



Procurement & Strategic Sourcing  
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Division of Finance and Business Operations

March 21, 2023

**Addendum No. 1  
Request for Proposal  
RFP Aruba Network Hardware and Software Fulfillment  
Dated March 9, 2023**

**Minutes of the Pre-Proposal Conference**

**This Addendum must be acknowledged on Schedule D.**

The pre-proposal conference for the **Aruba Network Hardware and Software Fulfillment RFP** was held on **March 16, 2023, at 11:30 a. m.** **Robert Kuhn** reviewed the administrative requirements of the pre-proposal package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Andrew Murrell**, of the **Computing & Information Technology Department**, discussed the expectations and scope of work.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at <http://go.wayne.edu/bids>.

**Numerous simple questions and answers were addressed at the pre-proposal meeting. Some of the issues were as follows:**

1. This RFP included a **Mandatory Pre-proposal meeting**. In cases where the pre-proposal meeting is mandatory, only those vendors that attended the will be allowed to participate in this RFP Opportunity
2. The Deadline for project related questions is **March 21, 2023, 12:00 noon**.
3. **Bids are due by electronic submission on no later than 2:00 p.m., March 24, 2023.** The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **March 9, 2023**.
4. ***The contract(s) will be for a three-year period ending on May 31, 2026. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through May 31, 2028. Discounted off of MSRP to be firm for 5 years.***
5. For this project, a Certificate of Liability Insurance is **Required**
6. This will be for a strategic partnership to provide wired and wireless products.
7. The estimated spend will be around \$5,000,000 or more for the five year period. Stability of MSRP discount per category – discount based on Aruba MSRP at time of ordering
8. Separate PO's will be issued for each order placed.
9. The University is looking for a percent off MSRP, firm for 5 years.
10. There is no estimated quantity of items, at this time.
11. We have over 3,000 Aruba AP-300 series access points that will need to be replaced within five years to align with Aruba's support lifecycle.
12. The University has close to 180 buildings, with new projects coming online every day, which will require Aruba and Edge equipment.
13. The Cost Schedule includes various categories. Vendors should quote firm discount rate off of MSRP for any future items and turn in SKUs, as time progresses. The University intends on issuing a separate po for each order as they arise.
14. Awarded vendor will need to fill out an HECVAT questionnaire.
15. We are looking for categories based off Aruba items. No Substitutions allowed..
16. WSU wage rates are only for construction like work. This will probably not apply to this project.
17. The correct email is [rfpteam3@wayne.edu](mailto:rfpteam3@wayne.edu)
18. Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.
19. Parking on WSU campus lots and structures are \$8.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.

20. Smoke and Tobacco Free Policies: On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors' employees are in compliance anytime they are on WSU's main, medical, or extension center campuses. The complete policy can be found at <http://wayne.edu/smoke-free/policy/>
21. IMPORTANT - Minutes for the Pre-Proposal Meeting are distributed and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712** Email: **RFPteam3@wayne.edu** by March 21, 2023, no later than 12:00 p.m. (local time).

**Do not contact the Computing & Information Technology, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you for your interest in doing business with Wayne State University

Robert Kuhn,  
Sr. Buyer, Purchasing  
313-577-3712

CC: Andrew Murrell, Carolyn Dodds, Jill Zeller, Miriam Dixon, Valerie Kreher, Attendees list.