

**Procurement Office**  
333 Western Avenue Building 333  
Westfield, Massachusetts 01086-1630  
Fax (413) 572-5610

**THIS IS NOT AN ORDER**

Date: April 19, 2017

Westfield State University is seeking bids for: **Information Technology Consultant Services**

Req. No.: **RFP # 2017-018**

Opening: **May 9, 2017 @ 2:30 PM**

Bids must be in the Procurement Office before the opening date and time noted above at which time they will be publicly opened and read.

Department: **Procurement & Administrative Services**

Contact: **Chris Raymond (413) 572-5243 (craymond@westfield.ma.edu)**

Delivery: Free of all charges to: Westfield State University, 577 Western Avenue, Westfield, MA 01086-1630

- **Please submit 2 copies of your bid.**
- Faxed bids are accepted at (413) 572-5610. If you are using an envelope the **bid number must be listed on the outside of the envelope.**
- Your bid may be rejected if all blanks are not filled in.
- Please return this form even if no bid.

**It is incumbent upon the responder to ensure the bid arrives in the Procurement Office on time.**

Westfield State University reserves the right to reject any or all bids.

Full award is contingent upon availability of funding.

All Prices must be submitted on a net basis. Cash trade and quantity discounts must be figured in new prices submitted. Bids must show unit, extended and total prices.

Bid must be signed in ink.

Firm Name \_\_\_\_\_

Street \_\_\_\_\_

Name (printed) \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Signature \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email \_\_\_\_\_

Federal ID # \_\_\_\_\_ [9 character Federal Employee Identification number (issued by the IRS)]