



ADMINISTRATIVE SERVICES
PURCHASING DEPARTMENT

Request for Proposal # 1048

FOR

Event Management Software

DATE DUE: September 25, 2025 on or before 2:00 P.M. EDT

SUBMIT TO:

Joshua Howell

Director of Purchasing

Westmoreland County Community College

145 Pavilion Lane

Youngwood, PA 15697

howelljo@westmoreland.edu

Contact Information:

724-925-4185

howelljo@westmoreland.edu

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1.1 GENERAL COLLEGE INFORMATION

Since its founding in 1970, Westmoreland County Community College has provided affordable, high-quality, postsecondary education to thousands of southwestern Pennsylvania residents.

Westmoreland is a comprehensive community college serving approximately 5,554 students each fall and spring semester at seven locations and online. The college encompasses the main campus and six education centers in Westmoreland, Fayette, and Indiana counties, strategically located to serve every area of the region.

The main campus is located in rural Youngwood, PA, a short distance from the New Stanton Interchange of the Pennsylvania Turnpike off of US Route 119. The 80-acre campus comprises four buildings: Student Achievement Center, Health and Culinary Center, Science Innovation Center and the Business and Industry Center all of which contain general classrooms, smart classrooms and laboratories with modern equipment that provide opportunities for students to gain hands-on experiences in a variety of career fields. Student Achievement Center also contains the college bookstore, library, student activities center, gymnasium and fitness center, and more. In addition, there are athletic fields for baseball, softball, soccer and other sporting activities.

Westmoreland's state-of-the-art Advanced Technology Center offers education and training for students and incumbent workers in advanced manufacturing. Occupying 73,500-square-feet-of-space at RIDC-Westmoreland in Mount Pleasant, the center features numerous specialized labs to enhance learning including computer-aided drafting and design, computer numerical control, electronics, energy, metallurgy and welding/virtual welding.

Complementing the credit programming are a full array of student services, including financial aid, tutoring, and career placement, and student life activities such as intercollegiate athletics, intramurals and clubs.

The college also offers a variety of continuing education courses in workforce training, professional development, health care, computer training, personal enrichment, and public safety.

Westmoreland works with government, business and community leaders to continually develop and offer innovative and educational programs to improve the lives of the constituents it serves.

A full description of the Westmoreland College experience can be found at www.westmoreland.edu.

1.2 SCOPE OF WORK

Westmoreland County Community College is seeking a qualified vendor that can provide a comprehensive calendar, academic and event scheduling system comprising both the operational and logistical activities around scheduling courses and facilities. The system must also provide an analysis of space utilization through reports and statistics. The scheduling system must be compatible and integrate with the Anthology ERP system at the College for both student and finance. Specifically, Westmoreland County Community College is seeking an experienced and trusted vendor to provide the following: Classroom Utilization and Optimization Software that includes a master calendar and event scheduling services. Vendors who respond to this RFP MUST clearly explain and document the Anthology integration process both at the college level and the system level, including the database integration. The documentation must include the processing timeline and schedule update cycle at certain times of the year, such as the beginning of Fall and Spring semesters, our system is very busy, and the scheduling software cannot adversely impact system performance. A cloud-based system is preferred.

The software solution must have the basic functionality in its design:

- a. Automatic download from Anthology to assist in identifying room availability, which will also update the internal calendar.
- b. Allow for end-user-configured preferences to assign specific meeting patterns and rooms to sections.
- c. The vendor's software must be a web or cloud-based product that utilizes common web browsers (Edge, Chrome, Firefox, and Safari) with the most recent versions supported and allow for responsive design.
- d. Must provide a graphical drag and drop scheduling interface and must prompt user for automatic adjustment of all scheduled services (i.e. event moves forward ½ hour, drag and drop event into the new/time space and all appropriate adjustments are made).
- e. Ability to color code "event view" labels by status and event type.
- f. Ability to sort reservations by a variety of labels (i.e. organization, department, external, tentative, etc.)
- g. Must be able to re-use contracts and event information (enter once, use many) including specifics from either past or current events (i.e. time, set-up, etc.)
- h. Events should permit the association and attachment of documents to the event (i.e. minutes, agenda, notes, special instructions, attendee lists, etc.)
- i. Provide workflow capability that includes automatic email notification. Must provide e-mail notifications to "end-users" to support actions (i.e. confirmation notices, future event notices, that should ideally be customizable).
- j. Permit alerts on items and dependencies.

