



WAYNE STATE  
UNIVERSITY

Procurement & Strategic Sourcing  
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Division of Finance and Business Operations

March 7, 2024

**Addendum One**  
**Associate Vice President, Major Gifts and Planned Giving**  
**Executive Search Services**

Questions have been asked since the release of the University's RFP for **Executive Search Services** for the **Associate Vice President, Major Gifts and Planned Giving**. A summary of the questions asked, and the University's responses are as follows:

Question 1: The form that is provided to submit our RFP response includes a section for a sample contract. I didn't see that request specified in the RFP, so I was wondering whether you require firms to submit a sample contract.

Response: You may submit the sample contract with your proposal, or you can submit it if the University move's forward in awarding a contract with your firm.

Question 2: The RFP contains the following language:

*Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.*

Could you clarify how best to indicate the portions of our proposal that we feel contains proprietary information? I wasn't clear regarding where in the proposal we should include this information. Also, if we do need to submit a contract, can we designate it as proprietary in its entirety?

Response: Wayne State University is a public institution; therefore, your proposal can be requested under the Freedom of Information Act. Do not put anything proprietary in your proposal.

Delete the following language:

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

Replace with the following language:

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Miriam Dixon, Associate Director**, email: **miriam.dixon@wayne.edu**.

Sincerely,

*Miriam Dixon*

Miriam Dixon  
Associate Director  
Procurement & Strategic Sourcing

cc: Sharon Progar, Senior Director, Business Affairs Development Office