|  |  |  |
| --- | --- | --- |
| **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 6, 2015**

**Addendum 3 - Clarifications**

**RFQ for Grant Research Administration Application purchase**

**for Sponsored Program Administration**

**Dated December 19, 2014**

Since the time of the release of the Request for Quotation (RFQ) for **Grant Research Administration Application purchase** for the **Sponsored Program Administration**, the date for the pre-bid meeting has changed.

The University has decided to set-up a conference call line for those of you who are not located in the Metro Detroit area. Your participation in the pre-bid meeting scheduled for **January 16, 2015 from**

**1:00 pm to 3:00 pm** is **Mandatory** by either being here in person or calling into the conference call number. Attached is the Registration/Intent Form which should be faxed to Pat Milewski at 313-577-3747 no later than January 14, 2015, 12:00 noon.

**As a reminder, email your responses** **to Robin Watkins, at ag5343@wayne.edu (copy to Paula Reyes, Email: bb2709@wayne.edu))**. Remember, your bids must be in the format provided and be received in the Purchasing Department by **February 13, 2015 by 4:00 p..**

All questions concerning this project must be emailed to: **Robin Watkins**, Purchasing Department at **ag5343@wayne.edu** **(copy to Paula Reyes, Email: bb2709@wayne.edu) by 12:00 p.m., February 13, 2015.**

**Do not contact the Sponsored Program Administration, or other University Units, directly as this may result in disqualification of your quotation.**

Thank you

**Robin Watkins**,

**Buyer**, Purchasing

**313-577-3739**

CC: **Gail Ryan***,* Participant list.