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k. When a meeting is cancelled/deleted, system automatically cancels all resources from meetings and makes them available for other meetings. Administrator must be able to set permissions to control who can delete meetings.

The room reservation system should allow for the following:

- a. Room attributes: Manage and storeroom capacities, attributes, details and schedules. Permit images (pictures, diagrams) of room inventory, rental equipment, and room set-ups. Must be able to create self-definable and/or unnamed spaces.
- b. Room Search functionality: allow the user to use multiple attributes in the search criteria to find potential space and also identify conflicts for possible resolution (i.e. setup type, capacity, room type, etc.).
- c. Administrative Control of Rooms: Administrator may permit view of all spaces or hide any space from general access, and restrict space based on building or room. Administrator has the ability to block rooms, take them offline and reassign rooms.
- d. Room Services: Must provide the ability to create resource packages from individual items (i.e. AV Packages vs. just a microphone). Also, it can be used for catering packages. Must be able to self-define services, service types, resource categories and notes. Must be able to support service order only requests.
- e. Room Charges: Must provide room charges, services charges and customized discounts at line item level.
- f. Multiple Rooms: Ability to reserve multiple rooms, resources and services in either same or different locations with single meeting event.
- g. The reservations should be linked together and managed as an “event group” for creation, modification (editing) or cancellation. ii. If a user has reserved multiple rooms and then cancels, they then have the ability to remove hold on all rooms included in the original request.
- h. Ability to delete multiple room reservations by deleting the associated event.
- i. The solution must be able to generate a quote for customers and at event completion generate a final invoice possibly split between more than one department.

Online Request System and Calendar should possess the following functionality:

- a. Room Requests: System must be able to accommodate any number of online rooms request forms to accommodate different space type, resource availability or room ownership needs.
- b. Provide ability for users to see space availability on the web.
- c. Each room request form must be able to have defined security controls such as cut-off times for room, appropriate use of rooms and separate times for resources.

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- d. Defined request availability by date range.
- e. Provide ability to include a set-up and tear-down window of time for back-to-back events.

Room Services:

- a. Allow the user to specify room set-up type (when applicable).
- b. Allow the end user to submit work orders, AV requests, prep notices, notices of room clean-up, etc.
- c. Allow the user to make additional requests through an unlimited notes feature.
- d. Allow the user to attach notes, including event agenda, room picture and/or room layout images to individual spaces.
- e. Schedule multiple times for services (i.e. catering, personnel, etc.)
- f. Able to assign resources to both courses and events.

Events Scheduling / Calendaring:

- a. End users must be able to view their open requests, make modifications and edits within defined cut-off times for events and/or resources online.
- b. End users must be able to submit requests for space as patterned events as well as random dates. Support calendaring of reoccurring events to the website without double entry.
- c. Including the ability to categorize events by venue or event type. Must be able to exclude events.
- d. Have the ability to set single day, various types of recurring and non-pattern bookings for room requests.
- e. Provide for multiple tentative reservations for a given space.
- f. Must have the ability to alter a series of bookings/reservations and have those changes reflected in each occurrence.

Functionality with other services:

- a. Individual calendar links must be able to be created by Event Type, Group Type or Venue.
- b. End-users should be able to add a single event or all reoccurring events to their Google calendar.

