Wayne State University





Doing Business with Wayne State University

Kenneth Doherty AVP – Procurement & Strategic Sourcing



About Wayne State University

- Founded in 1868-155 years in the heart of Detroit
- More than 23,000 students, with one of Michigan's most diverse student bodies
- Midtown Detroit main campus delivers world-class education with 13 schools and colleges
- Only <u>urban</u> research university in Michiganannual research expenditures of \$244 million
- <u>http://wayne.edu/about/facts/</u>.



Purchasing's Roles:

- Procurement & Acquisition Authority
- Service Provider to Wayne State University Students, Faculty & Staff
- Primary point of contact for the Vendor Community
- Distribution of Bid Opportunities, via List-Serves, website or e-mail



Buying Assignments:

Organization

Combination of Centralized and Decentralized

- By Commodity
 - Capital Equipment
 - Printing & Promotionals
 - Supplies
 - Service

- By Departments, etc.
 - School of Medicine
 - Dean of Students
 - Facilities Planning & Management
 - Computing & Information Systems



Snapshot of the Items We Buy

- Computers, Computer Hardware & Software
- Printing & Promotionals
- Furniture
- Office Supplies
- Audio Visual Equipment
- Copiers/ Managed Print
- Banquet Facilities

- Construction
- Athletic Equipment
- Appliances
- Gases
- Musical Equipment
- Biologicals & Chemicals
- Medical & Scientific Equipment
- Physical Plante & Equipment



The Buying Process:

- The Spot Buy
- RFP's and RFQ's for Supplies or Services
- Strategically Sourced Agreements
- Construction Bids
- Negotiated Contracts



Thing we consider:



- Price
- Terms and Conditions of Sale
- FOB





Performance Standards/Clauses



Our Website:



Gateway to learning about Wayne State University Purchasing and Bid Opportunities (procurement.wayne.edu)



Our Website:

- List of <u>Buyers by Commodity</u>
- List of <u>Upcoming RFPs / Bids</u>
- Advertised Bid Opportunities
- List Serve for regularly bid commodities
- <u>New Vendor Self-Serve</u> Registration





WAYNE STATE UNIVERSITY

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Login Sear

Search...

Q

Business Services Procurement & Strategic Sourcing

About Us

Amendment Processing

Buyer Commodity Assignments

Disbursements

Forms

Information for Vendors

Key Performance Indicators (KPIs)

Policies and Procedures

Procard

Requisition Processing

Student & Employee Discounts

Strategic Partner Agreements

Vendor Contact Information



Welcome

We purchase all goods and services to support academic and research programs, as well as construction and renovation projects on main campus and at our extension sites. Our purchases total approximately \$120 million per year and include scientific equipment, chemicals, furnishings, computer equipment and supplies, and a multitude of maintenance, operating, and repair items. In addition, we are responsible for the purchase of a wide range of contracted services from individuals and corporations.

Our Website

Bid Opportunities with Wayne State



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Search

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Business Services Procurement & Strategic Sourcing

About Us

Buyer Commodity Assignments >

Amendment Processing

Buyer Commodity Assignments

Disbursements

Forms

Information for Vendors

Key Performance Indicators (KPIs)

Policies and Procedures

Procard

Project ONE Team

Requisition Processing

Buyer Commodity Assignments

Purchasing Services - Kenneth Doherty, AVP - Procurement & Business Services

This team stands ready to handle all your Procurement needs for Equipment, Supplies, and Services.

