|  |  |  |
| --- | --- | --- |
| wsu-primary-horz-color-600-10-2017-small  **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**March 9, 2023**

**Addendum #1 To**

**Request for Proposal**

**RFP Website accessibility and SEO evaluation tool datedMarch 2, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Website accessibility and SEO evaluation tool** was held on **March 9, 2023 at 9:00 am** **Valerie Kreher** 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. **Office of the President** of the **Marketing and Communicators**, 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 **March 14, 2023*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **March 24, 2023.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **March 2, 2023**.
4. ***The contract(s) will be for a three-year period ending on* September 30, 2027*.*** *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, 2029*.*** *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. Data Migration services are required for this RFP.
8. Data Migration and multiple user role are part of the requirements. Multiple users for multiple sites with site leaders is part of the required structure.
9. The University is trying to keep below 30,000 or below pages. 35,000 pages is called out in the RFP; however, vendor is to define the impact of any additional pages for sites above and beyond the 35,000 pages.
10. Audit findings and accessibility shortfalls are to be coordinated with the Project Manager, including timing of fixes.
11. Multiple user roles and permissions required; where they can see the sites they manage, etc.
12. Seeking Data Migration, including user ability to add in all of sites, adding users in a seamless way.
13. The mobile access is “out of date” vendor should focus on the web browser.
14. Not required is the WSU Wage Rate as this is not a construction related project.
15. The University will accept pricing for various tiers for automated and manual auditing of website accessibility and SEO.
16. Critical Interactive features required to be defined by university for the web portal. Nothing is required on the backend that students need to log into. Filling out of forms by students is not required. Vendors directed to view Wayne.edu and this is what the Dept. is seeking.
17. Number of media files on the website was requested to be clarified by the University.
18. The website has been created with in house built CMS
19. Service is currently being provided by others but the contract is ending.
20. Off shore work is acceptable as long as your company can meet the requirements and that your company is available for any in person meetings that may be required.
21. 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.
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.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **March 14, 2023.**

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

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

CC: **Office of the President**, Attendees list.

*Attachments:*