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

**March 6, 2014**

**Minutes of the Pre-bid Conference**

**RFP Recruitment Services for the Perinatology Research Branch**

**datedFebruary 24, 2014**

The pre-bid conference for the **Recruitment Services for the Perinatology Research Branch** was held on **March 6, 2014 at 3:00 p.m.** **Kenneth Doherty** 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. **Jennifer Turpin** of the **Perinatology Research Branch** 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**.

**Items covered during meeting were as follows:**

* A select group of recruitment firms were erroneously left off the University invitation. As a result, a second Pre-Bid meeting will be held. When the second meeting is held, if your company attended the first meeting, your attendance will be optional.

* A second release of the RFP and a revised calendar of events is being distributed as soon as possible. All dates are revised and are shown in the 2nd Release.
* Wayne State has been awarded a contract in the amount of $165,000,000 to support the Perinatology Research Branch (PRB)
* Notations of a “completed date” should be disregarded, as this is an RFP for an ongoing service. The contract will end on December 31, to be in line with the NIH contract with the University.
* Deadline for questions will be adjusted with the second release of the RFP.
* The Cost Schedule has been updated. Year 2 and Year 3 fees are anticipated to be at the same rate as year one.
* Prior to the submission of a viable applicant, the awarded company will be required to prescreen the applicant.
* Travel expenses and moving expenses for a potential candidate are to be negotiated by the awarded company under the direction of the PRB.
* If an applicant doesn’t work-out during a 90 day probationary period, the agency is required to take responsibility for termination notice.
* Wayne State is seeking a long term partnership for these services.
* Initial Interviews using Skype may be permitted, when acceptable to the interviewer at the PRB.
* **Vendors are to provide the numbers, statistics, and breakdown of how many individuals they have hired for each of several classifications, including:**

|  |  |
| --- | --- |
| * + **IT**   + **Faculty,** | * + **Specialized, high level research organization,**   + **nursing,**   + **etc.** |

* For any position where the applicant starts out as an employee of the Vendor, the responses should include benefits offered for transition period, until hired by WSU. Please let us know the following:
  + Could signing bonuses offset cost of health insurance?
  + Are 4 month policies available for Medical, dental, and vacation?

Typically after the 90 day probationary period, minimal benefits will be held by the agency.

* Frequency of invoicing is up for negotiation for those situations where an employee starts out as an employee of the Vendor.
* The PRB may be willing to pay for travel and expenses for applicant to come in for interview, depending on the position and applicant.
* Termination of agreement: If the performance of the applicants is unsatisfactory, the PRB and Procurement hold the right to cancel the contract after 3 notices of poor performance.

**Numerous simple questions and answers were addressed at the pre-bid meeting. Some of the issues were as follows:**

**Question**: Is the Agency to help hire, and to act as HR?

Answer: *Yes. However, Wayne State would like the opportunity and flexibility to hire an applicant without penalty. Once the applicant becomes a WSU employee, the agencies services will no longer be required.*

**Question**: What types of positions is the PRB recruiting for? Location?

Answer: *The positions are considered high level, specialized positions, that could include: faculty, non-tenure track positions, that could turn into tenure track positions. Candidates will be required to possess an MD and/or PhD. Candidates from outside the United States will also be considered.*

**Question**: What are the Payroll cycles? Conform to PRB? What is the payroll determination?

Answer: *The* *PRB may be able to provide flexibility in the pay cycles. (meaning we could use the UPG cycle if necessary, not to be included in the minutes) All placed applicants should be on the agencies payroll, then transfer to WSU. The PRB and Procurement to review with AVP of HR to make sure this answer is in alignment with University Policy.*

* The Deadline for project related questions is **March 7, 2014*,*** **12:00 noon**.
* **Bids are due March 14, 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.
* 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**](mailto:rfp@wayne.edu)
* 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.

All questions concerning this project must be emailed to: **Kenneth Doherty**, Procurement & Strategic Sourcing at **313-577-3756** Email: **ac0578@wayne.edu** (copy to **Paula Reyes**, Email: **bb2709@wayne.edu)** by 12:00 p.m., **March 7, 2014.**

**Do not contact the Perinatology Research Branch, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

**Kenneth Doherty**

**Kenneth Doherty, CPSM**

**Assistant Vice President**

Enclosure

Cc: **Paula Reyes, Associate Director of Procurement**

**Jennifer Turpin**, **Alex Jerome,** Attendees list.