Valerie Kreher (313) 577-3720 valerie_kreher@wayne.edu

Robert Kuhn, C.P.M. (313) 577-3712 robert kuhn@wayne.edu

Loretta Davis McClary (313) 577-4567 ac2843@wayne.edu

Kimberly Tomaszewski (313) 577-3757 kimberly toby-tomaszewski@wayne.edu

Robin Watkins (313) 577-3739 ag5343@wayne.edu

Our Buyers

Business Services Procurement & Strategic Sourcing

Warrior Exchange	Commodity	Description	Buyer	Telephone	E-mail Address
Finance and Business Operations Home	ADV	Advertising	Valerie Kreher	(313) 577- 3720	ab4889@wayne.edu
	ANIM	Animals - Laboratory Animals Equipment, Maintenance Contracts, and Supply Items	Loretta McClary	(313) 577- 4567	ac2843@wayne.edu
	APPL	Appliances; Repairs	Valerie Kreher	(313) 577- 3720	ab4889@wayne.edu
	ART	Artist and Theatrical Equipment Supply Items	Valerie Kreher	(313) 577- 3720	ab4889@wayne.edu
	ATHLET	Athletic Equipment & Supplies; Repairs	Robin Watkins	(313) 577- 3739	ag5343@wayne.edu
	AUDIO	Audio Visual Equipment; Maintenance Contracts; Supply Items; Repairs	Robert Kuhn	(313) 577- 3712	ac6243@wayne.edu
	BANQ	Banquet, Events, Conference Contracts	Robert Kuhn	(313) 577- 3712	ac6243@wayne.edu
	BIO	Biological & Chemical Supplies	Loretta McClary	(313) 577- 4567	ac2843@wayne.edu
	BLDG	Building Alterations and Maintenance (Non FP&M)	Valerie Kreher	(313) 577- 3720	ab4889@wayne.edu

Buyers by Commodity

Procurement & Strategic Sourcing

Advertised Bids							
	As a Public Institution, Procurement & Strategic Sourcing at Wayne State University is committed to the competitive market and to providing fair and equal opportunity to all Vendors. This page will serve to advertise many of our current Requests for Quotation (RFQs) and Requests for Proposals (RFPs). Each RFP or RFQ will list the name of the University Contact. A complete list of names and telephone numbers appears at the bottom of the page.						
	To utilize this page, click on the appropriate Category, then the RFP or RFQ you wish to see. The file should open your Microsoft Word or Adobe software and download the appropriate document. If you are having trouble opening the file, call the corresponding University contact to make arrangements to obtain a copy.						
	Upcoming Recurring RFP / Bid Opportunities						
	Joir	n our LISTSERV bio	l list to receiv	e notices regarding Bid	Opportunities		
Construction	MRO	<u>Research /</u> <u>Scientific</u>	<u>Service</u>	<u>Technology /</u> <u>Software</u>	<u>Furniture</u>	Sale	e of Surplus
						L	

Wayne State University Insurance Requirements: https://procurement.wayne.edu/forms/rfp_insurance_requirements.pdf Michigan Revenue Bulletin RAB 2019-15 related to taxes on construction materials For a copy of the Wayne State University Standard Agreement Between the University and Contractor for Construction Services applicable to: Limited Scope Construction and Renovation Work <u>STANDARD AGREEMENT</u> For a copy of the Facilities General Conditions - General Construction, download them from <u>http://www.forms.procurement.wayne.edu/RFPs/General_Conditions_General_Contractor_7-25-18.docx</u> For a copy of the Facilities Supplementary General Conditions - General Construction, download them from <u>http://www.forms.procurement.wayne.edu/RFPs/Supplementary_General_Conditions_GC%20-7-6-18.docx</u> For a copy of the Facilities Design Standards, download them from: <u>http://www.forms.procurement.wayne.edu/Adv_bid/DC-Standards-Nov-2018.pdf</u> For a copy of the Standards for Communications Infrastructure, download it from: <u>https://tech.wayne.edu/docs/wsu-communications-standards.pdf</u> For a map to the University, click on: <u>http://campusmap.wayne.edu/</u>

Construction

Please Note: The University does not provide budget information as part of the pre-bid process. Vendors should make their own preliminary assessments by downloading drawings

Release Date	RFP Title (Download or Link as indicated)	Mandatory Pre-Bid?	Pre- Bid Date	University Contact	Quote/Bid Due Date
06-18-2024	 WSU Project Numbers - 056-408900 & 613-350365 FPM - Parking Structures 2 and 4 Repairs and Maintenance Microsoft Teams Meeting On-line or via Conference Call <u>Click to Join Pre-bid Meeting</u> Need to join from a mobile device but don't have TEAMS on it? <u>Visit our website</u> for instruction on adding TEAMS to your device <u>Complete RFP Information</u> <u>Drawings & Specifications</u> <u>Schedule C - Cost Schedules</u> <u>Appendix A - Prevailing wage Rates</u> <u>Power Point Presentation</u> Prebid Attendance Confirmation (will open during prebid meeting) <u>Addendum #1 - Minutes of the Pre-Bid Meeting held 06-26-2024</u> <u>Sign-In Sheet from the Prebid Meeting</u> <u>Parking Structures 2 and 4 Repairs and Maintenance - Link to</u> <u>Submit Bids</u> 	Optional 11:30 am	06-26-2024	Valerie Kreher (313) 577-3720 rfpteam2@wayne.edu	07-12-2024
06-05-2024	WSU Project Number - 096-403107 FPM - Alumni House Elevator Modernization - REBID - 2024 Complete RFP Information WSU Quotation Form Supplement (Excel). WSU Spec Modifications / Updates Detailed Specifications Appendix A - Prevailing wage Rates Addendum #1 - Posted 06-11-2024 Alumni House Elevator Modernization - REBID - Link to Submit Bids	None	N / A	Kenneth Doherty (313) 577-3756 ken- doherty@wayne.edu	06-17-2024 06-27-2024

