



WAYNE STATE  
UNIVERSITY

Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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May 19, 2025

**Addendum #1 To  
Request for Proposal  
RFP Bookstore Operations dated May 05, 2025**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Bookstore Operations** RFP was held on **May 15, 2025, at 10:00 am ET**. **Kenneth Doherty** reviewed the administrative requirements of the pre-proposal package, especially concerning details such as proposal due dates and who vendors may contact during the live RFP process. **Audra Forsberg** from Contract Services and Russell Markman from Collegiate Consulting Services, 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 meeting will be allowed to participate in this RFP Opportunity.
2. A copy of the pre-proposal Attendees is shown on page two of these minutes.
3. The Deadline for project related questions is **May 27, 2025, 12:00 noon**.
4. **Proposals are due by electronic submission** no later than 2:00 p.m., **June 09, 2025**. The link for bid submission has been posted with the bid details at <http://go.wayne.edu/bids> beginning **May 05, 2025**.
5. **The contract(s) will commence on November 01, 2025, and will be for approximately a ten-year period ending on June 30, 2035**. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to one five-year period, through **June 30, 2040**.
6. The Contract Period does not coincide with the University's fiscal year, which runs from October 01 through September 30 of each year.
7. The University is a member of the Michigan University Self Insurance Corporation (MUSIC). Insurance requirements for Wayne State work are based on the products or services provided. For this project, a Certificate of Liability Insurance is **Required**.
8. 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.
9. Parking on WSU campus lots and structures are \$10.00/access
10. 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 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/>.
11. **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.
12. Proposals are limited to 75 pages, including any tabs, University forms, or other inserts within the Proposal.
13. A question was raised on whether the vendor question deadline was May 26 or May 27 since both dates appear within documentation. The vendor question deadline will be May 27, 2025, at 12:00 noon.
14. Vendors are to provide what they deem the best fit given the University culture as their base proposal. Vendors who wish to provide multiple options may provide any secondary options as Alternate Solutions. Each alternate solution may be listed at the back of the proposal and are limited to an additional 5 pages above and beyond the 75 page limit. Such Alternate solutions should be documented in Vendor Supplied "Exhibit 1, Exceptions /Restricted Services".
15. A Question was asked about the level of participation and level of sales with the Athletic Program at Wayne State. The requestor was encouraged to submit the question in more detail in writing.

16. A question was asked about the Bookstore Advisory Committee regarding who participates from the University, how frequently they meet, etc. The requestor was encouraged to submit the question in more detail in writing.

A tour of the University Bookstore immediately followed the Pre-proposal meeting and was guided by Barnes & Noble College.

All questions concerning this project must be emailed to: **Kenneth Doherty**, Procurement & Strategic Sourcing at **313-577-3756** Email: **ken-doherty@wayne.edu** by 12:00 p.m., **May 27, 2025**.

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

Thank you

**Kenneth Doherty,**  
**AVP – Procurement & Business Services, Purchasing**  
**313-577-3756**

CC: **Audra Forsberg**, WSU Contracts & Related Services  
**Russell Markman**, Collegiate Retail Consulting Group  
**Attendees.**

*Attendees:*

A Book Company, LLC dba **eCampus.com**, Scott Sherman  
UGS-**University Gear Shop**, Melissa Colf  
**VitalSource**, Leigha Rosenberger  
VitalSource, Jaye Lynn Bergers  
**Follett**, Amber Straatman  
Follett, Mike McEneany  
Follett, Kayla Stozicki  
**Barnes & Noble College**, Donnielle McPhail  
Barnes & Noble College, Neil LeBeau  
**Barnes & Noble College, Lisa Crowe**  
**Barnes & Noble College, Dominic Sams**  
**BibliU**, Sam Holding  
**Textbook Brokers**, James Cowden

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