
B0001842

ADDENDUM #1

FROM: *Jory Boyd*

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TO: Interested Bidders,

DATE: 01/23/2024

CLOSING DATE AND TIME: 01/26/2024 @ 2:00 PM

SUBJECT: Addendum # 1

CLARIFICATIONS TO BID:

- Please see attachment for addendum details

NO. OF PAGES (including cover sheet): 2

Bid Responses must be emailed to purchasing.office@wichita.edu prior to the bid closing date and time. Hand delivered or mailed responses are not allowed to WSU Office of Purchasing.

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Article 1-1; Clarification:

A. Question: 1. What is the total number of staff to be covered by this RFP?

B. Clarification: Wichita State University has a total employee population of approximately 4,500 employees which can vary significantly at different times of the school year. Of that amount, approximately 2,600 are benefits-eligible employees who could potentially be eligible for all of our leave and workplace accommodation laws, policies and procedures. The remainder of our employee population are non-benefits eligible employees (i.e., temporary, lecturer, students, etc.) who could potentially be eligible for some of our leave and workplace accommodation laws, policies and procedures.

Article 1-2; Clarification:

A. Question: 2. Anticipated administrative start date of services?

B. Clarification: Wichita State would like to have a final contract in place by Friday, April 19th, 2024.

Article 1-3; Clarification:

A. Question: 3. Is the University only considering outsourcing as an option or are they also open to software that provides automation, compliance, a great employee experience and ease of use for the in-house team?

B. Clarification: Wichita State University is only accepting proposals from vendors that can provide an outsourced service. We explored purchasing software and the decision was made to outsource the function.