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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 30, 2024**

**Addendum No**. **3**

**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:**

What are your uniform and/or personal protective equipment requirements?

**Answer:**

Anything specialized will be communicated to the appropriate people at the time of service, otherwise standard office/research dress code applies.

**Question:**

What are the permanent pay rates for each of the associated skillsets?  Please provide permanent shift differentials as well.

**Answer:**

As listed in addendum 2-The University is looking for your price per hour for a temporary employee, not the price you think we might pay. These employees will only be able to work a maximum of 1,000 hours before they have to be either a permanent employee or the department has to decide they do not need an employee.

**Question:**

What is the current timekeeping for contingent labor and FTEs?

**Answer:**

All employees fill out a time sheet at the end of the two week time period.

**Question:**

What challenges is the university facing today as it relates to their contingent labor? What aspects of your current program are working and which aspects would you like to improve on?

**Answer:**

As listed in addendum 1, this is a new service so we don’t have any information to answer this question.

**Question:**

Is the required pre-employment screening (drug, background, etc.) billable?

**Answer:**

Any fees for pre-employment screening (drug, background, etc ) should be included in the fees your company is charging per hour.

**Question:**

What are your pre-employment/post-offer medical exam requirements? Please indicate which positions and the type of medical testing required per position.

**Answer:**

This would only apply if/when the University hires someone full time. Not to temporary employees.

**Question:**

Are there any diversity spend requirements that need to be met? If so, please provide further clarification on these requirements.

**Answer:**

Any diversity spend your company has should be reported as this is a value that Wayne State holds. We report this up to the Board of Governors.

**Question:**

What type of reporting are you currently receiving?

**Answer:**

As listed in addendum 1, this is a new service so we don’t have any information to answer this question.

**Question:**

Will agencies be providing contractors to perform work on-site, remote or both? If remote, please elaborate on the responsibility of agencies

**Answer:**

Almost all positions will be onsite.

**Question:**

Are ranges for bill rates acceptable for this RFP?

**Answer:**

We need to understand how much a temporary employee will cost so that we can make good business decisions. If we don’t understand the cost, it is not likely that your company would be a chosen vendor or that we would hire more instead of less temporary employees.

**Question:**

How are you measuring your current staffing vendors in the Quarterly Business Reviews?

**Answer:**

As listed in addendum 1, this is a new service so we don’t have any information to answer this question.

**Question:**

How will the program be rolled out to using managers/groups?

**Answer:**

Since this is a new services, that is unknown at this time.

**Question:**

Will hiring managers be mandated to use the awarded vendors services for all contract needs?

**Answer:**

Hiring managers will be encouraged to use the awarded vendor, however, since our needs vary widely, we are unable to guarantee that the awarded vendor will be used in all cases. Also, since we have never used this type of service before, we are unable to guarantee that we will use any or very much of this service.

**Question:**

Can you please share last year's spending on this contract?

**Answer:**

As listed in addendum 1, this is a new service so we don’t have any information to answer this question.

**Question:**

What Is the Budget of the RFP?

**Answer:**

As listed in addendum 1 - 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:**

Do we need to provide an actual copy of insurance at the time of proposal submission or at the time of award notifications?

**Answer:**

A Certificate of Insurance will be required before any work is done on campus. Schedule B is where you can indicate that your company is able to meet our requirements.

**Question:**

How many incumbents are providing services under this contract? Please share their name and pricing.

**Answer:**

As listed in addendum 1 - Since this is brand new to us we do not have any incumbents.

**Question:**

Does the page limit of 25 of the RFP include all the forms and pricing in it?

**Answer:**

Yes, your entire response should be 25 pages or less including our forms and pricing.

**Question:**

How many resources are active on this contract? Are there any opportunities to transition these resources? Please suggest.

**Answer:**

As listed in addendum 1 - Since this is brand new to us we do not have any incumbents.

**Question:**

Is there any local preference set for this RFP?

**Answer:**

As listed in addendum 1 - Most work will need to be done on campus here in Detroit.

**Question:**

Please share the Holidays Information of the County.

**Answer:**

The University has the following schedule for 2024:

**New Year's Day**

* Observance Date:  Monday, January 1, 2024

**Martin Luther King, Jr. Day**

* Observance Date: Monday, January 15, 2024

**Memorial Day**

* Observance Date:  Monday, May 27, 2024

**Juneteenth National Independence Day**

* Observance Date: Wednesday, June 19, 2024

**Independence Day**

* Observance Date: Thursday, July 4, 2024

**Labor Day**

* Observance Date: Monday, September 2, 2024

**Federal Election Day**

* Observance Date: Tuesday, November 5, 2024

**Thanksgiving Day**

* Observance Date: Thursday, November 28, 2024

**Day After Thanksgiving**

* Observance Date:  Friday, November 29, 2024

**Christmas Day**

* Observance Date:  Wednesday, December 25, 2024

**Winter Break**

* Actual Dates: Thursday, December 26, 2024 - Tuesday, December 31, 2024

**New Year's Day**

* Observance Date:  Wednesday, January 1, 2025

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:*