

RFP Responses to Questions

PROJECT: Cybersecurity Awareness Training Services

FROM: Teo Espero
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TO: Prospective Respondents

SECTION A — GENERAL PROJECT INFORMATION

| Question / Item | MCWD Response |
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| Total number of personnel to be trained | Approximately 60 total personnel, including all District staff and 5 Board members |
| Purpose of this procurement | To provide customized cybersecurity awareness training for District personnel and the Board |
| Target audience | Approximately 55 employees plus 5 members of the Board of Directors |
| Overall training objectives | Improve awareness of cyber threats, strengthen safe digital practices, support organizational readiness, and align with State and Local Cybersecurity Grant Program requirements |
| Will the District disclose a budget or Not-to-Exceed amount? | Engineering has not completed this study. The District is seeking a cost-effective proposal that reflects the scale of the environment and the scope defined in this Request for Proposals. No not-to-exceed amount will be published |
| Expected Notice of Intent to Award | December 29, 2025 |
| Anticipated project start | Approximately 2 weeks after contract execution |
| Required training completion period | All training must be completed within 60 days of contract execution |

SECTION B — TRAINING SCOPE, DELIVERY, AND REQUIREMENTS

| Question / Item | MCWD Response |
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| Required delivery formats | Online modules, virtual instructor-led sessions, with an option for in-person sessions |
| Required training topics | Cybersecurity fundamentals, phishing and social engineering, device security, remote/public network practices, data and email protection, incident reporting, and utility-specific cyber hygiene |
| Customization required | Yes — materials must reflect the District’s operational and administrative environment |
| Accessibility requirements | Content should follow Web Content Accessibility Guidelines 2.1 where practicable |
| Required phishing simulation | Yes — at least 1 simulation with customized messages, reporting, and follow-up education |
| Reporting requirements | Training timeline, attendance and completion tracking, certificates, and a final report with training metrics and phishing results |

SECTION C — QUOTE AND PROPOSAL REQUIREMENTS

| Question / Item | MCWD Response |
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| Required components of the quote | Cover letter, company profile, technical proposal, cost proposal, federal compliance documentation, references, and acknowledgment of the District’s Professional Services Agreement terms |
| Required cost structure | Fixed price preferred; must include itemized costs consistent with federal cost principles |
| Use of subcontractors | Allowed — must be disclosed in the quote |
| Submission method | One consolidated Portable Document Format (PDF) emailed to tespero@mcwd.org |

| Question / Item | MCWD Response |
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| Quote validity | 90 days from submission deadline |

SECTION D — FEDERAL AND GRANT COMPLIANCE

| Question / Item | MCWD Response |
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| Applicable federal requirements | Title 2 of the Code of Federal Regulations, Part 200 — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards |
| Proof of non-suspension or non-debarment required? | Yes — written certification or documentation must be provided before award |
| Must proof come from a federal agency? | No — self-certification or a System for Award Management exclusion search is acceptable |
| Is full System for Award Management registration required? | No — only documentation confirming non-exclusion is required |
| Who pays the vendor? | The District pays the vendor directly; the California Governor's Office of Emergency Services reimburses the District afterward |
| Domestic preference requirements | Yes — preference for United States-produced goods and services where applicable |

SECTION E — CONFIDENTIALITY AND DATA HANDLING

| Question / Item | MCWD Response |
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| Is a confidentiality agreement required? | Yes — the District's standard Non-Disclosure Agreement must be executed before accessing non-public information |
| Handling of confidential information | Must be used only for contract performance; not disclosed without District approval; returned or destroyed at project completion |

| Question / Item | MCWD Response |
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| Duration of confidentiality obligations | 3 years after final payment; indefinite for trade secrets |

SECTION F — EVALUATION AND SCORING

| Question / Item | MCWD Response |
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| Evaluation method | Best-value selection consistent with federal procurement requirements |
| Weighted criteria | Responsiveness (30%), qualifications (25%), cost reasonableness (20%), timeline/flexibility (15%), federal compliance (10%) |
| Is cost the primary factor? | No — evaluation balances technical merit, experience, cost, and compliance |

SECTION G — TIMELINE AND MILESTONES

| Question / Item | MCWD Response |
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| Deadline for vendor questions | December 1, 2025 |
| District responses posted | December 8, 2025 |
| Quote submission deadline | December 15, 2025 at 5:00 p.m. Pacific Time |
| Evaluation period | December 22–26, 2025 |
| Notice of Intent to Award | December 29, 2025 |
| Contract execution | Approximately 2 weeks after Notice of Intent to Award |
| Project kickoff | Approximately 2 weeks after contract execution |
| Training delivery window | Within 60 days of contract execution |
| Final report due | 20 days after training completion |

SECTION H — ADDITIONAL CONDITIONS

| Question / Item | MCWD Response |
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| May the District reject any or all quotes? | Yes — the District may reject any or all quotes or cancel the procurement |
| Will proposal preparation costs be reimbursed? | No — vendors are responsible for their own proposal preparation expenses |
| Required audit access period | 3 years after final payment |
| Will a Professional Services Agreement be required? | Yes — vendors must sign the District’s standard Professional Services Agreement |