



Procurement & Strategic Sourcing
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Division of Finance and Business Operations

July 17, 2025

**Addendum #1
Request for Proposal
RFP Video Production for the Athletics Department
Dated July 2, 2025**

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 **July 10, 2025, at 2:00 p.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. **Erika Wallace** of the **Athletics** 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 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. A copy of the Prebid Attendance sheet will be posted to the website.
3. The Deadline for project related questions is **July 17, 2025, 12:00 noon**.
4. **Bids are due by electronic submission** no later than 2:00 p.m., **July 23, 2025**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **July 02, 2025**.
5. **The contract(s) will be for a three-year period ending on September 30, 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 **September 30, 2030**. 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. Vendors must build parking into their lump sum bid. There is no parking allowed in 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 for ensuring 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.

The following questions were received after the Pre-proposal meeting:

Question: The RFP lists the minimum specs required for FloSports but also mentions increased production abilities. If a vendor has the ability to offer both baseline and higher "tiers" of production quality, is it okay to include multiple sets of pricing/proposals?

Response: **Absolutely.**

Question: How does the Official Replay system work at WSU? Do you utilize a provider like DVSport? Do we need to provide SDI connections from each of our cameras to WSU's replay equipment -- or does an Official jump on headset with us to view a replay if needed?

A. If we connect SDI video to a DVSport-like system at WSU, where at the venues is the connection needed?

B. If the Officials watch a monitor and talk to us on headset, where does this physically take place for basketball and football?

Response: We have not used student camera operators in the past.

Question: In the past and/or moving forward, what is the experience level of the camera operators? Student-level camera operators are more affordable while professional-level camera operators provide a predictable and quality broadcast. We're looking for expectations here and not a firm answer.

Response: We have not used student camera operators in the past.

Question: What make/model of scoreboards do you use for Football and Basketball (and other sports if you have them available)?

Response: We have Daktronics equipment.

Question: Can you explain the portion of the RFP that mentions sending audio to the Warrior Network? How does the Warrior Network expect to receive audio and/or what has the process been in the past?

Response: The Warrior Network will be managed through a laptop by one of the broadcasters. This is a new system for us this year as we are no longer on the radio. We are looking for feedback from the stream company on how best to make this happen.

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

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Brandy Gaines, Senior Buyer**, email: **rfpteam1@wayne.edu**.

Thank you

Brandy Gaines,
Sr. Buyer