Release Date	RFP Title (Download or Link as indicated)	Mandatory Pre-Bid?	Pre- Bid Date	University Contact	Quote Due Date
	RFQ Treadmills for the Fitness Center - 2023				
	Full RFQ Information				
	Addendum #1 - posted 06-16-2023			Valerie Kreher	
06-15-2023	Addendum #2 - dated 06-20-2023	None	N/A	(313) 577-3720	06-23-2023
	Treadmills for the Fitness Center - Link to Submit Bids			rfpteam2@wayne.edu	
	RFP Concrete Replacement - 2023				
04-20-2023	Prebid Registration Form Microsoft Teams Meeting On-line or via Conference Call <u>Click to Join Pre-bid Meeting</u> Optionally - Dial in at +1 313-261-5339 Conference ID: 568 381 743 # <u>Full RFP Information</u> <u>Cost Schedule C</u> <u>Detailed Drawings</u> <u>Power Point Presentation</u> <u>Attendee List for 04-26-2023 Prebid Meeting</u> <u>Addendum #1 - Minutes of the Pre-Bid Meeting held 04-26-2023</u> <u>Concrete Replacement - Link to Submit Bids</u> <u>Contract has been awarded to Major Contracting</u>	Mandatory	04-26-2023	Robert Kuhn (313) 577-3712 rfpteam3@wayne.edu	05-10-2023
	RFP Boiler Time and Material Repairs and Maintenance - 2022				
07-08-2022	Prebid Registration Form Microsoft Teams Meeting On-line or via Conference Call <u>Click to Join Pre-bid Meeting</u> Optionally - Dial in at +1 313-261-5339 Conference ID: 744 357 191 # <u>Full RFP Information</u> <u>Power Point Presentation</u> <u>Addendum #1 - Minutes of the Pre-Bid Meeting held 07-18-2022</u> <u>Addendum 1 - Boiler List - posted 07-20-2022</u>	Optional	07-18-2022	Kimberly Tomaszewski (313) 577-3757 rfpteam1@wayne.edu	07-29-2022

Service

Release Date	RFP Title (Download or Link as indicated)	Mandatory Pre-Bid?	Pre- Bid Date	University Contact	Quote Due Date
05-06-2024	RFP Charter and School Bus Transportation - 2024 Microsoft Teams Meeting On-line or via Conference Call Click to Join Pre-bid Meeting Need to join from a mobile device but don't have TEAMS on it? Visit our website for instruction on adding TEAMS to your device Complete RFP Information Schedule C - Cost Schedule & Schedule E - Detailed Questions Power Point Presentation Prebid Attendance Confirmation (will be opened during prebid meeting) Addendum #1 - Minutes of the Pre-Bid Meeting held 05-15-2024 Charter and School Bus Transportation - Link to Submit Bids	Optional	05-15-2024 10:30 am	Valerie Kreher (313) 577-3720 rfpteam2@wayne.edu	05-29-2024
)5-03-2024	RFP Property Loss Mitigation Services - 2024 Microsoft Teams Meeting On-line or via Conference Call Click to Join Pre-bid Meeting Need to join from a mobile device but don't have TEAMS on it? Visit our website for instruction on adding TEAMS to your device Complete RFP Information Schedule C - Cost Schedule & Schedule E - Detailed Questions WSU Prevailing wage Rates Power Point Presentation Prebid Attendance Confirmation (will be opened during prebid meeting) Addendum #1 - Minutes of the Pre-Bid Meeting held 05-14-2024 Addendum #2 - Posted 05-22-2024. Addendum #3 - Posted 05-22-2024. Property Loss Mitigation Services - Link to Submit Bids	Optional	05-14-2024 10:00 am	Valerie Kreher (313) 577-3720 rfpteam2@wayne.edu	05-21-2024 03-24-2024

