

**FASHION INSTITUTE OF TECHNOLOGY (“COLLEGE”)**RFQ ISSUANCE DATE: **January 20, 2026****REQUEST FOR QUOTE (“RFQ”)**

RFQ # C1724 – Consulting Project Archivist

**RFQ RESPONSE DEADLINE: On or Before February 6, 2026; 12:00 PM****THIS IS NOT A PURCHASE ORDER**

Vendor Name, Address, Contact Info: (Please type or write legibly)	Vendor – Send any questions you may have via email to: <a href="mailto:purchasingbids@fitnyc.edu">purchasingbids@fitnyc.edu</a>
Vendor Name: _____	Prior to January 26, 2026, 12:00 PM
Address: _____	Email the completed RFQ to: <a href="mailto:purchasingbids@fitnyc.edu">purchasingbids@fitnyc.edu</a>
EIN#: _____	On or before February 6, 2026; 12:00
Contact Name: _____	PM
Phone #: _____	
Email Address: _____	

**SECTION ONE -- PROPOSAL TERMS AND CONDITIONS****FASHION INSTITUTE OF TECHNOLOGY****CONSULTING PROJECT ARCHIVIST****RFQ No C1724****I. INTRODUCTION**

Fashion Institution of Technology (FIT) seeks bids for a one-year consulting archivist. This work is entirely predicated on FIT’s successful award from the New York State Archives under a Local Government Records Management Improvement Fund grant for the 2026-2027 year.

Under this proposed grant-funded initiative, the Consulting Project Archivist will arrange, describe and make best-practice recommendations for remediation of the FIT College Archive. This collection comprises over 300 cubic feet and documents the college - in all facets - over the course of its 80-year history, including paper and audio/visual materials. The Consulting Project Archivist will inventory the collection in its various locations within the FIT campus, review and integrate existing and disparate inventories, work with the FIT Digital Initiatives Librarian to prepare data for ingest into the department’s software program “ArchivesSpace,” and prepare a procedures guideline for continued application of the new schemata moving forward.

If awarded, this is a temporary, 47-week position funded under the New York State Archives Local Government Records Management Improvement Fund (LGRMIF). The Consulting Project Archivist will work 35 hours a week generally during normal business hours (Monday-Friday, between 10-6); or on a mutually beneficial work schedule over the course of one year. This position will report to the Head of Special Collections and FIT College Archive.

**II. EVALUATION CRITERIA**

An FIT committee will evaluate Proposals in accordance with the terms and conditions set forth in Section

Two. A committee will use the following criteria to evaluate the Proposals, which meet the requirements of these specifications:

1. Possess the qualifications as described in Exhibit A – Job Description. - 80%
2. Cost-effectiveness of the fee proposal. - 10%
3. Presentations – 10% (optional)

The College reserves the right to select a vendor based on criteria 1-2. Presentations are optional, at the College's sole discretion. If the committee should decide to require presentations, it shall do so by selection from a number of those vendors having attained the highest scores based on criteria 1 through 3. Subject to the terms and conditions set forth in Section Two, FIT will then award the Contract to one of those selected firms with the highest score on criteria 1 through 3.

## **SECTION TWO -- RFQ GENERAL TERMS AND CONDITIONS**

### **A. Proposal Requirements:**

1. Quotes must be received before the RFQ deadline and must include the entire RFQ document (consisting of Section One – Proposal Terms and Conditions and this Section Two – RFQ General Terms and Conditions), the Contract Terms and Conditions, and the Proposal Analysis Sheet, as issued by FIT, including required signatures and attachments. Proposers are not permitted to change or modify Proposal Terms and Conditions, Contract Terms and Conditions, and/ or Proposal Analysis Sheet. All Proposers propose the same terms and conditions.
2. **Each quote must be sent electronically in PDF format to [purchasingbids@fitnyc.edu](mailto:purchasingbids@fitnyc.edu) and include your cover letter, resume, and the completed fee analysis sheet.**
3. Quotes received after the deadline will not be considered nor returned.

### **B. No Oral Statements:**

FIT will not be bound by any oral statement or representation in connection with the RFQ or resulting Contract(s).

Any changes to the RFQ document required by FIT shall be in writing and shall be issued by the FIT Purchasing Department to every entity that requested a copy of the RFQ.

### **C. Proposer Affirmation:**

By signing the RFQ, Proposer certifies that:

1. Proposer is of lawful age and the only one interested in the proposal or transaction;
2. No person, firm, or corporation other than Proposer has any interest in the proposal, the contract proposed to be let, or the transaction involved;

3. No public officer or employee whose salary is payable in whole or in part by FIT, the City or the State is directly or indirectly interested in the proposal, or in the goods, services, supplies, equipment, or labor which may be related to the proposal; and
4. Proposer is not in arrears to FIT, the City or the State upon a debt, contract or taxes, and is not in default as surety or otherwise upon any obligation to any of them.

