

White Bear Support Solutions LLC

PROPOSAL FOR PROFESSIONAL SERVICES:
CONTRACTS MANAGEMENT & BILLING SPECIALIST

Prepared by Kristen Johnson

White Bear Support Solutions LLC
PO Box 6004
Gardnerville, NV 89460
(775) 315-2296

June 10, 2026

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White Bear Support Solutions LLC
PO Box 6004 Gardnerville, NV 89460
(775) 315-2296
Krisjohnsonnv@yahoo.com

June 10, 2026

Amber Law
Business Manager/HR Director
Central Lyon County Fire Protection District
246 Dayton Valley Road, Ste. 106
Dayton, NV 89403

Dear Amber,

I am writing to submit a proposal in response to your Request for Proposal for Professional Services – Contracts Management & Billing Specialist, which was posted on May 15, 2026.

White Bear Support Solutions LLC is pleased to have the opportunity to bid on this project. I have reviewed the RFP and am confident in my ability to deliver the professional services you need. With over 12 years of public sector experience in the fire service, concentrating on business practices including contract management and billing services, I am well equipped to meet the requirements.

As a private contractor, I prefer to work remotely from my personal office. I am aware of your need for duties to be completed out of district and am well prepared to offer this assistance. I would be available for remote or in-person meetings, as needed, certainly within the parameters of the RFP.

I am available to begin work as soon as possible. I know that fire season is approaching, and preparation needs to be made before billing and reimbursement can take place.

Thank you for considering my proposal. I appreciate your trust in White Bear Support Solutions and am eager to be of service.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristen Johnson", with a long horizontal flourish extending to the right.

Kristen Johnson
White Bear Support Solutions LLC

TECHNICAL PROPOSAL

1. Current Nevada Business License

White Bear Support Solutions LLC has been licensed to do business in Nevada since March 2026.

- Currently certified in SilverFlume through the Nevada Secretary of State
- Current EIN of 41-4778141 listed with the IRS under White Bear Support Solutions LLC

2. Independence from Central Lyon County Fire Protection District

White Bear Support Solutions LLC, as an agency, is independent from Central Lyon County Fire Protection District (CLCFPD) and has never been associated in any way.

Kristen Johnson is the Owner/Single Member of White Bear Support Solutions LLC. Kristen was previously employed by CLCFPD, from April 2017 until her full retirement on April 24, 2026.

White Bear Support Solutions LLC/Kristen Johnson providing independent services proposed by CLCFPD would not constitute any conflict of interest due to past work history or relationships. Any billing or invoicing services provided, which result in reimbursements or payments to CLCFPD are solely received by CLCFPD, and not by White Bear Support Solutions LLC/Kristen Johnson.

3. Contractor/Staff Qualifications and Experience

White Bear Support Solutions LLC is owned and operated by a single staff member, Kristen Johnson.

Kristen has been involved with professional contract management and billing/invoicing preparation activities for over nine years in a public sector environment.

-From 2018 - 2026, managed data entry for all CLCFPD agreements, rates, and resources, and prepared all billing claims within the Nevada Division of Forestry's (NDF) Fire Billing System (FBS), or through NDF direct contacts, according to the WFPP agreement.

- From 2019 - 2026, managed and updated annual fee and rate schedules for the public utility provider master services contract (Nevada Energy). Prepared all invoices for billable work performed under the master service contract.
- Reviewed and tracked all contracted assistance by hire and work expenses, reimbursements, and invoice accounts receivable.
- Worked directly with contracting organizations to correct errors on claims and resubmission of corrected claims.
- Tracked and submitted itemized details of work and correspondence done on behalf of the Fire District (CLCFPD).

4. Similar Engagements with Other Government Entities and References

In the last three years, Kristen Johnson's engagements with other entities were made while working for CLCFPD (prior to the creation of White Bear Support Solutions LLC). The following references can be contacted regarding services which were performed:

Nevada Division of Forestry

Traci Bolta

Accounting Assistant 2

Nevada Division of Forestry

Department of Conservation and Natural Resources

901 S. Stewart St, Ste. 1001, Carson City, NV 89701

tbolta@forestry.nv.gov

775-684-2525

NV Energy

Paula McKenzie

Contractor for NV Energy through LTR Inc.

Paula.McKenzie@nvenergy.com

Professional Services Cost Proposal Form

Name of Contractor: White Bear Support Solutions LLC

Address: PO Box 6004

City/State/Zip: Gardnerville, NV 89460

Contact Name: Kristen Johnson

Phone Number: (775) 315-2296

Email: krisjohnsonnv@yahoo.com

I, the undersigned, certify that I am duly authorized to represent the above-named Contractor and am empowered to submit this bid. In addition, I certify that I am authorized to contract with the Central Lyon County Fire Protection District on behalf of the above-named contractor.

Signature

Title

Date

Name (print)

Schedule of Professional Fees and Expenses
White Bear Support Solutions LLC

The fees for professional services shall be billed on a monthly basis, due within 15 days of receipt

	FY 2026 Hourly Rate	FY 2027 Hourly Rate	FY 2028 Hourly Rate	FY 2029 Hourly Rate	FY 2030 Hourly Rate
Kristen Johnson	\$125	\$129	\$132.61	\$136.59	\$140.69
		3% increase	3% increase	3% increase	3% increase