Addendum #1 To
Request for Proposal
RFP Treasury Banking Services 2022 dated May 12, 2022

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the Treasury Banking Services 2022 was held on May 19, 2022 at 10:00 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. Marianne Cunningham of the Treasury, 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 June 3, 2022, 12:00 noon.
3. Bids are due by electronic submission on no later than 2:00 p.m., June 10, 2022. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning May 12, 2022.
4. The contract(s) will be for a three-year period ending on September 1, 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 September 1, 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.

Additional information reviewed:

1. Commencement will be changed from Sept. 1, 2022 until after the University’s Year End Process of September 30, 2022.
2. The tentative Finalist Presentations will be by invitation and will include 1 weeks’ notice and will be a virtual meeting.
3. There is a 25-page limit for Proposals; however, that does not include the Excel Schedules or Service Provider Contract.
4. An additional link will be added to the University’s webpage for Exhibit 1 and any Vendor Contracts.
5. The Questions Due Date has been changed to May 27, 2022 with University responses to be released by June 1, 2022.

6. Please don’t forget to submit Schedule E – Detailed Questionnaire in Excel format.

7. Merchant Services is not part of this RFP.

8. Merchant Services, (See top of page 9 of Scope of Work) is not included in this RFP opportunity. The following bullets points are to be disregarded:
   • On-line virtual terminal for credit card charges
   • Ability to charge credit cards for international currency
   • Software to update expiring credit cards (for recurring charges)
   • Portable devices to charge credit charges at events, such as square or clover

9. Color scheme in the documents has no relevance to the RFP.

10. ECR but no averages given – under bank balances, page 8 please see $105 million average.

11. ECR preference is based on an index. During the Pandemic the University stayed on an index.

12. Lockboxes: WSU uses 2, located at the bank, both are used for donations, strictly checks but WSU has a Vault Service for cash. Some infrequent cash back envelopes do go the lock boxes.

13. Coupons for the lock box are not scanned with MICR code.

14. Wayne State University utilizes Total Armored Services for Armored Courier Services. While they are not under an office contract, they have provided these services for several years. Will check to see if they are under contract.

15. Account Analysis is on a monthly schedule.

16. See RFP for format for Proposals; however, Schedule E should be submitted on its own in Excel format.

17. If an audit of Vendor’s books is required then a notification and request will be made to Vendor; however, this has rarely been requested.

18. Does the University currently have on campus ATM locations? WSU will provide, possibly in the Student services bldg.

19. Vendor Application Link/Document and ACH Agreement – Vendor can leave the ACH Section blank.

20. Question 40 and 41 of Schedule E – customer references are to be included “up front”.

21. Schedule E questions that are to be submitted in Excel and are not included in the 25-page limitation.

22. For Schedule E, please do not delete or add lines to the Excel Spreadsheets. Vendor may change the size of individual cells to accommodate text wrapping; but lines numbers must not change.

23. There is no listserv for this RFP. If you weren’t given a formal invitation, please email so we can add your company to the Distribution List.

All questions concerning this project must be emailed to: Kimberly Tomaszewski, Procurement & Strategic Sourcing at 313-577-3757 Email: Katt@wayne.edu (copy to Robert Kuhn, Email: Ac6243@wayne.edu) by 12:00 p.m., June 3, 2022.

Do not contact the Treasury, 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: Marianne Cunningham, Robert Kuhn, Attendees list.

Attachments: