Addendum #1 To
Request for Proposal
RFP Project Management Information System Consultant
dated March 24, 2022

Minutes of the Pre-bid Conference

This Addendum must be acknowledged on Schedule D

The pre-bid conference for the Project Management Information System Consultant was held on April 5, 2022 at 11:00 am. Kimberly Tomaszewski reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. Fran Ahern of the Design & Construction Services, discussed the expectations and scope of work.

The pre-bid 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-bid meeting. Some of the issues were as follows:

1. This RFP included an Optional pre-bid meeting. In cases where the pre-bid 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 April 8, 2022, 12:00 noon.
3. Bids are due by electronic submission on no later than 4:00 p.m., April 15, 2022. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning March 24, 2022.
4. For this project, a Certificate of Liability Insurance is Required.
5. 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.
6. The RFP for the PMIS vendor should be out for bid by fall of 2022 with selection of a vendor by the end of 2022, implementation including interface with the financial software, dashboards and reports to be Substantial completion no later than May 2024.
7. References and Financial information are only to be submitted upon request.
8. This computer system will likely integrate with Banner and possibly TMA.
9. The consultant will be instrumental in writing specifications, in reviewing proposals for the system, assist in implementation and developing reports and dashboards.
10. Employee time may or may not be tracked within this system. Financial integration is important. Schedule coordination is important. Experience implementing PMIS with financial integration will be important.
11. Benchmarking is geared towards the systems. Possibly going towards internal benchmarking at some point in the future.
12. The Organization Chart is at: AVP Office (wayne.edu)
13. The sample Strategic Source Agreement is at the end of the RFP.
14. A cross section of units at the University will be asked to help evaluate the RFP responses for the PMIS system and the actual software systems we consider.
15. Please send your email address to Kim directly if you did not get an email from her. This will help you get the updates as the University sends them out.
16. 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.
17. 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/

18. IMPORTANT - Minutes for the Prebid 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: Kimberly Tomaszewski, Procurement & Strategic Sourcing at 313-577-3757 Email: katt@wayne.edu (copy to Valerie Kreher, Email: rfpteam2@wayne.edu) by 12:00 p.m., April 8, 2022.

Do not contact the Design & Construction Services, 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: Fran Ahern, Valerie Kreher, Attendees list.
Attachments: