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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**  |

**October 1, 2024**

**Addendum No**. **4**

**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:**

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

**Answer:**

As stated in Addendum 1 - This is a new service we are trying to determine the cost for and if it will work for us. As such, we don’t have “last year’s spending”

**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:**

As stated in addendum 3- 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 stated in Addendum 1 - This is a new service we are trying to determine the cost for and if it will work for us. As such, we don’t have “incumbents”.

**Question:**

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

**Answer:**

As stated in addendum 3 - 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:**

This is answered in addendum 3

**Question:**

We provide weekly pay for our temporary employees, as is customary in the staffing industry. Do weekly timecards present a problem?  Are you willing to use the timekeeping system that we provide?

**Answer:**

The University will pay the vendor issued invoices on a net 30 basis. The awarded vendor will pay the employees as is normal for your company.

**Question:**

For any/all of the Vendor's employees will the University provide a parking pass, or will it be at the expense of the vendor?

**Answer:**

Parking on WSU campus lots and structures are $9.00/access. Vendor must build parking into their bid. There is no parking allowed on the malls.

**Question:**

What percentage of the contractors will be working full time vs part time?

**Answer:**

Since this is a new service to us, that is unknown at this time.

**Question:**

Will there be any travel to various work sites or medical facilities or private homes?

**Answer:**

As stated in addendum1 **-** Most work will need to be done on campus here in Detroit.

**Question:**

Will you accept previous Wayne State University employees?

**Answer:**

Previous employees are not barred from this work, however, it is not guaranteed that they would be acceptable either.

**Question:**

Regarding the training on Page 6, will you share the Wayne State training materials to ensure consistency in information provided to both contractors and Wayne State staff?

**Answer:**

This is unknown at this time. The University will address this as necessary.

**Question:**

Will contractors need to provide any of their own equipment or uniforms?

**Answer:**

Equipment is part of the work site, an office or lab dress code is appropriate.

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:*