Reporting Capabilities:

System reports must be produced within the purchased environment without requiring extensive technical expertise or the use of a 3rd party reporting tool (standard and built-in query builder), and should possess the following:

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- a. Reports must be available through a standard web interface.
- b. Provide a robust way to create and modify reports, as well as create custom reports.
- c. Must include the ability to view summary results and drill-down to individual reservations, if necessary.
- d. Ability to dynamic sort data elements in an existing report, add data elements, delete data elements, perform grouping, sums, and filtering, and do so from various security profiles, not just administrators.
- e. All reports including confirmations and contracts can be exported out to .xls, .rft, .html, xml, and .pdf.
- f. Reports must include standard operational, statistical and financial reports.
- g. Ability to print individual room usage schedules per day and per week and print entire building schedules per day and per week.
- h. Ability to print reports by function (example: all AV requests).
- i. Ability to run a tentative commitment report by date and location.
- j. Provide reports on customer profiles including purchase history, events attended, and demographic information.

Documentation and Training Support:

- a. Provide updated documentation for systems administrators and general user help and assistance.
- b. Provide updated documentation with the release of any software updates or upgrades.
- c. Provide updated documentation for systems administration and general user help and assistance when updates and upgrades occur.
- d. Provide end-user access to tech support and customer website as part of the standard annual software agreement.
- e. Have an active and coordinated user group community to keep users up to date with software features.
- f. Must provide software upgrades including major releases for purchased versions within the fee structure of the annual software maintenance fee.

Technical Requirements:

- ERP: Must integrate with Anthology Campus Nexus Suite including, Campus Nexus Student, Campus Nexus Engage and Campus Nexus Finance/HR/Payroll modules.
- Preferred method of SSO by Google is SAML 2.0

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- Must have bi-directional communication between Anthology Campus Nexus Suite and the proposed solution
- Preferred solution will be cloud hosted
- Proposed solution should be accessible via mobile devices for booking rooms

1.3 CARES ACT GRANT DISCLOSURE

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state: 1) the percentage of the total costs of the program or project which will be financed with Federal money; 2) the dollar amount of Federal funds for the project or program; and 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division B, Title V, Section 505 of Public Law 115-245, Consolidated Appropriations Act, 2019.

1.4 PROPOSAL DUE DATE

The due date of this RFP is Thursday, September 25, 2025, or before 2:00 p.m., EDT. **Responses must be clearly marked with the RFP number and RFP title listed in this document and your company name in the lower left corner of the outer envelope or box. Submissions must also be emailed to howelljo@westmoreland.edu on or before the due date. The time of submission will be based on when the email is received. The paper copy must be mailed and cannot be dropped off on campus.** The purchasing department will distribute the copies to proper personnel.

The college will not consider or examine late responses. Amended responses will not be considered unless they are received in the Purchasing Department on or before the above date and time. The official copy must contain the complete response and related materials. A duly constituted corporate official legally capable of binding the contractor must sign responses.

The college reserves the right to reject any or all proposals or any part thereof.

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1.5 CALENDAR

Date	Event
Friday, August 29, 2025	RFP Issued
Friday, September 5, 2025, by 2:00 P.M. EDT	Questions due to Joshua Howell at howelljo@westmoreland.edu
Monday, September 15, 2025, prior 5:00 P.M. EDT	Addendum emailed (if applicable)
Monday, September 22, 2025, by 2:00 P.M. EDT	Acknowledgement / Intent to Propose
Thursday, September 25, 2025, or before 2:00 P.M. EDT	Proposals must be submitted to the Purchasing Department howelljo@westmoreland.edu
Early October 2025	Demonstrations (If Applicable)
Wednesday, October 22, 2025	Recommendation to the Board

1.6 ISSUING OFFICE

This request for proposal is issued for the Westmoreland County Community College by the Purchasing Department. The issuing office is the sole point of contact for the college for this RFP. Please refer all inquiries in writing to:

Joshua Howell
Director of Purchasing
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697
Phone: 724-925-4185
howelljo@westmoreland.edu

1.7 INSTRUCTIONS TO VENDORS

Advice: The department responsible for this RFP is the Purchasing Department located at 145 Pavilion Lane Youngwood, PA 15697. The WCCC point of contact is Joshua Howell, Director of Purchasing: howelljo@westmoreland.edu.

