**Addendum # 2 Questions and Responses**

**RFP-Photography Services 2017**

**February 2, 2017**

**Subject:** RFP-Photography Services 2017

February 13, 2017

Good afternoon all,

The follow questions were forwarded to me recently related to the RFP- Photography Services.   Please see responses in red.

1. In the response to the RFP, the info to include are the Exhibits and Schedule A-D? Is that correct?

Your RFP response, should include the Schedules A-D with appropriate signature where requested.  You should submit Exhibit 1(Restricted Services),  if applicable.  For Exhibit 1, you are providing an alternate service, price structure or something we did not specifically request in the RFP.  Exhibit 2 and 3 are the  tell us about who you are and your experience and how you plan to service Wayne State University.

1. Are the individual RFP’s going to posted online? Will my RFP be available to the public?

If you’re referring to your bid response, it will not be posted on-line or to the public.

1. In Schedule C concerning the hourly rate you provide a box for a strict hourly rate. What if I want to propose something different? What if I wanted to propose a flat rate for up to two hours and a decreasing rate after two hours. Where would I put that in the RFP?

If you want to propose a rate structure different from what we asked for, Please label it under  Exhibit 1, Restricted Services.

1. Schedules A, B, C and D are to be filled out and included with the RFP. Is that correct? Is the Standard Service Provider Agreement also to be signed and included with the RFP?

Your bid response must include Schedules A, B,C and D to be considered.

1. As required I am going to provide a link to an online portfolio. However, I would also like to submit some printed material that I have done specifically for Wayne State University. It would be four copies of MEDLEGACY and MEDRESEARCH 2009-2012 I was the principal photographer for these School of Medicine publications. I would also like to include a couple of more recent things I have done for the University Liggett. This material would be submitted in a 9x12 envelope and there wouldn’t be any need to return it.

You may submit  hard copy samples of your work, but make sure they are labeled on the back.  If you require your materials  to be returned, please provide the return envelope with correct postage.

Reminder:  Bid proposal is due on February 22, 2017 by 4:00 p.m.

Thank you.

Robin Watkins

Buyer

Wayne State University