Division of Finance and Business Operations

Procurement & Strategic Sourcing
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January 10, 2017

Minutes of the Pre-bid Conference

RFP Learning Management System dated December 22, 2016

The pre-bid conference for the Learning Management System was held on January 5, 2017 at 10:00 am Kimberly Tomaszewski reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. Rob Thompson of the Computing & Information Technology, discussed the expectations and scope of work.

The pre-bid conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html.

Numerous simple questions and answers were addressed at the pre-bid meeting. Some of the issues were as follows:

1. The Proposal page limit has been increased. Proposals are limited to Fifty (50) pages total, one sided, and eleven (11) point font. This does not include you contract.
2. Please include a list of links, if you include them, in Exhibit One.
3. Schedule C has been updated and included with this addendum. Should additional lines be required, please add them to the bottom of Schedule C and change the font color. Please also make a note of the additions/changes in Exhibit One.
4. Please use a count of 27,000 students for pricing.
5. The University is looking to migrate approximately 21,000 (7,000/year over 3 years) course shells and content from Black Board 9.1 Q4 2015 to the new platform. Please identify a migration strategy in your proposal to the University. The University, the platform partner and the faculty will be involved in the migration. Approximately 50% of the course shells have some content.
6. The University expects there to be a three-year retention where courses remain active, and then courses are archived but restorable after that period.
7. LMS analytics are not expected to pull information from other University systems, but should include robust analytics within the LMS platform.
8. There is flexibility for authentication and single sign-on. The complete list is as follows:
   a. LDAP
   b. Active Directory
   c. SAML
   d. Shibboleth
   e. Kerberos
   f. CAS
9. Closed Captioning with media files in not a hard requirement; however, if your Learning Management System supports this, please provide information on the feature.
10. Additional pricing detail can be included for Internet 2 as well as the I2 contract and/ or Master Agreement.
11. The University currently uses Banner Student 8.10.2.1 but expects to move to Banner XE within the next year.
12. The current Black Board agreement expires September 30, 2017 and may or may not be extended, depending on what the University receives in the proposals.
13. The Evaluation Team will also include Students, Faculty and Staff.
14. Only those vendors that attended the mandatory pre-bid meeting, either in person or via conference call, will be allowed to participate in this RFP Opportunity.
15. The Deadline for project related questions is January 10, 2017, 12:00 noon.
16. Bids are due January 19, 2017 at 4:00 pm, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4th Floor – Suite 4200, Detroit, MI 48202.
17. We will require an original plus one copy (2 total) of your proposal. In addition, an electronic version is required, which should be submitted to our secure mailbox at rfp@wayne.edu
18. 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.

19. Parking on WSU campus lots and structures are $7.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.

20. 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/

All questions concerning this project must be emailed to: Kimberly Tomaszewski, Procurement & Strategic Sourcing at 313-577-3757 Email: ac9934@wayne.edu (copy to Kenneth Doherty, Email: ken-doherty@wayne.edu) by 12:00 p.m., January 10, 2017.

Do not contact the Computing & Information Technology, 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: Rob Thompson, Kenneth Doherty, Attendees list.