



Procurement & Strategic Sourcing
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Division of Finance and Business Affairs

June 30, 2025

**Addendum #1
Request for Proposal
RFP Employee Recognition 2025 dated June 18, 2025**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Employee Recognition 2025** was held on **June 24, 2025, at 11:00 a.m.** **Brandy Gaines** 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. **Pearlann Pollard** of the **Human Resources** 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 Procurement Website 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. A copy of the Prebid Attendance sheet will be posted to the website.
3. The Deadline for project related questions is **June 30, 2025, 12:00 noon**.
4. **Bids are due by electronic submission on no later than 2:00 p.m., July 07, 2025**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **June 18, 2025**.
5. **The contract(s) will be for a three-year period ending on August 01, 2028**. 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 01, 2029**. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.
6. 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**.
7. 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.
8. 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.
9. 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/>
10. **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.

Questions from Vendors

Question: Do you have examples of what has been done in the past?

Response: **We previously had a catalog of items. We want you to include personalized WSU branded items, in addition to other gifts you may offer.**

Question: What type of experiences are you looking for?

Response: We want vacations, dining, hot air balloon rides, wine tastings, etc.

Question: Should the annual number of Milestone Awards be at/close to 530 employees annually?

Response: Yes, between 450 – 550.

Question: Do you have a budget for each Milestone award + retirement awards?

Response: Yes, it was previously budgeted by milestone years. The awards are in 5-year increments. However, given the level of employee satisfaction with the awards, we want to raise the level of quality in the awards offered. We want the vendor's expertise in the awards provided to your customers in the past.

Question: How many value awards per year and budget?

Response: Approximately six (6) value awards per year in different categories. The budget will vary.

Question: Can you share the prior budgets that team members stated they were unsatisfied with?

Response: We can't quantify it. It is based on feedback from employees and retirees.

Question: What is the future state on how team will judge success. What are the parameters you will use to judge that?

Response: We want positive feedback from the employees. We want employees to be excited about their gifts and being able to browse catalog easily. We also want responsiveness to Human Resources inquiries within 24 hours.

Question: Do you have a survey for employee satisfaction/feedback or is it a continuous feedback loop?

Response: Yes, we have a loop.

Question: What was the redemption rate?

Response: It was previously about 78%. We want the rate to be 95-100%.

All questions concerning this project must be emailed to: **Brandy Gaines**, Procurement & Strategic Sourcing at **313-577-3712** Email: **Rfpteam1@wayne.edu** by 12:00 p.m., **June 30, 2025**.

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

Thank you.

Brandy Gaines,
Senior Buyer, Procurement
313-577-3712

CC: Pearlanne Pollard, Attendees list.