



ATTENDANCE and MINUTES

- BID OPENING PRE-BID/PROPOSAL CONFERENCE SITE VISIT
 PRESENTATION MANDATORY MANDATORY
 NON-MANDATORY NON-MANDATORY

BID/RFP NUMBER: 23-DMF-RFP-270

DATE: October 14, 2022

BID/RFP TITLE: Disparity Study

Name	Email	Firm
Sy Gezachew	sgezachew@arlingtonva.us	Arlington County
Sharon Lewis	slewis1@arlingtonva.us	Arlington County
Michael Stewart	mstewart1@arlingtonva.us	Arlington County
Dan Hiller	dhiller@guidehouse.com	Guidehouse
Lauren Miller	lmiller@miller3group.com	Miller3 Consulting
Iris McClish	imcclish@bbcresearch.com	BBC Research & Consulting
Yasmin Virani	yasmin@yasconsultingservices.com	Yas Consulting Services
Betsy Sava	bsava@bbcresearch.com	BBC Research & Consulting
Susan Johnson	susan@gspclaw.com	Griffin & Stong, P.C.
Dylan Fisher	dylan@gspclaw.com	Griffin & Stong, P.C.
Tommy Amal	tommy@mikal-hamlett.com	Mikal-Hamlett
Vernetta Mitchell	VMitchell@mgtconsulting.com	MTG Consulting

Minutes

1. Introductions:
2. Disclosure: Oral representations made at the pre-proposal conference are not binding upon the County.
3. SCC Registration required for award.
4. Any questions asked today, please submit to Vendor Registry by the question deadline for a formal response from the County.
5. All Communications during the process must go through the Purchasing Office
6. Important Dates:

RFP No. 23-DMF-RFP-275 – TENTATIVE SCHEDULE

RFP ISSUANCE	October 3, 2022
PRE-PROPOSAL CONFERENCE (Optional)	October 14, 2022 at 10:00 a.m.
QUESTION DEADLINE	October 25, 2022 at 5:00 p.m.
ADDENDUM ISSUANCE (if applicable)	October 28, 2022
PROPOSALS DUE	November 10, 2022 at 2:00 p.m.
CONTRACT AWARD	TBD

7. Q&A

Q: Iris McClish: Outside of the Transit Bureau, and the limited number of contracts that they set DBE goals on, does the county currently or has it recently used any other type of contract goals SWaMDV or small business goals on individual contracts?

A: No.

Q: Iris McClish: Total cost should be included in the proposal form and I would just want to make sure there's not a separate cost proposal form.

A: There is no separate cost proposal form we will leave it up to you to determine what that

Q Iris McClish: Contractor and individual Data Security Agreements do not need to be signed and submitted with our proposal submission?

A: That is correct. That will come with the successful offer at the time of contract execution. But it is important that you read it thoroughly and understand that it will be part of your agreement.

Q: Lauren Miller: Could you speak about your quality and how you capture data like contract data accounts payable data? What ERP system do you guys use?

A: The County currently uses Oracle e-business suite for our ERP solution. So that is the system of record for invoicing and purchase order data. We have not as a County implemented the full

contracts module in Oracle. Our contracts data is actually maintained in a combination through Vendor Registry – the system that you all would use for registration and response to this RFP – and a more detailed contracts records are just stored in a records management system that the County maintains.

Q: Lauren Miller: do you guys also collect subcontractor data as well.

A: We do not.

Q: Lauren Miller: Do you collect MWe designations on contracts?

A: The only way we do that right now is through vendor registry, but it is self-reporting. We don't validate it or verified in any way

Q: Lauren Miller: Can you share the budget for this project?

A: We'll not share the budget. We do not issue solicitations without budget either.

Q: Lauren Miller: Oftentimes agencies do allocate a budget for the disparity study have you also allocated a budget for the implementation of? Whatever recommendations that may come from the disparity study?

A: Until we have a better sense of what that program design looks like we, we wouldn't appropriate resources yet.