

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

**Non-Mandatory Preproposal Conference held November 15, 2022, at 9:00 AM  
for  
23-DMF-RFP-421, Internal Audit Services  
via Microsoft Teams**

- Started @ 9:02 am.
- Ten (10) vendors and two (2) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees.
- Tomeka Price, Procurement Officer, reviewed RFP 23-DMF-RFP-421 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/Insurance Requirements 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.
  - A separate RFP for **External Financial Audit Services** is forthcoming. A firm may hold either the contract resulting from this current solicitation for Internal Audit Services or the upcoming External Audit Services contract, **but not both**.
- 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 Contractor shall provide all necessary labor, supervision, supplies, materials, and equipment to properly perform internal audit services. The Work under this Contract shall include but is not limited to risk assessments, compliance audits, internal control audits, fiscal and contract compliance audits, forensic audits, Information Technology audits and Financial Fraud Waste and Abuse hotline investigations.*
  - Question that was asked during the call were asked to be submitted in Vendor Registry for a formal response.

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

Event	Timeframe
Question Deadline	November 22, 2022, at 5:00 p.m.
Proposal Due Date and Time	December 2, 2022, at 1:00 p.m.

- Meeting was adjourned.

**Offerors in attendance:**

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