



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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August 3, 2023

**Addendum #1 To  
Request for Proposal  
RFP Video Production for the Athletics Department dated July 27, 2023**

**Minutes of the Pre-Proposal Conference**

**This Addendum must be acknowledged on Schedule D.**

The pre-proposal conference for the **Video Production for the Athletics Department** was held on **August 3, 2023 at 11:00 a. m.** **Robert Kuhn** 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. **Erika Wallace** of the **Athletics Department**, 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 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. The Deadline for project related questions is **August 7, 2023, 12:00 p. m., noon (local time)**.
3. **Bids are due by electronic submission** on no later than 12:00p.m., **August 10, 2023**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **July 27, 2023**.
4. **The contract(s) will be for a two-year period ending on September 30, 2025.**
5. The agreement will cover basketball and football plus a few other games as agreed upon by the department and the service provider.
6. Vendors indicated that everyone was familiar with FloSports.
7. Vendors should include a complete crew list, and the experience of each person and include the number of hours they will arrive before the start of the game.
8. There is a link in the PowerPoint for the game schedule.
9. Vendors should include a sample video in your response so Athletics can view the quality of the video.
10. Post game packages to post on social media should be addressed in your response.
11. Official on field review will only be for Basketball not Football.
12. For the highlights the voiceovers will be the broadcasters and the script will be the responsibility of the selected vendor
13. Normal payment schedule is net 30 after each invoice. A blanket order will be issued, and the vendor will invoice after each game.
14. We do not have any technologies available in house, the selected vendor will provide.
15. Radio feed will serve as the audio.
16. A **site visit** will be scheduled for **August 4, 2023**, at 5101 John C Lodge Service Drive at 1:00 pm. Park in lot 40 and meet at the front doors.
17. Jeff Weiss's Cell phone number is 419-367-1627; office number is 313-577-7542. You may call when you are close to get directions to the parking lot. Questions that are addressed must be sent to Bob Kuhn for inclusion in an addendum. This is to ensure everyone is bidding on the same package.
18. Other than calling to get parking instructions and to meet for the site visit, contacting Athletics is not allowed.
19. 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**
20. 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.

21. 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.
22. 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/>
23. 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**. Acknowledgements are on the second page of Schedule D right above the signature lines.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712**  
Email: **RFPteam3@wayne.edu** by 12:00 p.m. (Noon, local time), **August 7, 2023**.

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

Thank you,

Robert Kuhn,  
Sr. Buyer, Purchasing  
313-577-3712

CC: Erika Wallace, Sausha Kellogg, Jeffrey Weiss, Valerie Kreher.

*Attachments:*