



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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July 11, 2023

**Addendum #1 To
Request for Proposal
RFP Comprehensive Fundraising Training dated June 16, 2023**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Comprehensive Fundraising Training** was held on **June 29, 2023 at 11:00 am**. **Kimberly Tomaszewski** 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. Peter Caborn, of the Division of **Development and Alumni Affairs**, 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. The Deadline for project related questions is **July 6, 2023, 12:00 noon**.
3. **Bids are due by electronic submission** on no later than 2:00 p.m., **July 14, 2023**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **June 16, 2023**.
4. **The contract(s) will be for a three-year period ending on August 31, 2026. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through August 31, 2028. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.**
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.
10. We are looking to announce the selected vendor by August 21, 2023. Not September 1, 2023. Also, the project commencement date is September 1, 2023 not August 21, 2023.
11. 25 pages are all inclusive of the schedules and exhibits.
12. We are in the 2nd year of the quiet phase of the university's third comprehensive fundraising campaign, with a tentative plan to publicly announce in Fall of 2026
13. We are looking to increase the skill level, discipline, and rigor of our frontline fundraising team members (major gifts; leadership annual gifts; planned giving). Understanding the donor life cycle in a consistent manner; moving from transactional to relational, with a focus on developing fundraising strategies informed by donor capacity and gift impact; strengthening the discipline of prospect qualification; making the right ask at the right time.
14. Include a combination of monthly workshops, individual coaching sessions, direct conversations with management
15. Include all 14 directors, and 21 senior gift officers and 9 individual gift officers to be in the training sessions, 5-10 senior management would participate in these sessions or audit them.
16. Fiscal year runs October 1 thru September 30 of each year

17. Philosophy is moving forward from a transactional viewpoint to a strategic viewpoint to push our annual fundraising production to at least \$100M year over year
18. We want to elevate our expectations around gift officer metrics, with specific attention to face-to-face visits, solicitations made and secured, and number of blended gifts secured for the gift officers
19. We are welcoming a new President to the University. She will start August 1, 2023

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: **Rfpteam1@wayne.edu** by 12:00 p.m., **July 6, 2023**.

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

Thank you

Kimberly Tomaszewski,
Senior Buyer, Purchasing
313-577-3757

CC: **David Ripple**, Attendees list.

Attachments: