



NOTICE TO ALL FIRMS

Date: September 27, 2024

To: All Prospective Bidders

From: Sam Li
Director of Procurement Services

Re: Addendum Number 1
RFP # C1648 – Executive Search Firm for College President Recruitment

Questions & Answers to RFI:

Q1. Can you provide the name of the firm awarded the previous contract for executive search services?

A1. **Keeling & Associates**

Q2. What was the contract amount for the previous awardee of this service?

A2. **\$59,500; Vice President Enrollment Management & Student Success**

Q3. Could you share any performance feedback or challenges encountered with the previous awardee during their engagement?

A3. **None**

Q4. What lessons from the previous recruitment process should be considered in this current search?

A4. **This is a high-profile search with a long-serving incumbent (25 years)**

Q5. How does FIT define a successful recruitment process in this context? Are specific metrics or criteria, such as time-to-hire or candidate quality, that FIT considers essential for measuring success?

A5. **Quality of the applicant pool is most important.**

Q6. What aspects of FIT's mission and strategic priorities should be highlighted when identifying candidates?

A6. **Creativity, career focus, global perspective, inclusiveness, sustainability, and sense of community.**

- Q7. Is the proposed timeline for the recruitment process flexible, or are there any non-negotiable deadlines that must be met?
- A7. Dr. Brown's retirement date is June 30, 2025. We hope to have a successful and timely transition for July 1.
- Q8. If presentations are requested, what will be the primary focus of the evaluation—past performance, proposed methodology, or another criterion?
- A8. See RFP rubric.
- Q9. Are there any specific platforms or journals FIT prefers for job advertisements?
- A9. Chronicle of Higher Education, AACCC, HigherEd Jobs, AAC&U, InsideHigherEd
- Q10. Is there a preference between a fixed fee proposal versus a contingency fee proposal?
- A10. No preference.
- Q11. Please provide more details on how cost-effectiveness will be evaluated. Is FIT focused solely on the price, or will the value and services delivered be weighted more heavily?
- A11. RFPs are evaluated as a whole to determine the best value. Each proposal will be evaluated and scored using the "Evaluation Criteria" found in Section One, Sub-Section V.
- Q12. Does FIT have specific diversity goals for the new President beyond compliance with affirmative action and equal opportunity employment laws?
- A12. We expect recruitment of a diverse candidate pool that reflects the diversity of NYC and FIT.
- Q13. Are there particular qualifications, experience, or traits that FIT considers essential for candidates in this recruitment?
- A13. Commitment to innovation, creativity, student success
- Q14. Are there any internal candidates under consideration for this position?
- A14. None currently employed by FIT; perhaps SUNY
- Q15. How involved with the current leadership or interim President be in the selection process or transition?
- A15. Deputy to the President is the liaison to the Chair of the Board of Trustees who are responsible for the search.
- Q16. Is there a preferred timeline for the new President to start, and are there any major milestones or events (e.g., board meetings, commencement) the new hire should be in place for?

A16. Ideally July 1, 2025

Q17. How large will the search committee be and what is the composition? Will it include students, faculty, alumni, and/or board members?

A17. It will include all stakeholders; approximately 10-12.

Q18. Will this be an open or closed search process and will there be others interviewing candidates outside the search committee?

A18. Closed; all applications must be submitted to search firm.

Q19. Will candidates considered in recent or ongoing SUNY president searches be automatically included in FIT's pool of prospects? If so, how will they be integrated into the process?

A19. Not automatically; would need to apply

Q20. The document suggests that FIT hopes to "bring this to closure sometime in November 24," implying that the President would be selected by that time. However, the timeline on **Page 2, Section I** indicates that the **selection of the consultant will take place on November 11, 2024, and the commencement of work is scheduled for December 2, 2024**. Could you please clarify whether the selection of the President is still expected by November, or if this timeline has been revised?

A20. Selection of search consultant by November 24, 2024; selection of president and start date is July 1, 2025.

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