

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

**Non-Mandatory Prebid Conference held June 9, 2023, at 10:30 AM
for
24-DHS-RFP-169, Emergency Financial Assistance Payment Processing Services
via Microsoft Teams**

- Started @ 10:32 am.
- Eleven (11) vendors and four (4) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees.
- Tomeka Price, Procurement Officer, reviewed RFP 24-DHS-RFP-169 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.
- 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 to obtain the services of a qualified contractor(s) to provide high-volume payment processing services to Arlington residents eligible for emergency financial assistance by issuing checks and providing gift cards on behalf of Arlington County. The County may award a contract to multiple contractors.***
 - Question was asked regarding Procurement Officer's contact information.
Answer: Tomeka D. Price, tprice@arlingtonva.us
- Once the overview was completed, Tomeka reiterated the Question deadline date and the Proposal due date.

Event	Timeframe
Question Deadline	June 15, 2023, at 5:00 p.m.
Proposal Due Date and Time	June 30, 2023, at 1:00 p.m.

- Meeting was adjourned.

Offerors in attendance:

Julie Krezel – Solix, Inc., (973) 581-7509 – Julie.Krezel@solixinc.com

Rod Quinones – Solix, Inc., (973) 581-7509 – Rod.Quinones@solixinc.com

Chuck Kopko – The NoCheck Group, LLC, (248) 986-6842 – kopkoc@nocheck.com

Grace Sheng - ESTHER International, (415) 234-0473 – grace@esterinternational.com

Joyce Lombardo – Arlington Thrive, (757) 493-1992 - lombardo@arlingtonthrive.org

Susan Cunningham – Arlington Thrive, (757) 493-1992 cunningham@arlingtonthrive.org

Landon Swaim – Solix, Inc., (973) 277-5189 Landon.SWAIM@solixinc.com

Kathy Paal – Arlington Thrive, (757) 493-1992 paal@arlingtonthrive.org

Clarice Williams - WEBS TAX Preparation & Bookkeeping Services, (571) 932-3828 – cwilliams@webstaxprep.com

Zacorra Bronson – WEBS TAX Prep, (571) 448-0979 – support@webstaxprep.com

Jeanette Mallet – Arlington Thrive, (757) 493-1992 mallet@arlingtonthrive.org