Fashion Institute of Technology
Seventh Avenue at 27 Street
New York City 10001-5992
www.fitnyc.edu

Purchasing Department
227 West 27th Street
New York, NY 10001
Purchasing Dept. Tel. 212-217-3630
Purchasing Dept. Fax 212-217-3631
Purchasing@fitnyc.edu

NOTICE TO ALL FIRMS

Date: November 5, 2026

To: All Prospective Bidders

From: Candida Poinsette
Assoc. Director of Procurement Services

Re: Addendum Number 1
RFP C1757 Life, AD&D and LTD Insurance Services

Due to the delayed availability of employee census information, FIT has revised the procurement schedule to provide firms with additional time to review the information, submit questions, and prepare proposals. The anticipated effective date of May 1, 2027, remains unchanged.

1. Deadline for questions must be submitted in writing to the attention of Purchasing Department via Email to purchasingbids@fitnyc.edu, no later than November 20, 2026, on or before 3:00pm. Include the project number RFP C1757 in the subject line.

2. The employee census file contains confidential information and will be provided upon request to interested firms. Firms seeking access to the census file should contact the Purchasing Office at purchasingbids@fitnyc.edu. Authorized proposers will be provided access to the file through a secure SharePoint link with a limited access period. The census information is intended solely for the purpose of preparing a response to this RFP and may not be disclosed, distributed, or used for any other purpose.

THIS ADDENDUM IS PART OF THE CONTRACT DOCUMENT AND SHALL BE INCLUDED WITH YOUR FINAL BID SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPRORIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.

_____
Signature

_____
Print Name and Title of Authorized Representative

_____
Print Name of Company/Partnership/Individual

_____
Date