

**LEGAL NOTICE**  
**Request for Qualifications**  
**RFQ Number 25-0010**  
**INTERNAL AUDIT SERVICES**

Sealed statements of qualifications] for Internal Audit Services will be received by the Memphis-Shelby County Airport Authority (Authority), Procurement Department, Memphis International Airport – Receiving Dock, 4150 Louis Carruthers Drive, Memphis, TN 38118, until 2:00 PM local time, on April 10, 2025. A listing of all proposers responding will be posted to the Authority’s website one (1) hour after the response deadline. Responses to the Request for Qualifications will not be publicly opened and read. Packet with submittal instructions, additional data, and response format may be found on the Authority’s website on or after March 05, 2025.

A pre-proposal meeting will be held on March 20, 2025 at 1 PM at the Authority’s Board Room on the Mezzanine Level, Terminal B of the Memphis International Airport, 2491 Winchester Road, Memphis, TN 38116. All attendees must register at [www.eventbrite.com](http://www.eventbrite.com).

All Respondents are responsible for checking the Authority’s website up to the submission deadline for any updates, addenda, or additional information. In accordance with the Authority’s purchasing policies, the Authority will give preference to businesses located in Shelby County, Tennessee when awarding contracts and making purchases, unless prohibited by law. The successful Respondent must sign a contract with the Authority that includes Federal Aviation Administration provisions, if applicable, regarding the Buy American Preference, Foreign Trade Restriction, Davis-Bacon, Affirmative Action, Debarment and Suspension, Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment, Domestic Preferences for Procurements, and Drug-Free Workplace, all of which are incorporated herein by reference.

The Authority reserves the right to reject any or all responses to this Request for Qualifications in whole or in part; to waive any informalities, technicalities, or omissions related to this Request for Qualifications; and to reject responses on any other basis authorized by the Authority’s purchasing policies.

The Authority is an equal opportunity employer and prohibits discrimination based on the grounds of age, race, sex, color, national origin, disability, marital status, military service, or sexual orientation in its hiring and employment practices and in the admission to, access to, or operation of its programs, services, and activities.

By order of:  
Terry Blue, A.A.E.  
President and CEO  
Memphis-Shelby County Airport Authority