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| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing** **5700 Cass Avenue, suite 4200****Detroit, Michigan 48202****(313) 577-3734** **FAX (313) 577-3747** |

**January 21, 2015**

**Minutes of the Pre-bid Conference**

**RFI-Research Administration System 2014**

 **Dated December 22, 2014**

The pre-bid conference for the **RFI-Research Administration System 2014** was held on **January 16, 2015 at 1:00 p. m.** **Robin Watkins, Buyer,** reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Gail Ryan, John McBride, Tim Foley and Bhavani Koneru**, discussed the expectations and scope of work.

The pre-bid conference attendee’s sign in sheet has been posted to Procurement’s website at the following: [**http://www.forms.purchasing.wayne.edu/Adv\_bid/Adv\_bid.html**](http://www.forms.purchasing.wayne.edu/Adv_bid/Adv_bid.html).

**Topics of discussion during the meeting included the following:**

1. Wayne State University is considering migration to a new Grant Research Administration Application for the Office of the Vice President of Research.
2. Wayne State has not upgraded or used all functionality of its current system.
3. Current reporting comes from the Data Warehouse, adhoc reports are created in access, and C&IT supports the Researcher Dashboard enabling researchers to monitor grants, proposals, budgets, etc.
4. The University is looking for State of Art application which will be user friendly, consistent, provide analytics, and be a self-service application with robust approval routing.
5. Information should be easily accessible for all the application users.
6. The new application should interface seamlessly with WSU Banner Enterprise Application (Finance, Research Accounting and Payroll modules).
7. The Deadline for project related questions is **January 23, 2015*,*** **12:00 noon**.
8. **Request for Information is due February 13, 2015 at 4:00 pm**. Late responses will not be accepted.
9. We will require an **electronic response** consisting of no more than 50 pages total, one-sided, and 10 point font. 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.

**Questions and answers that were addressed at the pre-bid meeting are as follows:**

Question: What is your annual R&D?

*Answer: Annual R&D Level is $180M*

Question: How many R&D Proposals are processed each year?

*Answer: The Office of the Vice President of Research receives approximately 1,800 R&D proposals per year*.

Question: What is your project approach? Is the project going to be run through OVPR IT or C&IT?

*Answer: Implementation of this application will be performed in collaboration with Office of the Vice President of Research and Computing & Information Technology Teams in WSU and Vendor that is selected.*

All questions concerning this project must be emailed to: Robin Watkins, Buyer, Procurement & Strategic Sourcing at ag5343@wayne.edu. Please copy Paula Reyes, at bb2709@wayne.edu by 12:00 p.m., January 23, 2015.

Do not contact the Business Operations and Auxiliary Services, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Robin Watkins

Buyer, Purchasing

313-577-3712

CC: Gail Ryan, Assistant Vice President, Attendees list.