



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

THIS IS NOT AN ORDER

Date: November 20, 2017

Westfield State University is seeking responses for: Diversity & Inclusion Consulting Services

WSU RFP No.: 2018-010

Opening: December 5, 2017 @ 2:30 pm (ET)

Proposals 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 proposal arrives in the Procurement Office on time.

Departments: Office of the President and Office of Human Resources

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

Delivery: Free of all charges to: Westfield State University, 577 Western Avenue, Westfield, MA 01085

Please submit 1 original and 1 copy of your proposal.
Please return this form even if no response.

Faxed RFPs are accepted at (413) 572-5610. If you are using an envelope, the **RFP number must be listed on the outside of the envelope.**

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

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

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. RFP must show unit, extended and total prices.

Proposal 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)]