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

**February 15, 2017**

**Addendum 3 To**

**RFP Photography Services dated February 3, 2017**

Questions have been raised during the Pre-Proposal meeting held on **February 9, 2017**for the University's RFP for **Photography Services** for the **Marketing and Communications.** A summary of the questions asked and the University's responses are as follows:

1. Is there any specific order the documents; exhibits or schedules, should be in when putting the notebook together?  I know we will need an index for the notebook but want to verify there is not a specific order.

There is no specific order for the documents to be arranged in your proposal. Over the years I’ve seen most proposals start with the narrative of who they are, their experience and capabilities, and continue with how they will provide service and conclude the required documents.

1. Exhibits A, B & C are for WSU to complete once the bidding is complete.  These exhibits will become part of the standard service agreement.  Right?

Exhibits A,B and C located in the Sample WSU Standard Service Agreement, they will be completed after we have made the award.

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 **Robin Watkins**, **Buyer**, Email; **ag5343@wayne.edu** and to**Leiann Day***,* **Procurement Analysis**, Email; **Bw7424@wayne.edu**. **Copy both Robin Watkins and Leiann Day****on all E-Mail questions.**

Thank you,

**Robin Watkins**

**Buyer**