

Wayne State University



Request for Proposal and Specifications for

Independent Review of School of Medicine
Admissions and Student Success

October 02, 2026

Kenneth Doherty,
AVP – Procurement & Business Services



I. Welcome and Introduction

- A. Kenneth Doherty, AVP – Procurement & Business Services
- B. Department or Project Requester Bernard Costello
- C. Other University Attendees
- D. A copy of this presentation has been posted to the website



I. About Wayne State University:

- A. Founded in 1868
- B. More than 25,000 students
- C. Nearly 350 degree and certificate programs in 13 schools and colleges
- D. Annual Research Expenditures of nearly \$244 million
- E. <http://wayne.edu/about/>.



I. RFP Opportunity

- A. The University is soliciting proposals for Independent Review of School of Medicine Admissions and Student Success
- B. Project or Services must commence on or before December 01, 2026
- C. Attendance will be taken during the Prebid Meeting. To sign in, go to the RFP posting at <http://go.wayne.edu/bids> and click the Prebid Attendance Confirmation



I. Purpose

Wayne State University seeks an independent review of the School of Medicine admissions process and student-success continuum, from recruitment and selection through graduation and residency placement



I. Objectives

- A. Confirm compliance with current accreditation standards & various policies
- B. Assess whether admissions criteria are valid, reliable, consistent, and defensible.
- C. Determine how admissions, curriculum, etc. contributes to student outcomes
- D. Recommend immediate controls and a sustainable future-state model



I. Scope of Work

- A. Admissions Governance and Practice
- B. Admissions-to-Outcomes Analysis
- C. Student Success and Progression
- D. Organization, Data, and Benchmarking
- E. Core Questions
- F. Methodology & Data



I. Deliverables and Potential Schedule

Target	Deliverable	Required Content
Week 2	Workplan and data plan	Scope confirmation, stakeholder map, data specification, privacy plan, and risk log.
Week 4	Current-state assessment	Admissions and student-success workflows; urgent compliance or safety issues.
Week 8	Diagnostic and benchmarking	Governance, outcomes, staffing, resource, peer, and root-cause findings.
Week 10	Preliminary findings and 90-day plan	Validated findings, immediate controls, data fixes, and priority actions.
Week 12	Final report and future-state plan	Governance, organization, staffing, technology, budget, metrics, and 12- to 24-month roadmap; executive and Board presentations.



I. Evaluation

Criterion	Weight
Methodology and understanding	30%
Medical-school admissions and student-success expertise	25%
Legal, accreditation, quantitative, and data capability	20%
Team quality, availability, and implementation experience	15%
Timeline, responsiveness, price, and overall value	10%



I. Calendar of Events

- A. Today's Optional Pre-Proposal meeting - October 09, 2026
- B. Minutes for the Pre-Proposal Meeting will be published on the website as an Addendum. Vendors must acknowledge all addenda in Schedule D
- C. Questions due to Procurement & Strategic Sourcing - October 13, 2026 - 12 Noon
- D. Delivery of Proposals - October 16, 2026 by 2:00 pm
- E. Evaluation of Proposals - Week of October 23, 2026
- F. Announcement of Selected VENDOR - Week of November 02, 2026
- G. Readiness for Service/Contract Commencement - Week of December 01, 2026



I. Submission of Proposals

- A. Proposals are due by electronic submission
- B. The link for bid submission have been posted with the bid details at <http://go.wayne.edu/bids>
- C. Please name the file as follows: Company Name – Submission for Independent Review of School of Medicine Admissions and Student Success
- D. Proposals are limited to 25 pages total.
- E. Prices and other requested data must be on the Schedules Provided
- F. Proposals must be responsive and satisfy all mandatory requirements
- G. Any deviation from requirements must be noted in Exhibit 1 as Restricted Services



I. Schedules and Exhibits

A. University Provided Schedules

- A. Schedule A- Proposal Certification, Non Collusion Affidavit, Acknowledgements
- B. Schedule B - Insurance Requirements (Insurance Requirements)
- C. Schedule C - Cost Schedule, Summary of Quoted Rates
- D. Schedule D - Summary Questionnaire (2 pages)

B. Vendor Created Exhibits

- A. Exhibit 1 - Exceptions/Restrictions; if any (RFP Section II G)
- B. Exhibit 2 - Profile / Experience / References (*if requested*) (RFP Section II H)
- C. Exhibit 3 - VENDOR Service Plan



I. Proposal Evaluation

- A. Ability to offer the best value (quality, past performance and price)
- B. Anticipated quality of service
- C. Ability to meet all mandatory requirements and specifications of this RFP
- D. Cost of Services; Compensation and Fees; (Schedule C)
- E. Financial Strength of the VENDOR
- F. Proposal Documentation / Presentation
- G. VENDOR'S Experience (Vendor Exhibit 2)
- H. VENDOR Profiles; (Vendor Exhibit 2)
- I. VENDOR Service Plan; (Vendor Exhibit 3)



I. Vendor Interviews

- A. Selected VENDORS may be invited to attend an interview at a set time and date
- B. Interviews are to clarify information provided in the proposals
- C. Will include a Question and Answer period
- D. Invitations are at the sole discretion of the University



I. Proposals Must Include

- A. Organizational data that demonstrates the size, scope and capability of the Company
- B. A complete description of the products and services offered
- C. Vendor's qualifications to meet the RFP specifications



I. Information Submitted Upon Request

- A. Publicly distributed annual reports and/or independently audited financial statements
- B. A minimum of three (3) qualified references
- C. Lost Accounts with annual billings of \$25,000 per year



I. Contracting Process

- A. Any contract will be made using the University's Strategic Source Agreement
- B. Agreement will incorporate this RFP and its terms and conditions by reference
- C. Any Vendor terms to incorporate into the Agreement must be included in Exhibit 1
- D. Final contract will require approval by the University's General Counsel



I. Other Information

- A. All Proposals are subject to the State of Michigan Freedom of Information Act
- B. Insurance requirements for Wayne State work are based on the products or services provided. For this project, Insurance is Required. When required, Schedule B provides information on our requirements
- C. Vendors should include any Local, Michigan Based, or Small Business Spend information (self or sub-contractors)
- D. Construction or construction like work must be performed at WSU Wage Rates
- E. Wayne State has a smoke- and tobacco-free policy for indoor and outdoor spaces



I. Reminders

- A. The UNIVERSITY reserves the right to accept, reject, modify, and/or negotiate any and all proposals
- B. All information related to this RFP will be posted to the Project site at <http://go.wayne.edu/bids>
- C. If a List Serve has been established, those wishing notifications must register as listed in the RFP
- D. All questions concerning this Request for Proposal are to be directed to Kenneth Doherty, AVP – Procurement & Business Services, Email; ken-doherty@wayne.edu
- E. Do not contact the Division of Health Affairs, or other University Units, directly as this may result in disqualification of your proposal
- F. Interaction with students and/or staff not connected to the project is prohibited
- G. To sign in, go to the RFP posting at <http://go.wayne.edu/bids> and click the Prebid Attendance Confirmation



Procurement & Strategic Sourcing



Wayne State University

