



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

September 22, 2022

**Addendum #1 To
Request for Proposal
RFP U.S. Study Abroad Travel Insurance, Repatriation and Medical
Evacuation for Faculty, Staff and Students dated September 6, 2022**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **U.S. Study Abroad Travel Insurance, Repatriation and Medical Evacuation for Faculty, Staff and Students** was held on **September 13, 2022 at 2:00 pm** 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. Kelli Dixon of the **Study Abroad and Global Programs**, 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 **September 15, 2022, 12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **September 23, 2022**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **September 6, 2022**.
4. ***The contract(s) will be for a three-year period ending on December 31, 2025. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through December 31, 2027. 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.

Other:

1. Secret work is: Travel
2. See Appendix 3 for the desired benefits. Please include any additional, in red font.
3. Please detail any excluded coverages and call out the detailed processes for exercising a function.
4. Electronic version of brochure for covered individuals.
5. Need daily and monthly rates.
6. Must detail and price for Covid coverage; for example, member can't return to the United States.
7. Owner to pay premiums.

8. 3 Year contract to be awarded with the option of two 12 - month extensions through 2027.
9. Please detail your coverage for isolation if quarantining and mental health coverages.
10. Can a student/faculty elect to join program or are they required to join the Program? The majority will be joining the Program.
11. University will provide who the University is currently working with, # of enrollment, places to be travelled to and etc.
12. Appendix II Set Up Form, not to be included in Proposal 25 pages.
13. How often are premiums paid – monthly, an audit...? University starts payment processes within 15 – 30 days after enrolling of patrons. Electron process/ACH is a faster process. ACH enrollment is encouraged.
14. The written premiums for the past years are as follows:
 - 2014 - \$7,019.65
 - 2015 - \$8,627.08
 - 2016 - \$9,015.35
 - 2017 - \$9,044.94

Attendees, voluntary pre-bid: Gallagher, Insurance for Students, Geo Blue, IG

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: **Rfpteam1@wayne.edu** (copy to **Robert Kuhn**, Email: **Rfpteam3@wayne.edu**) by 12:00 p.m., **September 15, 2022**.

Please Note: the bid due date has been extended. The new due date is September 30, 2022 at 4:00 pm. Late bids will not be accepted.

Do not contact the Study Abroad and Global Programs, 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: **Kelli Dixon, Robert Kuhn**, Attendees list.

Attachments: