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|  **wsu-primary-horz-color-600-10-2017-small****Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing** **5700 Cass Avenue, Suite 4200****Detroit, Michigan 48202****(313) 577-3734**  |

**September 25, 2024**

**Addendum No**. 1

**RFP Temporary Research Personnel 2024**

**dated September 20, 2024**

**This Addendum must be acknowledged on Schedule D.**

Questions have been raised regarding the University's RFP for **Temporary Research Personnel 2024** for the **Division of Research and Innovation.** A summary of the questions asked, and the University's responses are as follows:

**Question:**

Is this a new contract or renewal of an existing contract?

**Answer:**

This is a new service we are trying to determine the cost for and if it will work for us.

**Question:**

If there is an existing contract, could you please share the names of the current vendors and their pricing?

**Answer:**

This is a new service- no previous information is available.

**Question:**

What is the estimated budget for this contract?

**Answer:**

Since this is brand new to us, we are unsure of the amount of spend we may have. It could be insignificant or significant. Initial conversations indicate that $500,000 may be needed?

**Question:**

Is it mandatory to subcontract?

**Answer:**

Not sure of the meaning of this question. We are asking for the price per hour of specialized temporary employees.

**Question:**

Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

**Answer:**

The normal hours of operation for the University is 7.5 hours; 8:30 – 5:00 pm

**Question:**

How many vendors would be awarded?

**Answer:**

The University is unsure of the exact number of vendors. Since we don’t know the number of temporary employees, we are not sure how of the optimal number of vendors to establish a relationship.

**Question:**

Is there any preference for the local vendor?

**Answer:**

Most work will need to be done on campus here in Detroit.

**Question:**

What are the overtime terms and orientation process if required for any role?

**Answer:**

Overtime will not likely be required, however, if it does become necessary it will be addressed at that time.

**Question:**

Please share the type of background check and drug test required.

**Answer:**

It will be likely that a standard background check will be required but not a drug test.

**Question:**

Will there be a kick-off meeting once the contract is awarded?

**Answer:**

If there are outstanding questions as to the nature of the contract or work, we can schedule a meeting, however, we don’t believe this will be overly detailed

**Question:**

Do we need business registration in MI to bid on this?

**Answer:**

You need to be able to do business in the State of Michigan, however, the University does purchase products and services outside of the State on occasion.

**Question:**

Are financial audited reports a part of Evaluation Criteria?

**Answer:**

This could be a part of the evaluation process.

**Question:**

Do we need to bid on all the given positions?

**Answer:**

No, it is not required, however, the more positions you are able to provide, the better our evaluation of your company will be.

**Question:**

Please advise in detail, what we need to provide in Lost Accounts and Legal Actions

**Answer:**

A lost account is when you and a customer are in a business relationship and a disagreement occurs and both parties agree to walk away from the relationship. If you have any pending or past legal actions or judgements against you, we would like to know about them.

**Question:**

Can you define Restrictive Services?

**Answer:**

A restricted service is anything that is different from what we ask for. It may be an improvement upon our specifications or it may be something that is another approach, but it is different than what we ask for.

**Question:**

Can we submit rates for specific classifications?  In other words, not all classifications?

**Answer:**

Your response should be tailored to what your company can offer, however, the university will make the best choice for our team among the responses**.**

**Question:**

Are the classifications within the RFP currently working in a (clinical) research environment within Wayne State University?

**Answer:**

Yes, we have current employees in the classifications.

**Question:**

Are we able to review the job descriptions for different classifications?

**Answer:**

The awarded vendor will be able to review job descriptions but the education level in the cost schedule should be enough to quote a price per hour for these temporary employees.

The Deadline for project related questions is **October 1, 2024*,*** **12:00 noon**.

**Bids are due by electronic submission on** **October 8, 2024 no later than 2:00 p.m.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **September 20, 2024**.

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 **Valerie Kreher**, **Senior Buyer**, Email; **rfpteam2@wayne.edu.**

Thank you,

**Valerie Kreher**

**Senior Buyer**

*Attachments:*