**D. Non-Collusive RFQ Certification:**

1. By submission of its quote, Proposer, and each person signing on behalf of Proposer certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief;
  - a) The prices in the quote have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
  - b) Unless otherwise required by law, the prices which have been quoted in the RFQ have not been knowingly disclosed by Proposer and will not knowingly be disclosed by Proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
  - c) No attempt has been made or will be made by Proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.
2. A quote shall not be considered for award nor shall any award be made where (1)(a), (b) and (c) above have not be complied with; provided, however, that if in any case Proposer cannot make the foregoing certification, Proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore.
3. The fact that proposer has:
  - a) Public price lists, rates, or tariffs covering items being procured;
  - b) Informed prospective customers of proposed or pending publication of new or revised price lists for such items; or
  - c) Sold the same items to other customers at the same price being proposeddoes not constitute, without more, a disclosure within the meaning of (D)(1)(b) above.

**E. Confidentiality:**

1. If Proposer believes that any information in its quote or quote constitutes a trade secret or should otherwise be treated as confidential and wishes such information not to be disclosed if requested pursuant to the New York State Freedom of Information Law (Article 6 of the Public Officers Law),

Proposer shall submit with its proposal or a separate letter specifically identifying page number(s), line(s) or other appropriate designation(s) containing such information; explain in detail why such information is a trade secret; and formally request that such information be kept confidential. Such information must be easily separable from the rest of the proposal or proposal. A request that an entire proposal or proposal be kept confidential will not be considered. Failure by Proposer to submit such a letter with its quote or quote identifying trade secrets shall constitute a waiver by Proposer of any rights it may have under FOIL.

2. In some instances, FIT may, in its sole discretion, share certain confidential, sensitive, and/or proprietary information with Proposers in connection with the RFQ (particularly in connection with preparation for any presentation(s)). All such information, whether printed, written, or oral which is requested from or voluntarily furnished by FIT shall be held by Proposer in strictest confidence and used only for the purpose of the RFQ.
3. All information provided in response to this RFQ is considered confidential and should not be shared with third parties without prior written consent from FIT.

**F. Prices:**

Quote prices shall be held firm for ninety (90) days from the proposal due date.

**G. No Sales Tax:**

FIT is exempt from the payment of State and City sales tax; therefore, all prices quoted shall not include such tax. Sales tax exemption forms may be obtained from the FIT Purchasing Department.

**H. RFQ Withdrawal:**

1. Proposers may withdraw quotes at any time before the quote opening.
2. After the quote opening, Proposers may withdraw quotes only after the expiration of ninety (90) days and before any actual award.
3. Quote withdrawals must be in writing.
4. In the event of a quote mistake, a Proposer may withdraw its quote before the award of the Contract or within three (3) days after the opening of the quote, whichever period is shorter. Proposer shall furnish credible evidence that its quote mistake was a clerical error as opposed to a judgment error. FIT will determine, upon objective evidence and pursuant to law, whether Proposer shall be permitted to withdraw its quote.

**I. Tie Quotes:**

Tie quotes will be awarded in FIT's absolute discretion based on its determination of FIT's best interest.

**J. Proposer's Responsibility:**

In determining whether a Proposer is responsible, FIT may consider experience, business references, integrity of the organization and its management, past performance, business, and/or financial capabilities and/or capacity and technical skills.

**K. Quote Rejection:**

1. FIT may reject a quote if:
  - a) The quote is not responsive to the requirements of the Request for Quote;
  - b) Proposer does not provide information or documents required;
  - c) Proposer does not submit the quote security as required (if applicable);
  - d) Proposer misstates or conceals any material fact in the proposal;
  - e) The quote is conditional;
  - f) The quote prices are not in ink;
  - g) The quote contains prices that are unbalanced; and/or
  - h) FIT determines that Proposer is not responsible in accordance with law and FIT regulations.
2. FIT reserves the right to reject any or all quotes received, to negotiate modifications to the scope of services, or to cancel this RFQ in part or in its entirety if it is in the best interest of the institution.

**L. Award of Contract:**

1. Subject to the provisions in Paragraph K immediately above, the Award shall be made to the highest score of Evaluation Criteria Proposer pursuant to law and FIT regulations.
2. FIT reserves the right to waive technicalities in a quote if it is in the best interest of FIT to do so.
3. By submission of its quote, Proposer represents that it is willing and able to enter into an agreement with FIT (the "Contract") upon the terms and conditions substantially in conformance with those contained in the agreement attached to this RFQ ("Exhibit C").
4. The Contract shall be signed by the successful Proposer after the award is made. The successful Proposer shall execute the Contract within ten (10) business days of the award. FIT will retain the

quote security (if applicable) as liquidated damages in the event the successful Proposer fails to execute the Contract within this time period.

