

REQUEST FOR PROPOSAL
FOR
PROFESSIONAL AUDIT SERVICES
RFP NO.: FY2017-AS-001



Pre – Submission Conference Agenda

October 23, 2017

8:30 am

3432 W 45th Street,
West Palm Beach,
FL 33407

- Call to Order (Welcome)
 - Introduction of Palm Beach County Housing Authority Staff
 - Background & Scope of Services – Section I
 - Proposal Submission Instruction & Schedule of Events – Section II
 - Deadline for submission of written questions: **November 3, 2017 at 4:00 pm**
 - Responses due on: **November 14, 2017 at 4:00 pm**
 - Announcement of Successful Responder: **November 29, 2017**
- Submission Instructions:
 - Hand Delivery Location: Palm Beach County Housing Authority Office (Main Office).
 - May be delivered by mail to the address in RFP. Must be received by the due date/time as indicated in the RFP.
- Format and Content of Proposal – Section IX
- Contract Terms and Reservation of Rights – Section V and VI
 - Read this section carefully.
- Evaluation Process – Section VI
- Amendments to the RFP:
 - Review Website (<http://www.pbchafll.org>) for:
 - Summary of Pre-Submission Conference including questions/responses and a list of attendees;
 - Amendments or changes to the RFP;
 - Responses to questions presented subsequent to Pre-submission Conference, if any and received prior to the deadline for questions.
- Q & A
- Adjournment

**PBCHA
Office:**

