



Procurement & Strategic Sourcing
5700 Cass Avenue, Suite 4200
Detroit, Michigan 48202
(313) 577-3734

Division of Finance and Business Operations

December 8, 2022

**Addendum #1 To
Request for Proposal
RFP Annual Solicitation Campaign Services dated November 30, 2022
Minutes of the Pre-Proposal Conference**

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Annual Solicitation Campaign Services** was held on **December 7, 2022, at 11:00 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. **Leslie Carmona** of the **Development and Alumni Affairs 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 **December 12, 2022, 12:00 noon**.
3. **Bids are due by electronic submission** on no later than 2:00 p.m., **December 19, 2022**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **November 30, 2022**.
4. The contract(s) will be for a three-year period ending September 30, 2025. There are also two optional years.
5. For this project, a Certificate of Liability Insurance is **Required**.
6. 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.
7. 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.
8. 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/>
9. **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.

Other:

1. Include costs for all three years plus any one-time costs in the cost schedule. Year one is February 1 thru September 30, 2023. The following years will be a full 12 months.
2. Please find the revised Cost Schedule C, per the discussion. Please provide either Tab1 - base bid with line item breakout per year for services or a lump sum, Tab 2
3. Base line quantities and other information from development, see Tab 3 for Volume Estimates.
4. Two on campus visits in the first year are expected. After the first year, that can be discussed.

All questions concerning this project must be emailed to: Robert Kuhn, Sr. Buyer, Procurement & Strategic Sourcing at 313-577-3712 Email: RFPteam3@wayne.edu by 12:00 p.m., December 12, 2022.

Do not contact the Development and Alumni Affairs Department, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

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

CC: Leslie Carmona, Theresa Mahoney, Valerie Kreher, Attendees list.

Attachments: