|  |  |  |
| --- | --- | --- |
| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing** **5700 Cass Avenue, suite 4200****Detroit, Michigan 48202****(313) 577-3734** **FAX (313) 577-3747** |

**June 11, 2014**

**Minutes of the Pre-bid Conference**

**RFP MS-SQL Server Migration datedJune 4, 2014**

The pre-bid conference for the **MS-SQL Server Migration** was held on **June 11, 2014 at 10:00 am** **Robin Watkins** 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. **Ruth Waite** and **Charito Hulleza** of the **Center for Urban Studies**, 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.purchasing.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 Deadline for project related questions is **June 13, 2014*,*** **12:00 noon**.
2. **Bids are due June 20, 2014 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.
3. 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**
4. 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.
5. We have one server from which data will be migrated. There has been no previous migration attempted.
6. We would like upgrade to the most current version of software.
7. We have several applications on server: Web Reporting, Access and Data Collection.
8. Currently, we have no back-up system running which may be due to lack of space on C drive. ARC Server was the back-up until it stopped working.
9. We have sixty (60) databases/10 projects running on server with less than 30 users.
10. Vendor selected must signed enclosed Confidentiality and Non-Disclosure Agreement as the information which might be viewed in the course of completing the services should remain strictly confidential.

All questions concerning this project must be emailed to: **Robin Watkins**, Procurement & Strategic Sourcing at **313-577-3739** Email: **ag5343@wayne.edu** (copy to **Paula Reyes**, Email: **bb2709@wayne.edu)** by 12:00 p.m., **June 13, 2014.**

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

Thank you

**Robin Watkins**,

**Buyer**, Purchasing

**313-577-3739**

CC: **Lyke Thompson**, **Paula Reyes***,* Attendees list.