5. All contracts awarded by FIT shall be executory only to the extent of funds available.

**M. Governing Law:**

1. This RFQ shall be construed in accordance with the laws of the State of New York without regard to conflict of law provisions.
2. Any action arising from this RFQ shall be brought in the federal or state courts located in the State of New York and in the County of New York.
3. Proposer consents to the exercise by the courts of the State of New York of personal jurisdiction over it concerning any matter arising out of or in connection with this RFQ.

**“Exhibit A”**

**Job Description for**

**Consulting Project Archivist**

**Job Description:**

The Gladys Marcus Library creates a foundation for lifelong learning by teaching research and critical thinking skills that carry students beyond the classroom into careers. The library cultivates user-centered physical and virtual resources that support and strengthen academic and creative pursuits. The library builds, organizes, and preserves materials that support our curriculum, enhance our unique collections, and document the college’s history. The library investigates, assesses and implements innovative services and programs that measurably facilitate and enrich the learning experience for our community and global researchers.

**Unit Statement:**

Special Collections and FIT College Archive fosters original research across and beyond the FIT community by acquiring, preserving and providing universal access to primary research materials including college archival records.

**Position Summary:**

Working on a grant-funded initiative, the Consulting Project Archivist will arrange, describe and make best-practice recommendations for remediation of the FIT College Archive. This collection comprises over 300 cubic feet and documents the college - in all facets - over the course of its 80-year history, including paper and audio/visual materials. The Consulting Project Archivist will inventory the collection in its various locations, review and integrate existing and disparate inventories, work with the FIT Digital Initiatives Librarian to prepare data for ingest into the department’s software program “ArchivesSpace,” and prepare a procedures guideline for continued application of the new schemata moving forward.

This is a temporary, one-year position funded under the New York State Archives Local Government Records Management Improvement Fund (LGRMIF) grants. The Consulting Project Archivist will work 35 hours a week generally during normal business hours (Monday-Friday, between 10-6); however, there is some flexibility. This position will report to the Head of Special Collections and FIT College Archive.

**Other Duties:**

Other duties as assigned.

**Qualifications:**

- MLIS degree with 5-7 years of experience
- Demonstrated hands-on experience working with archival collections (including full and part-time positions, consulting, etc.)
- Experience using ArchivesSpace or similar open source software to create finding aids
- Familiarity with established archival standards for preservation, arrangement, and description

**“Exhibit B”**

**FEE ANALYSIS SHEET**

**CONSULTING PROJECT ARCHIVIST  
RFQ No C1724**

**COST/ALL INCLUSIVE**

Total Fixed Fee for 47 weeks/7hours per week: \$ \_\_\_\_\_

**IMPORTANT:** This fee analysis sheet is the only pricing format acceptable. The respondent must submit pricing using this form. FIT will not accept proposal responses on any other form.

\*\* The respondent would also need to provide proof of insurance, NYS Workers Compensation Liability Insurance.

**QUOTE PRICE IS FIRM FOR 90 DAYS FROM SUBMISSION, UNLESS OTHERWISE SPECIFIED IN THIS RFQ**

All responding vendors (“Respondents”) must submit quotes using this form, and no exceptions or additional terms and conditions will be accepted by the College, except as specified in this RFQ. Each Respondent must enter its Vendor Name, Address, EIN#, Contact Name, Phone #, and Email Address above, enter Unit Prices and Extended Prices for each Item, and enter the sum of all Extended Prices as its Quote Price. Respondents must direct any questions concerning this RFQ to the Purchasing email identified above.

**By signing below, I certify that I am an authorized individual named above and below. The vendor hereby offers to provide the commodities/and or services described in this RFQ for the Quote Price and agrees to the terms and conditions of this RFQ. If the College agrees to the goods or services quoted you will receive a contract and an official Purchase Order from the College with its terms and conditions.**

Proposer:

\_\_\_\_\_  
(Print or Type Company/Partnership/Individual Name)

By:

\_\_\_\_\_  
(Signature of Authorized Representative)

Name:

\_\_\_\_\_  
(Print or Type Name of Representative)

Title:

\_\_\_\_\_  
(Print or Type Title of Representative)

Telephone: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

## “Exhibit C”

### CONTRACT

**THIS CONTRACT** (the “Agreement”) is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_ by and between the Fashion Institute of Technology (hereinafter “FIT”) and \_\_\_\_\_ (hereinafter “Consultant”).

WHEREAS, it is the desire of FIT to retain the services of a consulting project archivist to arrange, describe and make best-practice recommendations for remediation of the FIT College Archive.

