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| **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 4 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:

Just wanted a clarification on one of the early questions laid out in the minutes.  You answered question 9 regarding insurance stating that you now know that Workers Comp will not be required, so does that mean we don't need to supply a certificate for that in our bid?

Please sign the Certificate of Insurance included in the RFP. We will work with our Risk Management Office to determine the actual insurance coverage required.

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**