



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

THIS IS NOT AN ORDER

Date: September 25, 2018

Westfield State University is seeking responses for: Financial Aid Consultant Services

WSU RFP No.: 2019-008

Opening: October 17, 2018 @ 2:30pm

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.

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

Department: Enrollment Management

Contact: Chris Raymond via email: (craymond@westfield.ma.edu)

If you are using an envelope the **RFP number must be listed on the outside of the envelope.** Please submit 1 original and 2 copies of your RFP.

Faxed responses are accepted at (413) 572-5610.

Please return this form even if no bid.

Your bid may be rejected if all blanks are not filled in.

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)]