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Examination of the Document: Bidders are responsible for examining the solicitation documents and any addenda issued to become informed to all conditions that might in any way affect cost or performance of any work performed. Should the bidder find discrepancies in or omissions from the solicitation documents or should their intent or meaning appear unclear, promptly report such to the College, per below. Failure to do so will be at the sole risk of the bidder.

Question Submittal Process: Questions can be sent to Joshua Howell, electronically at howelljo@westmoreland.edu on or before Friday, September 5, 2025 at 2:00 P.M. EDT. All questions and answers will be published and provided to all potential vendors, by means of an Addendum to the RFP, on or before Monday, September 15, 2025 by 5:00 p.m.

Submission: The submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

All proposals **MUST** include the Certification of Bidder form. The proposal **MUST** be submitted by the date and time of opening and **MUST** include one (1) original, one (1) copy, and one (1) electronic (email) copy of the RFP must be provided. The email copy must be emailed by the deadline to Joshua Howell at howelljo@westmoreland.edu.

RFP's must be addressed to: Westmoreland County Community College, Attn: Joshua Howell, Director of Purchasing, 145 Pavilion Lane Youngwood, PA 15697. Proposals must be submitted in a **Sealed Envelope** with RFP #1048 Event Management Software and your company name in the lower left corner of the outer envelope.

RFP's not submitted in the format as instructed by this RFP may not be accepted. Addendums to your proposal, once filed, may be submitted in a sealed envelope only, and properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFPs shall be received and remain unopened until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. WCCC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be considered for award, and will be returned to the Bidders, unopened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of sixty (60) days subsequent to the opening of the RFP without the prior written approval of the Director of Purchasing or Westmoreland County Community College.

Addenda: The only method by which any requirement of this solicitation may be modified is by written addendum.

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If an addendum to the proposal is document required, WCCC will mail the addendum within a reasonable time prior to the due date. WCCC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addendums will be mailed to all vendors of record, and such addendum shall be acknowledged by signing and including in your proposal submission.

Cancellation of the RFP: If the College determines that it is in the College's best interest, the College reserves the right to do any of the following:

- Cancel the RFP in its entirety
- Modify the RFP, in writing, as needed
- Reject any and / or all proposals received for this RFP

Taxes: WCCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, WCCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, WCCC's Tax Exemption Certificate will be furnished.

Insurance: The vendor performing services for WCCC shall:

1. Maintain worker's compensation insurance as required by Pennsylvania statutes, for all employees engaged in the work.
2. Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.
3. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

1.8 FORMAT FOR RESPONSE

Proposals must be organized in the order presented in this RFP and include a Quotation which is based on the specifications provided by Westmoreland County Community College. Proposals not organized in the prescribed manner will be eliminated from consideration. The Vendor must respond, in order, to all of the items listed in the RFP, use the numbering system of this RFP, and be complete and comprehensive in a concise manner.

The Vendor must provide written, point-by-point narrative responses to each Proposal requirement; simply stating "agreed" or "complies" is not acceptable. Supplemental technical information, product literature and other supporting materials that further explain or demonstrate the proposed system capabilities may also be included within the proposal response.

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All Vendors who provide a proposal in response to this RFP are responsible for all costs associated with preparing that proposal, answering all questions, providing the Westmoreland County Community College with requested information, and making a Vendor presentation to the Westmoreland County Community College. The Westmoreland County Community College is under no obligation to incur or reimburse any Vendor for any proposal costs.

A. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

B. Table of Content

a. Clearly identify the materials by sections and page number(s).

C. Letter of Transmittal

Limit to one or two pages.