Release Date	RFP Title (Download or Link as indicated)	Mandatory Pre-Bid?	Pre- Bid Date	University Contact	Quote Due Date
06-21-2024	RFP Primary Data Storage - 2024 Microsoft Teams Meeting On-line or via Conference Call Click to Join Pre-bid Meeting Need to join from a mobile device but don't have TEAMS on it? Visit our website for instruction on adding TEAMS to your device Full RFP Information Schedule C - Cost Schedule Power Point Presentation Prebid Attendance Confirmation (will open during prebid meeting)	Optional	07-01-2024 2 pm	Robert Kuhn (313) 577-3712 rfpteam3@wayne.edu	07-22-2024
06-10-2024	RFP Service Management Platform - 2024 Microsoft Teams Meeting On-line or via Conference Call Click to Join Pre-bid Meeting Need to join from a mobile device but don't have TEAMS on it? Visit our website for instruction on adding TEAMS to your device Full RFP Information Schedule C - Cost Schedule & Schedule E - Detailed Questions Power Point Presentation Prebid Attendance Confirmation (will open during prebid meeting) Addendum #1 - Minutes of the Pre-Bid Meeting held 06-24-2024 Service Management Platform - Link to Submit Bids	Optional	06-24-2024 2:00 pm	Robert Kuhn (313) 577-3712 rfpteam3@wayne.edu	07-12-2024
	RFP Network Cabling Time and Materials - 2024 Microsoft Teams Meeting On-line or via Conference Call <u>Click to Join Pre-bid Meeting</u> Need to join from a mobile device but don't have TEAMS on it? <u>Visit our website</u> for instruction on adding TEAMS to your device				

Furniture Pre-Quote Release RFP Mandatory Bid University Due Date Title (Download or Link as indicated) Pre-Bid? Date Contact Date RFP Scott Hall Cafeteria Furniture - 2024 Microsoft Teams Meeting On-line or via Conference Call Click to Join Pre-bid Meeting Need to join from a mobile device but don't have TEAMS on it? Visit our website for instruction on adding TEAMS to your device Complete RFP Information Schedule C - Cost Schedule (Excel) Valerie Kreher 05-10-2024 05-03-2024 Optional (313) 577-3720 05-22-2024 Cafeteria Standard Layout 10:00 am rfpteam2@wayne.edu Cafeteria Picture - Facing North Cafeteria Picture - Facing South Power Point Presentation Prebid Attendance Confirmation (will open during prebid meeting) Addendum #1 - Minutes of Pre-Bid Meeting held 5-22-2024 Scott Hall Cafeteria Furniture - Link to Submit Bids RFP Academic Student Engagement-Furniture - 2023 Prebid Registration Form Microsoft Teams Meeting On-line or via Conference Call Click to Join Pre-bid Meeting Optionally - Dial in at +1 313-261-5339 Conference ID: 392 725 715 # Full RFP Information Schedule C - Cost Schedule See Addendum 1 update below Valerie Kreher Detailed Drawings & Technical Specifications 09-25-2023 Optional 10-03-2023 (313) 577-3720 10-11-2023 Power Point Presentation rfpteam2@wayne.edu Appendix A - Prevailing wage Rates Addendum #1 - Minutes of Pre-Bid Meeting held 10-03-2023

Addendum #1 - Drawings - Posted 10-04-2023

procurement.wayne.edu/Adv_bid/RFP-Academic-Student-Engagement-Furniture-2023-Minutes-adden1.pdf

Addendum #1 - Revised Cost Schedule C - Posted 10-04-2023

Procurement & Strategic Sourcing

Upcoming RFP / Bid Opportunities

The following is a list of known future RFP's, based on their recurring nature. We've included information on the RFP name / description, buyer, buyer contact information, and probable time for bidding.

If a ListServ is noted, you should visit our **Bid Opportunity ListServ** page and register for the future bid, so that we know to include you when the particular commodity or service is released for bid.

