

Westfield State University
RFP # 2020-007
Remote Academic Transcription Services



Procurement Office
333 Western Avenue Building 333, Rm. 214
Westfield, Massachusetts 01086-1633

THIS IS NOT AN ORDER

Date: **December 17, 2019**

Westfield State University is seeking responses for: **Remote Academic Transcription Services**

Req. No.: **RFP# 2020-007**

Opening: **January 13, 2019 @ 2:30 PM**

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

Department: **Banacos Academic Center**

Contact: **Gary Duggan (gduggan@westfield.ma.edu)**

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

- **Please submit an original response and one (1) copy.**
- **The RFP number must be listed on the outside of the envelope.**
- Your RFP 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 RFP arrives in the Procurement Office on time.

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

Full award is contingent upon availability of funding.

All Prices must be submitted on a net basis.

Westfield State University may award to more than one vendor.