



NOTICE TO ALL FIRMS

Date: December 19, 2024
To: All Prospective Bidders
From: Candida Poinsette
Assoc. Director, Procurement Services
Re: Addendum Number 1
RFP C1658 – FDMFA Fashion Show Producer

**Attention firms please note below are answers to questions received from firms pertaining to this project.

Questions:

1. Who produced this awarded bidder for 2022, 2023, and 2024?

This is the first time we are going out to bid for this project.

2. Is FIT looking to keep the production value the same as 2024 or elevate the production and lighting design?

Yes, keep production value the same as 2024.

3. What was the budget for 2023 and 2024, respectively?

See question/answer 4.

4. What is the budget for the 2025 show? Are you able to provide a breakdown based on the 6 categories that you would like the cost response presented?

At this time, the budget for the 2025 show has not been determined. Therefore, we are unable to provide a specific budget breakdown across the six categories. However, we encourage firms to submit proposals based on their best estimates and experience, and we will review all submissions carefully as we finalize the budget. If additional information becomes available, we will share it with the bidders.

5. When will it be determined which month the event will be hosted?

The next event will be in September 2025.

6. Are you able to rig in the venue?

No.

7. When would this contract commence and planning begin?

End of January 2025.

8. Is there any branding or event design work that will be required?

Some backstage signage.

9. Would we be responsible for producing (shooting & editing) the opening videos shown at the beginning of the live stream?

Yes.

10. Will we be responsible for clearing any music or should everything be royalty free?

No, not responsible for music.

11. Is a multi-year contract an option for FIT?

See section VII Terms, B.

12. What, if any past issues have you all had with prior vendors?

This information cannot be disclosed.

13. What, if anything, are you all looking to change or improve upon?

We would like to maintain 2024 production values.

14. Will the Consultant be responsible for any ticketing, audience management, registration, etc?

No.

15. Do you all provide a press pool audio and/or video feed?

Producer supports livestream in coordination with FIT.

16. Are any screens or IMAG needed?

No.

17. Is there anything you DO NOT want or like that we should keep in mind?

We would like to maintain 2024 production values.

18. Will the consultant also be responsible for any BTS videography and photography?

No.

19. Are any recap videos required?

No.

20. Size of virtual audience?

This information cannot be disclosed.

21. Make of virtual audience - family/friends/industry/anyone?

This information cannot be disclosed.

22. Source of stream - Zoom, etc?

Vimeo.

23. Who is involved in making the decision based on the Evaluation? Team evaluating?

Selection Committee.

24. What has worked well in past shows?

Close collaboration between FIT and Production Team.

25. What needs improvement?

We would like to maintain 2024 production values.

26. Is there a theme?

To be decided.

27. What is the square footage of the venue? Backstage space?

This information cannot be disclosed.

28. Is hair/make-up done by students?

No.

29. Are all participants (models included) over 18? Are waivers required for video participation?

All participants are over 18 years of age. Waivers not required.

30. Room capacity for seating?

250.

31. Do we have some creative license to give the fashion show more life?

FIT leads creative direction in coordination with the Producer.

32. Time of day for the event?

Most likely mid to late afternoon.

YOUR SIGNATURE BELOW CONFIRMS THAT YOU HAVE REVIEWED THIS ADDENDUM AND MADE THE NECESSARY ADJUSTMENTS TO YOUR PROPOSAL AND CALCULATIONS.

Signature _____

Print Name and Title of Authorized Representative

Print Name of Company/Partnership/Individual

Date _____