- a. Give the names of the persons who will be authorized to make representations for the vendor, their titles, addresses, and telephone numbers.
- b. Indicate any third-party firms involved with your program and state their role(s).

D. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

1 GENERAL TERMS AND CONDITIONS

2.1 Terms and Conditions

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Purchasing.

Right to Cancel: WCCC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty (30) calendar day's written notice of such cancellation. Should WCCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the Commonwealth of Pennsylvania. Any actions or remedies pursued by either party shall be pursued in either the Westmoreland County Court of Common Pleas or the Federal District Court for the Western Districts of Pennsylvania.

Dispute Resolution: As a condition precedent to litigation, WCCC and the contractor shall attempt to resolve any controversy or claim arising from any dispute by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Confidential Proprietary Information/Trade Secrets: Vendor should be aware that the contents of all submitted proposals are subject to public review and disclosure in accordance with the Pennsylvania Right-to-Know Law. All information submitted with your proposal is presumed to be public information and subject to disclosure under the Right-to-Know Law. If the vendor believes that its proposal contains trade secrets or proprietary confidential information, such information must be clearly marked on the top of each page so considered, "Confidential Proprietary Information." WCCC will notify the vendor if a third party right to know request is submitted for any proposal so marked and may request additional information from the vendor to determine if such information meets the definition of confidential proprietary information or Trade Secrets under the Right to Know Law. Also, WCCC may request from the vendor a redacted copy of the proposal deleting any information considered by the vendor to be confidential proprietary information in order to satisfy the right to know request. While WCCC will endeavor to maintain all submitted information deemed by the vendor to be confidential proprietary information, WCCC will not be liable for the release of such information.

Negotiation: WCCC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. WCCC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or

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reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of WCCC.

Award: The successful vendor(s), as determined by WCCC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project subject to review and approval of the College Solicitor. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from WCCC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of WCCC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

College Environment: The contractor shall be responsible for maintaining an environment in compliance with all rules, regulation, and codes covering an occupied school facility.

Tobacco Restricted: The College is a tobacco restricted campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in college buildings and premises. All individuals are expected to acknowledge the tobacco restricted policy and provide full compliance. Smoking will not be permitted in vehicles during traveling or standing time.

Indemnification: The vendor shall protect, indemnify and hold WCCC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

Disclosure: Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

Invoicing: A copy of this document along with an original invoice must be submitted to the WCCC Accounts Payable email at apinvoice@westmoreland.edu. The purchase order number must be on the invoice.

Subcontracting: No portion of this contract may be subcontracted without prior written permission of the College. Please identify the use of a subcontractor in your RFP response.

Disclaimer: If any changes are made to this solicitation document by any party other than Westmoreland County Community College, the original document in the college's file takes precedence.

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PRICING BID FORM

Name of Bidder/Company: _____

ITEM #	QTY	DESCRIPTION	TOTAL COST
1	1	Total One-Time Costs (Implementation and Training)	
2	1	Annual Licensing Fee	
3	1	Maintenance	
4	1	Support	
5	1	Customization	
6	1	Applicable discount	
		ANY ADDITIONAL COSTS NOT IDENTIFIED IN THE RFP. (PLEASE EXPLAIN):	

THE BOARD OF TRUSTEES RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR ANY PART THEREOF

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REFERENCES:

All proposals must include three (3) references including educational institutions (if possible). Local Pennsylvania references are preferred. References should include company name, contact name, address, phone, fax, and email address and contact information for the specific person who is knowledgeable about the contractor's record and performance. References may be contacted for consultation and/or site visits at our discretion.

NAME

COMPANY

ADDRESS

CITY/STATE/ZIP

PHONE/FAX

EMAIL

NAME

COMPANY

ADDRESS

CITY/STATE/ZIP

PHONE/FAX

EMAIL

NAME

COMPANY

ADDRESS

CITY/STATE/ZIP

PHONE/FAX

EMAIL

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ACKNOWLEDGEMENT OF RECEIPT

This Form Must be Completed and Emailed upon Receiving the Request for Proposal

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Please fill in the requested information below and return by email, as acknowledgement that you have received the Request for Proposal noted above.

