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| wsu-primary-horz-color-600-10-2017-small**Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing****5700 Cass Avenue, suite 4200****Detroit, Michigan 48202****(313) 577-3734** **FAX (313) 577-3747** |

**December 18, 2023**

**Addendum #1 To**

**Request for Proposal**

**RFP - Office of the Bursar Student Refunds Outsourcing
datedDecember 7, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Wayne State University Office of the Bursar Student Refunds Outsourcing** was held on **December 18, 2023 at 11:00 am Valerie Kreher** 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. **Patrick Beirne**  in the **Office of the Bursar**, 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 an **Optional 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. Currently we only disburse via ACH and Check. However, other solutions would be considered if demonstrated to be of value to students and the University.
3. For mechanism of providing information to suppliers, at a minimum, we will have some form of data transfer. If Vendor proposes interfacing with our ERP, we would like that information.
4. We want the most efficient solution.
5. One of our goals is to reduce the number of checks in lieu of other payment solutions that would allow a reduction of the number of checks.
6. Wayne State’s ERP is Ellucian Banner.
7. The University needs a record showing a payment was made.
8. Checks will be drawn on Wayne State’s account, which is Huntington Bank.
9. Does Title IV allow for payments besides Check and ACH? Title IV actually does not specify how finds are disbursed, just the timing for such disbursements.
10. Vendors should specify whether postage is provided as advance funds or is part of vendor’s subsequent invoicing.
11. Vendor’s service plan should provide the Vendor’s vision of the entire process.
12. The University does have interest in using any fraud protection that can be offered by the vendor. The University does use Positive Pay for its disbursements account.
13. Checks are distributed to the Student’s mailing address. When the check is international, we suspend the payment to see if the Student has a local mailing address. No ACH payments are made to non-US banks.
14. If a Vendor has multiple solution options, please feel free to include both options separately and/or parcel out the options , so the University can make an informed decision on the best course of action as well as desired offerings
15. Average dollar amount of student refunds is approximately $2100.  School of Medicine students are often as high as $10k.  for main campus, the average is in the $2k - $3k range, but can be as high as $6k.
16. Small refunds (below $1.00) are not issued.
17. In 2022, we issued approximately 9800 checks, which was about 1/3 of our disbursement total.  The remaining approximate 20,000 were issued via ACH.
18. Is WSU’s definition of eCommunity a live on-line chat feature. The eCommunity is actually an opportunity to for us to learn best practices in an open forum format, but is not directly related to this process.
19. The Deadline for project related questions is **January 3, 2024*,*** **12:00 noon**.
20. **Bids are due by electronic submission on** no later than 2:00 p.m., **January 12, 2024.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **December 7, 2023**.
21. ***The contract(s) will be for a three-year period ending on* April 30, 2029*.*** *Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through* **April 30, 2029*.*** *VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C****.***
22. 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 **Not Required unless work is performed on campus**
23. 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.
24. Parking on WSU campus lots and structures are $9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
25. 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/
26. 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: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **January 3, 2024.**

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

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

CC: **Patrick Beirne/Bethany Gielczyk**, Attendees list.

*Attachments:*