



**Fashion Institute  
of Technology**

Seventh Avenue at 27 Street  
New York City 10001-5992  
www.fitnyc.edu

**Purchasing Department  
227 West 27<sup>th</sup> Street  
New York, NY 10001  
Purchasing Dept. Tel. 212-217-3630  
Purchasingbids@fitnyc.edu**

## **NOTICE TO ALL FIRMS**

Date: August 7, 2025

To: All Prospective Bidders

From: Maria De Los Angeles Lopez  
Purchasing Agent

Re: Addendum Number 1  
RFP C1706 – Museum Exhibition and Special Events Graphics Designer

**Bid Due date: August 14, 2025 at 12:00 pm**

**\*\*Attention firms please note below are answers to questions received from firms pertaining to this project.**

### **Notes:**

The scope of work described in this Request for Proposal (RFP) is intended to outline the primary tasks and deliverables anticipated at the time of issuance. However, FIT reserves the right to request additional services during the course of the engagement. These requests may include, but are not limited to, related tasks, deliverables, or support services not specifically described in the initial scope.

### **Questions:**

Q1. Is there any flexibility on the requirement for experience with five AAM-accredited museums? We've delivered large-scale graphics for major brands and institutions, though not all were AAM-accredited.

**A1. Yes**

Q2. Are you able to disclose the budget of both/either project at this time?

**A2. No this RFP is for the Designer Fees.**

Q3. The RFP mentions creating a "unique look" or "brand" for each exhibition. Are there existing MFIT brand guidelines that must be incorporated, or is complete creative exploration expected for each exhibition's visual identity?

**A3.No guidelines provided.**

Q4. For the two exhibitions per year, should we assume both will require completely different graphic identities, or might there be opportunities for coordinated visual approaches?

**A4. yes two different opportunities per year.**

Q5. Are there preferred vendors for printing, fabrication, or installation of graphics elements?

**A5. Yes there is a fabrication firm on contract.**

Q6. Will graphics production and installation be handled by FIT in-house, or should we include vendor coordination and production management in our scope?

**A6. No design fees only.**

Q7. What is the typical word count range for exhibition text elements (introductory panels, section headers, object labels)? Are there established style guidelines or accessibility requirements for text content?

A7. Word count not available. Yes we follow the ADA requirements.

Q8. May we submit proposals for both RFP# C1705 and RFP# C1706? We believe that this would provide cost efficiencies, design alignment and streamlined communication. Would one firm be allowed to be awarded both, or would the award of one preclude one from being awarded the other?

A8. We appreciate your interest in both RFP# C1705 and RFP# C1706 and understand the potential benefits of a combined approach. However, each RFP will be evaluated and awarded independently. You are welcome to submit proposals for both RFPs. Submitting for both will allow the evaluation team to fully consider your capabilities and alignment with each project.

Q9. Would an electronic proposal suffice as an alternate to hard copies requested?

A9. Each proposal must include five (5) complete hard copies of your Proposal and a digital copy on a flash drive.

**YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.**

Signature \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Print Name of Company/Partnership/Individual

Date \_\_\_\_\_