

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

**Non-Mandatory Prebid Conference held November 4, 2022, at 9:00 AM
for
23-FIR-RFP-304, Fire Prevention Office Solution
via Microsoft Teams**

- Started @ 9:02 am.
- Three (3) vendors and two (2) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees.
- Tomeka Price, Procurement Officer, reviewed RFP 23-FIR-RFP-304 with emphasis on requirements and submission deadlines.
 - Oral representations made at the preproposal conference are not binding upon the County.
 - All Communications during the process must go through the Purchasing Office.
 - Any questions regarding the Scope of Services/Solicitation must be submitted via Vendor Registry for a formal response by the due date.
 - SCC Registration is required for award but not for submission to the RFP.
 - Business License may be required for award but not for submission to the RFP.
- Tomeka turned over the meeting to the Project Officer for an overview of the Scope of Services. Project Officer explained the project and highlighted the work to be done.
 - *The County is seeking a qualified contractor for each of the following comprehensive, cloud-based software solutions to support the mission of the Arlington County Fire Department's (ACFD) Fire Prevention Office (FPO) relating to fire prevention, code enforcement and commercial systems testing. Offerors may submit proposals for either or both of the following two software solutions.*
 1. Fire Code Permitting and Inspections Software
 2. Commercial Systems Testing Software and Support
 - Question was asked regarding interfaces, and Project Officer identified where in RFP to find relevant information pertaining to interface requirements.

- Once the overview was completed, Tomeka reiterated the Question deadline date and the Proposal due date.

Event	Timeframe
Question Deadline	November 9, 2022, at 5:00 p.m.
Proposal Due Date and Time	November 30, 2022, at 3:00 p.m.

- Meeting was adjourned.

Offerors in attendance:

George Mantas – BRYCER, LLC, (630) 445-4773 – gmantas@mybrycer.com

Travis Ressa – Tyler Technologies (mobileEyes), (862) 268-6840 – travis.ressa@tylertech.com

Dylan Woodbury