WHEREAS, Consultant to undertake the role described in the Job Description Document for the position of Consulting Project Archivist, annexed hereto as “Exhibit A.”

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto, FIT hereby retains Consultant upon the terms and conditions contained herein.

1. **Term:** The effective dates of this Agreement shall be \_\_\_\_\_ through \_\_\_\_\_ or, until such time as FIT no longer requires the services of Consultant. The Agreement may, however, be terminated at any time by either party giving thirty (30) days’ notice in writing to the other party.

2. **Services by Consultant:** The Consultant shall be expected to provide the following services:

Working on a grant-funded initiative, the Consulting Project Archivist will arrange, describe and make best-practice recommendations for remediation of the FIT College Archive. This collection comprises over 300 cubic feet and documents the college - in all facets - over the course of its 80-year history, including paper and audio/visual materials. The Consulting Project Archivist will inventory the collection in its various locations, review and integrate existing and disparate inventories, work with the FIT Digital Initiatives Librarian to prepare data for ingest into the department’s software program “ArchivesSpace,” and prepare a procedures guideline for continued application of the new schemata moving forward.

3. **Compensation:** *Payment in consideration of this Agreement shall be in the amount of \$ \_\_\_\_\_. Payable in accordance with the following schedule:*

4. **Payment:** *The Fixed Fee will be prorated over 47 weeks, with 7 working hours allocated per week.*

5. **Indemnification:** To the greatest extent permitted by law, the Consultant shall indemnify FIT and its respective affiliates, auxiliary organizations, officers, governing board members and employees, and hold them harmless against any and all liability, loss, damages, costs or expenses, including reasonable attorney’s fees, which they may incur, suffer or be required to pay in connection with the defense and/or settlement of any action, suit or proceeding based upon general liability or any other claims brought by any person, entity or organization arising out of any negligent or other wrongful act or omission by the Consultant.

6. **Confidentiality:** All information, whether printed, written or oral, which is requested from or voluntarily furnished by FIT shall be held in strictest confidence and used only for the purpose of this Agreement. Consultant's submissions to FIT shall not be considered confidential.

7. **Arbitration:** Any unforeseen disputes arising under this agreement which cannot be settled between the two parties will be submitted to the American Arbitration Association (AAA) for arbitration at a location in New York, New York in front of a single arbitrator appointed by the AAA. The two parties agree that arbitration by the AAA will be the final and binding resolution and the prevailing party shall be entitled to recover reasonable attorney fees in such suit or action, including any appeal.

8. **Entire Agreement:** This Agreement is the entire agreement of the parties. It shall supersede any prior understandings or agreements of the parties, whether oral or written. Amendments to this agreement may be proposed in writing by either party hereto and shall be deemed rejected

- unless the party to whom any amendment is proposed accepts said amendment in writing within ten days after receipt of the proposed amendment. No oral agreement shall be effective to alter the terms of this Agreement.

9. **Effect of Waivers:** The waiver by one party of a breach of any provision of this agreement by the other party shall not operate or be construed as a waiver of any subsequent breach. No waiver shall be valid unless in writing and signed by an authorized representative of the party agreeing to the waiver.

10. **Governing Law:** All issues and questions concerning the construction, validity, enforcement and interpretation of this Agreement shall be governed by, and construed in accordance with, the laws of the State of New York, without regard to its conflict of laws provisions.

11. **Non-Assignability:** Neither party shall assign, transfer, or subcontract this Agreement or any of its rights or obligations hereunder without the express, prior written consent of the other Party.

12. **Severability:** If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement shall remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

13. **Execution:** This Agreement may be executed in multiple counterparts, any of which may be a facsimile or "pdf", each of which shall be deemed to be an original but all of which shall constitute one and the same instrument.

[END OF PAGE]

# TO BE SIGNED ONLY UPON AWARD OF CONTRACT

RFQ # C1724

**TITLE:** Consulting Project Archivist

In witness whereof, the parties have executed this Contract: The amount of this  
Contract is \_\_\_\_\_

\_\_\_\_\_  
Dollars (\$ \_\_\_\_\_)).

## FOR CONSULTANT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

## ACKNOWLEDGEMENT OF PERSON EXECUTING FOR CONSULTANT

State of New York \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS:

On this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_, before me personally came \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, to me known, who being by me duly  
sworn did depose and say that s/he resides at \_\_\_\_\_; that  
s/he is the \_\_\_\_\_ of \_\_\_\_\_, the  
corporation described in and which executed the above instrument; and that s/he signed her/his  
name thereto by order of the Board of Directors of said corporation.

\_\_\_\_\_  
**Notary Public**

## FASHION INSTITUTE OF TECHNOLOGY:

\_\_\_\_\_  
**Sherry F. Brabham, Treasurer**

\_\_\_\_\_  
**Date**