



NOTICE TO ALL FIRMS

Date: August 18, 2026

To: All Prospective Bidders

From: Candida Poinsette
Assoc. Director of Procurement Services

Re: Addendum Number 1
RFP # C1758 – Executive Search Firm (Provost)

Questions:

Q1. Incumbent Information:

Who is the incumbent executive search firm currently providing, or most recently providing, executive search services for this position?

A1. The last search for this was almost 20 years ago and would no longer be relevant to a new search process.

Q2. Preferred Pricing Methodology:

Exhibit A permits proposers to submit either a Fixed Fee or a Contingency Fee proposal. Does FIT have a preferred pricing methodology, or will both pricing models be evaluated equally?

A2. FIT does not have a preferred pricing methodology. Both Fixed Fee and Contingency Fee proposals will be evaluated equally. We understand that firms may use different pricing approaches, and the selected firm will be chosen based on the overall evaluation criteria outlined in the RFP.

Q3. Estimated Budget:

Can FIT provide either (a) the estimated budget for this engagement or (b) the anticipated salary range for the Provost position to assist proposers in developing a competitive pricing proposal?

A3. Anticipated salary range is 360k-390k

Q4. Provost Compensation:

Can FIT provide the anticipated salary range or compensation range for the Provost position to assist firms electing to submit a contingency fee proposal?

A4. Same answer as 3

Q5. Diversity Expectations:

Beyond compliance with applicable Equal Employment Opportunity and Affirmative Action requirements, are there any specific diversity outreach objectives, reporting requirements, or candidate pool expectations that the selected consultant should address during the search?

A5. FIT does not have specific diversity outreach objectives, reporting requirements, or candidate pool targets beyond compliance with applicable Equal Employment Opportunity and Affirmative Action regulations. However, FIT expects the selected consultant to incorporate inclusive recruitment practices and to present a broadly sourced and diverse pool of qualified candidates consistent with industry standards for executive search.

Q6. Project Start Date:

Can FIT confirm the anticipated contract award date and expected project kickoff date for the selected consultant?

A6. Approximately the end of September.

THIS ADDENDUM IS PART OF THE CONTRACT DOCUMENT AND SHALL BE INCLUDED WITH YOUR REQUEST FOR PROPOSAL SUBMITTAL. 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