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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 9, 2017**

**Minutes of the Pre-bid Conference**

**RFP Photography Services datedFebruary 3, 2017**

The pre-bid conference for the **Photography Services** was held on **February 9, 2017 at 10:00** **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. **Christa Raju** of the **Marketing and Communications**, 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. Only those vendors that attended the **mandatory pre-bid meeting** will be allowed to participate in this RFP Opportunity
2. The Deadline for project related questions is **February 15, 2017*,*** **12:00 noon**.
3. **Bids are due February 22, 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.
4. 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**
5. 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.
6. 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.
7. 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/>
8. Please submit with your proposal the Schedules A-D.

**Questions Recap:**

Q1. Who handles Athletics?

A1. Athletics hires a photographer for sporting events However, Marketing will need sporting events covered for advertisements, brochures etc.

Q2.Can the images captured be used for my portfolio?

A2. Yes, they may be used only for your reference of work but not for other clients. All images belong to WSU.

Q3. Do you distinguish between editorial & advertising?

A3. There is no separation; WSU needs are event based.

Q4. What is the time frame for scheduling?

A4. It will vary. Some clients will call weeks ahead of time and other will give 24 hours notice. We want WSU to be a priority on you schedule but if you already are booked then the client will have to select another vendor.

Q5. Will credentials be provided?

A5. Yes, we will provide a WSU badge.

Q6. Will photographers be given a by-line or photo credit?

A6. No photo credit will be given. WSU owns the copyright to all images

Q7. How did you arrive at 600 hours annually?

A7. Examined the schedule of events and determined hours.

Q8. When scheduled by the client, when does the clock start on assignments?

A8. We expect that you will give yourself time to arrive and set-up for events once you have an understanding of the scope from the client. The clock starts when you deem it reasonable.

Q9. Please explain insurance requirements.

A9. The Schedule B in the RFP is boilerplate language. Once we have narrowed down a group, Risk Management will determine the actual insurance level required. We do know that Workers Comp will not be a requirement.

Q10. Will photographer be responsible for photo-shopping images?

A10. Photographer should photo-shop images minimally. WSU will handle any substantive editing work. No captioning will take place.

Q11. Can we share photos on our personal social media pages?

A11. Photos should be submitted to WSU PR for posting to Social Media.

All questions concerning this project must be emailed to: **Robin Watkins**, Procurement & Strategic Sourcing at **313-577-3739** Email: **ag5343@wayne.edu** (copy to **Leiann Day**, Email: **Bw7424@wayne.edu)** by 12:00 p.m., **February 15, 2017.**

**Do not contact the Marketing and Communications, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

**Robin Watkins**,

**Buyer**, Purchasing

**313-577-3739**

CC: **Christa Raju**, **Leiann Day***,* Attendees list.