Organization	Desired Products/Services	NAICS Codes or NIGP Code	Buyer	Email	When will be bid?	List Serv Available
Wayne State University	Advertising Agency Services	541810	Val Kreher	ab4889@wayne.edu	Summer 2027	(None)
Wayne State University	Asphalt Spot Repair Services	237310	Bob Kuhn	ac6243@wayne.edu	Summer 2029	Asphalt Paving
Wayne State University	Banking Services	522110	Kim Tomaszewski	katt@wayne.edu	Summer 2028	(None)
Wayne State University	Building Chiller Maintenance Services	238220	Bob Kuhn	ac6243@wayne.edu	Summer 2024	Mechanical HVAC
Wayne State University	Catering Services	722320	Bob Kuhn	ac6243@wayne.edu	Ongoing	(None)
Wayne State University	Charter & School Bus Services	485510	Val Kreher	ab4889@wayne.edu	Summer 2029	Bus Transportation
Wayne State University	Commercial Printing	323111	Robin Watkins	ag5343@wayne.edu	Summer 2027	Printing
Wayne State University	Construction - A&E Services	541310	Senior Buyers	rfpteam2@wayne.edu	Summer 2029	Multiple Lists
Wayne State University	Construction - Construction Trades	236220	Senior Buyers	rfpteam2@wayne.edu	Summer 2029	Multiple Lists
Wayne State Universitv	Construction - General Construction	236220	Senior Buyers	rfpteam2@wayne.edu	Ongoing	Multiple Lists

Upcoming RFPs

Bid Opportunity Listserve

The following is a list of Categories in which LISTSERV lists have been established for the purpose of notifying Vendors of Bid Opportunities via e-mail.

To join the LISTSERVE list for any of the categories listed below, click on the link and select "Join or Leave". You will be asked for your name and e-mail address. Click "Join Bids" button at the bottom when you are done. Upon submission, you will receive a separate confirmation e-mail. You must click the "confirmation" link in this e-mail to activate your subscription. This is a self service list, and you will be responsible for the accuracy of your e-mail address. You would also visit the LISTSERVE to remove yourself and/or to modify your name or e-mail. Subsequently, all bid notices in the category selected will be sent to you, including any correspondence such as Prebid Meeting Minutes, Clarifications, and Addenda. If a prebid meeting was Mandatory, you are not elegible to bid unless you attended, regardless of whether you are registered for the list notices and received the subsequent correspondence related to the bid.

Please note, for those categories identified, the list serve will be the primary method of notifying Vendors, and no fax or mail notifications will be released.

Spot Buys & Multi-Yea Bid Lists	Construction MRO	Equipment & Technology Service	Furniture				
	Construction Bid Opportunities						
Initiated September 10, 2007 *	Join General Construct	ion Bid List					
Initiated September 08, 2008	Join Air Monitoring Wo	rk Bid List					
Initiated May 08, 2023	Join Asphalt Paving Bid List						
Initiated September 08, 2008	Join Blinds and Window Treatment Work Bid List						
Initiated October 11, 2012	Join Building Signage B	<u>Bid List</u>					
Initiated September 14, 2007	Join Carpentry Work Bid List						
Initiated September 14, 2007	Join Carpet & Tile Work	Bid List					
Initiated September 17, 2007	Join Cement Work Bid	List					
Initiated April 30, 2021	Join Commissioning / 1	esting & Balance Bid	List				
Initiated February 18, 2008	Join Construction Mana	igement Bid List					
Initiated September 08, 2008	Join Demolition Work B	id List					
Initiated September 10, 2007	Join Electrical Work Big	l List					
Initiated September 19, 2007	Join Elevator Work Bid	List					
Initiated September 08, 2008	Join Fire Control System	ms Work Bid List					
e.edu/cgi-bin/wa?SUBED1=bids-construction_carpet_and_tile&A=1	Join Fire Suppression/S	Sprinklers Work Bid Li	st				

