



NOTICE TO ALL FIRMS

Date: November 12, 2021
To: All Prospective Bidders
From: Candida Poinsette
Purchasing Agent
Re: **Addendum Number 2**
RFP # C1520 – Communications Agency

In order to allow our team, the time to address the questions received we find it necessary to amend the bid due date allowing each firm an appropriate amount of time to provide a cohesive proposal. Once all questions have been answered we will post questions and answers in the form of an addendum to the FIT Purchasing Page [here](#)

Please note the following changes:

Bid due date: **On or before November 29, 2021, no later than 1:00pm**
Presentations (if necessary): **Early January**
Selection: **Late January to early February 2022**

We have also updated the last paragraph in *Section VII Evaluation Criteria*:

FIT reserves the right to award the contract to the firm with the highest total scores from criteria one (1) through three (3) or to interview the firms with the highest scores on criteria one (1) through three (3). In the latter case, FIT will award the contract to the firm with the highest score on criteria one (1) through four (4).

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