



REQUEST FOR PROPOSALS (RFP)

RFP NO. 26.27.0329
PRE-APPRENTICE SYSTEM APPLICATION

PROPOSAL DEADLINE: Tuesday, October 13, 2026, at 2:00 p.m.

SUBMIT PROPOSALS TO: San Bernardino County Superintendent of Schools
Attn: Procurement Services
760 East Brier Drive
San Bernardino, CA 92408

The San Bernardino County Superintendent of Schools (SUPERINTENDENT) is requesting proposals from qualified firms with demonstrated experience in web application design, development, testing, and implementation to develop a Pre-Apprentice System Application. The purpose of the project is to create a streamlined system for managing pre-apprentice information and to reduce the manual effort currently associated with cross-referencing student information prior to entering data into existing systems. The proposed application shall provide an intuitive and efficient experience for authorized teachers and administrators while maintaining appropriate security, accessibility, and data integrity.

The selected FIRM will be responsible for the project from initial discovery and user-experience design through development, testing, user acceptance, training, deployment, and handoff. The completed application is expected to include SSO authentication, separate teacher and administrator functionality, student roster upload and matching capabilities, student search functionality, configurable data-entry fields, and the ability to export information for use in other SUPERINTENDENT databases or systems.

All proposals must be sealed and submitted to the Front Desk Receptionist, San Bernardino County Superintendent of Schools, Attn: Procurement Services, 760 East Brier Drive, San Bernardino, California 92408. Sealed proposal envelopes shall be clearly labeled on the outside in the lower left-hand corner with the FIRM's company name and the following statement: "**RFP ENCLOSED: RFP 26.27.0329 – PRE-APPRENTICE SYSTEM APPLICATION.**"

It is the sole responsibility of the FIRM to ensure its proposal is delivered to the Front Desk Receptionist prior to the established deadline, where it will be date and time stamped. Late proposals will not be accepted. Proposals shall remain open, valid, and subject to acceptance for ninety (90) days following the proposal opening date.

RFP documents and all addenda may be obtained from the San Bernardino County Superintendent of Schools Procurement webpage: <https://www.sbcss.net/business/business-support-services/procurement-and-warehouse-services/bids-upcoming>

Any questions regarding the RFP shall be reduced to writing and emailed to Maria Aldaco, Procurement Specialist at Bids@sbcss.net no later than 2:00 pm on September 28, 2026. Responses to questions and any resulting addenda will be posted on the SUPERINTENDENT Procurement Services webpage. It is the sole responsibility of each proposer to periodically check the Procurement Services webpage for any addenda or other updates issued prior to the proposal due date. Failure to acknowledge receipt of all issued addenda may result in the proposal being deemed non-responsive.

NO UNSEALED, FAXED OR EMAILED SUBMISSIONS WILL BE ACCEPTED.

Sincerely,

Maria Aldaco

Maria Aldaco, Procurement Specialist
Procurement Services