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NOTICE TO ALL FIRMS

Date: August 7, 2023

To: All Prospective Bidders

From: Candida Poinsette, Purchasing Agent

Re: Addendum Number 1
RFP# C1596 Sponsorship Agency

Note:

This addendum is to answer questions received for FIT Project C1596 Sponsorship Agency. This information is made available to all prospective firms.

Q1. How many events does FIT host annually?

A1. 2-4 Major fundraising events a year. Main event is the FIT Gala.

Q2. On average, how many attendees (estimate) does FIT host per event?

A2. FIT Gala hosts 350-550 people. Other events range from 150-550.

Q3. How many sponsorships does FIT currently manage?

A3. It varies year over year. On average 5-15 annually.

Q4. Other than revenue generation, what does FIT want to achieve with expanding sponsorship across the board?

A4. Cultivation of new corporate sponsors.

Proposals are due on or before **August 15, 2023 at 1:00pm**

THIS ADDENDUM IS PART OF THE QUOTE SUBMISSION 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, SHOULD THERE BE ANY.

Signature

Print Name and Title of Authorized Representative

Print Name of Company/Partnership/Individual

Date