



Procurement & Strategic Sourcing
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Division of Finance and Business Operations

November 25, 2024

**Addendum #1 To
Request for Proposal
RFP Financial Planning System dated November 15, 2024**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Financial Planning System** was held on **November 20, 2024, at 11:00 a.m.** **Brandy Gaines** reviewed the administrative requirements of the pre-proposal package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Brelanda Mandija** of the **Budget Office**, discussed the expectations and scope of work.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at <http://go.wayne.edu/bids>.

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

1. This RFP included an **Optional pre-proposal meeting**. In cases where the pre-proposal meeting is mandatory, only those vendors that attended the will be allowed to participate in this RFP Opportunity
2. A copy of the Prebid Attendance sheet will be posted to the website.
3. The Deadline for project related questions is **November 22, 2024, 12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **December 2, 2024**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **November 15, 2024**.
5. **The contract(s) will be for a three-year period ending on January 6, 2028**. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through **January 6, 2030**. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.
6. The University is a member of the Michigan University Self Insurance Corporation (MUSIC). Insurance requirements for Wayne State work are based on the products or services provided. For this project, a Certificate of Liability Insurance is **Required**.
7. 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.
8. Parking on WSU campus lots and structures are \$9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
9. 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/>
10. **IMPORTANT** - Minutes for the Pre-Proposal Meeting are distributed and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

All questions concerning this project must be emailed to: **Brandy Gaines**, Procurement & Strategic Sourcing at Email: hr0795@wayne.edu and copy **Miriam Dixon** at miriam.dixon@wayne.edu by 12:00 p.m., **November 22, 2024**.

Do not contact the Budget Office, or other University Units, directly as this may result in disqualification of your proposal.

Thank you.

Brandy Gaines
Senior Buyer, Purchasing
313-577-3712

CC: **Brelanda Mandija**, Attendees list.

Questions & Answers during the Pre-proposal meeting:

Question: What is the source of the data? Is this any Financial Management System like Quickbooks? oracle or something like that?

Response: Banner is the source of the data.

Question: Is the need to just replace Excel based workflow or the entire Banner system?

Response: Banner will remain. It is the mainframe/data source. We are not looking to replace our current ERP, simply looking for a tool that will integrate with Banner and will help us enhance our financial planning capabilities.

Question: Do you have subscriptions to Power BI kind of Microsoft tools?

Response: We have some access and have been using to build budget to actual reporting/dashboard.

Question: What are the challenges with the current system?

Response: There are many challenges, however at a high-level summary, WSU doesn't currently have a comprehensive tool that helps build, monitor and report budgets at the University and unit level. Each unit maintains separate excel spreadsheets for annual forecasting. Excel is also used for a basic long-term forecast. School of Medicine is also maintaining their operating budgets in a different tool from the rest of the University.

Question: On an average how many reports on a daily, weekly, monthly and annual basis are based on Excel?

Response: There is a large number of reports that provide raw data. They are not user friendly and require a lot of manual updates and intervention to analyze and build forecasts.

Question: What is the timeline for this solution?

Response: We want to begin implementation in January 2025.

Question: Is there a forecasting model?

Response: We have a basic Excel spreadsheet, but nothing sophisticated.

Question: Can the Timeline be shortened?

Response: This is a rough estimate. It was based on the staffing and budget.

Question: Does WSU have a question-and-answer team in place?

Response: We will have IT interaction, and they will be involved in the implementation.

Question: Do we have an application architect?

Response: TBD based on need.

Question: Can we add optional lines to the cost schedule?

Response: Yes. What it is and what it will cost. Revised Cost Schedule attached.

Question: Is there API or any data transfer mechanism already available on Banner that the new system can integrate with?

Response: Yes, we have APIs and direct database connections as well.

Question: Will there be an extension to the proposal submission date due?

Response: No.

Question: Can implementation be done remotely?

Response: In person and possibly incorporating a hybrid schedule is preferred. Both onsite and remote cost should be outlined in your proposal.