Our ListServ

lists.way

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	Services Bid Opportunities
Initiated July 13, 2008	Join Addressing Services Bid List
Initiated June 18, 2018	Join Background Check Services Bid List
Initiated March 8, 2010	Join Bus Transportation Bid List
Initiated September 14, 2007	Join Collection Agency Services Bid List
Initiated August 13, 2009	Join Environmental Services Bid List
Initiated November 27, 2019	Join Executive Search Services Bid List
Initiated December 23, 2010	Join First Class Presort Services Bid List
Initiated July 24, 2023	Join Grant Writing Services Bid List
Initiated September 14, 2007	Join Insurance Services Bid List
Initiated November 25, 2010	Join International Mail Services Bid List
Initiated November 19, 2007	Join Janitorial Cleaning Services Bid List
Initiated April 28, 2013	Join Landscape Services Bid List
Initiated October 18, 2016	Join Marketing Services Bid List
Initiated September 14, 2007	Join Moving Services Bid List
Initiated July 14, 2010	Join Pest Control Bid List
Initiated June 14, 2019	Join Photographer Services Bid List
Initiated July 17, 2010	Join Power Washing Bid List
Initiated September 14, 2007 *	Join Rubbish Removal Bid List
Initiated June 18, 2018	Join Security Guard Services Bid List
Initiated September 14, 2007	Join Snow Removal Bid List
Initiated January 24, 2011	Join Temporary IT Staffing Bid List
Initiated January 24, 2011	Join Temporary Office Staffing Bid List
Initiated February 20, 2022	Join Third Party Financing Bid List
Initiated September 12, 2022	Join Translation Services Bid List
Initiated February 04, 2020	Join Travel Agency Bid List
Initiated June 14, 2019	Join Videographer and Video Editor Services Bid List
Initiated May 06, 2011	Join Window Washing Bid List

Last Updated on 08-22-2023 By Kenneth Doherty

Our ListServ



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Business Services

Procurement & Strategic Sourcing

About Us	New Supplier / Vendor Request
Amendment Processing	BELOW IS INFORMATION ON HOW TO BECOME REGISTERED AS A VENDOR.
Buyer Commodity Assignments	
Disbursements	Thank you for your interest in doing business with the Wayne State. The first step will be for you as an outside company is to
Forms	register on the Wayne State University Supplier/Vendor Registration portal for Businesses and Non-Employee Individual Payees.
Information for Vendors	The supplier database is used for all external payments and to qualify potential U.S. Based suppliers, so these suppliers may
Key Performance Indicators (KPIs)	be invited to participate in Wayne State University future sourcing/bid selection processes for various products and services
Policies and Procedures	The process should take 15 minutes or less to complete. Before beginning, please have handy a PDF copy of your current IRS W9, insurance certificate (if applicable), and any certifications, such as supplier diversity certifications.
Procard	
Requisition Processing	The process is a two-step process. At step one, you'll be asked for your name, company name, and email address. Our system will validate the email domain, and upon validation, will return an email with a separate link to complete the process. You'll
Student & Employee Discounts	navigate through 9 separate screens,
Strategic Partner Agreements	1. Welcome 2. Company or Individual Overview
Vendor Contact Information	3. Addresses
WayneBuy	4. Contacts 5. Insurance (if applicable)
Warrior Exchange	6. Payment Information
Finance and Business Operations Home	7. Tax Information (2 pages) 8. Conflict of Interest information
	9. Certify & Submit

The link for Domestic (U.S. Based) vendors to self-register via our new supplier portal found at <u>https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=WayneState</u>

New Supplier Application



WARRIOR PRIDE A Enjoy the *lowest* tuition of Michigan's three major research universities.

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Consulting

Entrepreneurship

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> Entrepreneurship > APEX Accelerators

APEX Accelerator

The U.S. government spends billions of dollars annually, making it the world's largest purchaser of goods and services. At the Wayne State University APEX Accelerator, our professional and no-cost consulting services can help your company identify the government market that best fits your organization. Our knowledgeable team can help you locate bidding opportunities for your company and explore what it takes to sell your products and services to the government.

APEX Accelerator provides free government contracting assistance to business firms in marketing products and services to the federal, state, and local governments. The Wayne State APEX Accelerator services companies that are located in Detroit only. If you are interested in government contracting assistance but are not located in our service area, visit www.ptacsofmichigan.org to locate the APEX Accelerator in your area. Companies located outside of Michigan may find their local APEX Accelerator at www.aptac-us.org

APEX Accelerator services

- Training seminars
- Individualized procurement counseling
- · Research and support
- Procurement histories
- Specifications, standards, and drawings
- Federal publications
- General Services Administration (GSA) assistance
- Electronic bid match delivery
- Guidance on application and certification processes for small business programs

APEX at Wayne State

Wayne State University



