, and return with a complete proposal as directed. By signing and submitting these forms, proposing companies affirm that no alterations have been made.

Authorized Name

Date

Authorized Signature

IT Service Price Form

Proposer Name: _____ **Email:** _____
Contact Person: _____ **Telephone:** _____

Transition Milestone			
Number	Description	Days	Cost
1	Invitation/Kick off Meeting		
2			
3			
4			
5			
6			
7			
8			

Total Cost: \$ _____

		Monthly	Annual
First Monthly Support Costs	2025-2026		\$ _____
Second Monthly Support Costs	2026-2027		\$ _____
Third Monthly Supports Costs	2027-2028		\$ _____
Fourth Monthly Support Costs	2028-2029		\$ _____
Fifth Monthly Support Costs	2029-2030		\$ _____
	Total Support Cost:		\$ _____

POSITION	NAICS	MEDIAN HOURLY WAGE	MEAN HOURLY WAGE	OVERHEAD	PROFIT	FULLY LOADED TOTAL MEAN
Project Manager	54161					
Jr. System Analyst	15-1211					
Sr. System Analyst	15-1211					
Jr. Security Analyst	15-1212					
Sr. Security Analyst	15-1212					
Jr. Network Specialist	15-1231					
Sr. Network Specialist	15-1231					
Jr. Support Specialist	15-1232					
Sr. Support Specialist	15-1232					
Database Administrator	15-1242					
Network Administrator	15-1242					

Profit _____
 Assumed Average Overhead Cost _____

IT Service Price Form

Proposer Name: _____ **Email:** _____
Contact Person: _____ **Telephone:** _____

Location	Address	Town	Zip	Response Time	Travel Cost
Main Office/FBO	501 W. Valley Blvd.	Big Bear City	92314		

Response time shall be the number of hours the proposer anticipates necessary to arrive at the location.

Travel costs shall be round trip costs from the Proposer's location. The proposer shall mark the above-referenced address as the primary location and shall not charge for Task Order site visits. Support costs shall include all travel costs.

Authorized Name

Date

Authorized Signature

ATTACHMENT C: REFERENCES

Provide a minimum of four similar agreements or contracts. Please provide example contracts that best illustrate current qualifications relevant to the services requested in this RFP.

NOTE: It is required that this sheet be completed and submitted with your proposal. Failure to provide the information in complete detail may result in your proposal being considered non-responsive.

Project Description	Agency Name & Location	Contact Name, Title, Email, Phone Number	Project Length (in months)	End Date (if any)
1.				
2.				
3.				
4.				

ATTACHMENT D: DESIGNATED CONTACT LIST

Proposers are required to complete this form and return it with the Proposal. It is required that this form be completed and submitted with your proposal. Failure to provide the information in complete detail may result in your bid being considered non-responsive.

Company Name:

Mailing Address:

Physical Address:

Company Type: (Sole Proprietorship, Partnership, or Corporation)

Federal Tax Identification Number:

Name of Authorized Representative:

Title:

Phone Number:

Fax Number:

Email:

Is your firm a Certified DBE? NO YES

If "YES", please provide your CUCP Certification #:

Will you use Certified DBEs as Subcontractors? NO YES

If "YES", please list the subcontractors:

If "YES" provide CIGP Certification #(s):

ATTACHMENT E: RECORDS REQUEST DISCLOSURE FORM

_____ (“Proposer”) acknowledges that the Big Bear Airport District (“BBAD”) is subject to the California Public Records Act, Government Code 7920 et. seq. (“PRA”) BBAD will endeavor to keep confidential documents confidential and not disclose them to third parties. If confidential documents submitted by the Proposer are requested from BBAD under the PRA, then it shall be the responsibility of the Proposer to defend BBAD and Proposer against the request, at Proposer’s expense. BBAD shall not defend against any such request.

If a public records request for labeled information is received by BBAD, BBAD will notify Proposer of the request and delay the requestor’s access to the material, until seven (7) working days after notification to Proposer. Within that time delay, it will be the duty of Proposer to act in protection of its labeled information. Failure to act shall constitute a complete waiver.

In addition, Proposer shall to the fullest extent permitted by law, indemnify, protect, defend, and hold harmless BBAD, its employees, officials, agents, from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorney’s fees awarded under the PRA arising out of, concerning, or in any way involving any materials or information in the Proposer’s proposal in response to BBAD Request for Proposals for Information Technology and Cyber Security Services , that has been labeled as confidential, proprietary, a trade secret, or otherwise not subject to disclosure as a public record.

Signature of Authorized Official

Date

Print Name & Title of Authorized Official

ATTACHMENT F: CERTIFICATION REGARDING DEBARMENT, SUSPENSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principles:
 - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal, State antitrust statutes of commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted or otherwise criminally or civil charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name: _____

Date: _____

By: _____

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter in this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal, that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the no-procurement list.
9. Nothing contained in the foregoing shall be construed to require the establishment of a system of information of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

ATTACHMENT G: NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ____ day of _____, 20__

(Name of Organization)

(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____))

ss

COUNTY OF _____)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this ____ date of _____, 20__.

Notary Public Signature

ATTACHMENT H: PROPOSER INFORMATION AND CERTIFICATION

Legal Name of Proposer: _____
Physical Address: _____
Mailing Address: _____
State of Incorporation: _____
Entity Type: _____
Contact Name: _____
Telephone: _____ Email: _____

Any individual signing below hereby certifies that they are an authorized representative of the Proposer and that:

1. Proposer understands and accepts the requirements of this RFP.
2. The proposer acknowledges receipt of any and all Addenda to this RFP.
3. The proposal is a Firm Offer for 180 days following the closing date.
4. If awarded a Contract, the proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scoped of work of the Contract.
5. I have knowledge regarding Proposer's payment of taxes, and by signing below I hereby certify that, to the best of my knowledge, Proposer is not in violation of any tax laws of the state or a political subdivision of the state.
6. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, or national origin. When awarding subcontracts, Proposer does not discriminate against any business certified by the Office of Minority and Women's Business Enterprise (OMWBE).
7. Proposer and Proposer's employees, agents, and subcontractors are not include on: the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>; or the government wide exclusions list in the System for Award Management found at: <https://www.sam.gov/portal/SAM#1>
8. Proposer certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Proposer, its employees, or its agents, on the one hand, and the business or economic interests of the District, on the other hand, arising out of, or relating in any way to, the subject matter of the RFP. If any changes occur with respect to Proposer's status regarding conflict of interest, the Proposer shall promptly notify the District in writing.
9. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Certification Sheet are truthful and accurate and have been prepared independently from all other Proposers and without collusion, fraud, or dishonesty.
10. The successful bidder will be expected to enter into a contract which is substantially the same as the sample contracts and its General Terms and Conditions. Should contract negotiations fail to be completed within three (3) weeks after initiation, the District may immediately cease contract negotiations, Declare the Proposer with the second highest scores as the newly awarded provider.
11. Proposer acknowledges these certifications are in addition to any certifications required in the contract at the time of contract execution.

Signature of Authorized Signer

Date

Name of Authorized Signer