Email this to Joshua Howell prior to: **Monday, September 22, 2025, prior to 2:00 P.M. EDT**

Email to: howelljo@westmoreland.edu

By doing this, we will be able to provide responses to questions and notification of any addenda to the RFP.

Name of Firm: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Name: (Print) _____

Title: _____

Email address: _____

Signature: _____

Date: _____

_____ Yes, our company does have an interest in responding.

_____ No, our company does **NOT** have an interest in responding.

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of Federal or State law.

NAME OF CONTRACTOR/BIDDER

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joshua Howell
Director of Purchasing
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this RFP. According to the Pennsylvania Antirigging Act, 73 P.S. § 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the RFP.
3. RFP rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the vendor with responsibilities for the preparation, approval or submission of the RFP.
4. In the case of an RFP submitted by a joint venture, each party to the venture must be identified in the RFP documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary RFP" as used in the affidavit has the meaning commonly associated with that term in the RFP process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to submit an affidavit with the RFP in compliance with these instructions may result in disqualification of the proposal.

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NON-COLLUSION AFFIDAVIT

Contract Name _____ Contract/Bid No. _____

State of _____ County of _____

I state that I am _____
(Name and title) of _____ (Name of firm) and that I am authorized to
make this affidavit on behalf of my firm, and its owners, directors, and, officers. I am the person
responsible in my firm for the price(s) and the amount of this RFP.

I state that:

- (1) The price(s) and amount(s) of this RFP have been arrived at independently and without consultation, communication or agreement with any other contractor, vendor or potential vendor.
- (2) Neither the price(s) nor the amount(s) of this proposal, and neither the approximate price(s) nor approximate amount(s) of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from responding to this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or non-competitive proposal or other form of complementary proposal.
- (4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

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- (5) _____ (Name of firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public contract, except as follows:*

I state that _____ (Name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by **Westmoreland County Community College** in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Purchasing Agency of the true facts relating to the submission of this RFP.

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____

*Note: Such a conviction of liability does not prohibit acceptance of your bid or award of a contract but may be a basis for a determination that you are not a responsible bidder. Please list any convictions or liabilities in attached pages to this affidavit.

Westmoreland County Community College
Request for Proposal #1048
Event Management Software

The information in the table below is completed by Westmoreland County Community College Purchasing Department.

RFP/RFQ#	1048
NAICS	513210-Software Publishers
Size Standard	\$47.0 M
Purchasing Department Contact	Joshua Howell

Instructions: Please complete the information below. Upon completion sign and return the form with the RFP or RFQ response according to the due date.

Found more information:

Small Business Size Regulations Information: [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#)

Small Business Table of Size Standards: [Table of size standards | U.S. Small Business Administration](#)

Given the above NAICS code and business size standard identified by the Purchasing Department for this procurement, the supplier is representing and certifying that it is a:

☐ Small Business ☐ Other than Small Business **Note that Non-profits do not qualify as a Small Business*

IF Small Business then check all applicable:

- ☐ Disadvantaged Small Business
- ☐ Women-Owned Small Business
- ☐ Veteran-Owned Small Business
- ☐ Service-Disabled Veteran-Owned Small Business
- ☐ HUBZone (historically underutilized business zone)

OR

☐ The SAM.gov Reps and Certs are current, accurate, and complete for the NAICS code and size standard above (More info on SAM.gov [Entity Registration](#) | [SAM.gov](#))

CAGE CODE	
UEI	

By signing below, the authorized signatory certifies that the size and socioeconomic representations above are current, accurate, and complete and do not misrepresent: Small Business Size Regulations Information: [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#)

Company Name:			
Quoted Value:	<i>Dollar amount references at vendors solicitation</i>		
Name:			
Signature			
Title:		Date:	
Email		Phone:	