

**PARTICIPATING INSTITUTION AGREEMENT (PIA)**  
**SolidWorks Software License Program**

Participating Institution ("PI"): \_\_\_\_\_

SUNY and SolidWorks have concluded an agreement under which PI's may obtain SolidWorks Software. The above-named PI agrees to the following.

1. **Adherence to SolidWorks Agreement:** PI acknowledges that appropriate parties at the institution are familiar with and the institution agrees to comply with the terms and conditions of the SUNY-wide SolidWorks Program (summary attached).

2. **Term:** This PIA shall take effect on the date of execution and shall remain in effect unless terminated by either party, or unless the SUNY-wide SolidWorks Program is discontinued.

3. **Contact Persons:**

**License Coordinator:** PI designates the following individual as the campus license manager for all activity under this PIA. The license manager will be authorized to receive SolidWorks software from ITEC and will be responsible for distributing SolidWorks software to Authorized Users. PI will immediately notify SUNY of any change in the designation of a license manager.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Campus: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Technical Coordinator:** PI designates the following individual as the campus technical coordinator for all activity under this PIA. The technical coordinator may contact ITEC for maintenance/support. PI will immediately notify SUNY of any change in the designation of this coordinator.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Campus: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Administrative Coordinator:** PI designates the following individual as the campus administrative coordinator for all activity under this PIA. The administrative coordinator will be responsible for all administrative matters under this PIA. PI will immediately notify SUNY of any change in the designation of this coordinator.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Campus: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

4. **Software:** PI may order SolidWorks licenses and/or maintenance in accordance with the procedures outlined in the SUNY-wide SolidWorks Program description.

5. **Fees:** PI is responsible for license fees for new licenses and for annual maintenance fees after the first year, as described in the SUNY-wide SolidWorks Program description. PI shall pay fees to ITEC annually. State Operated institutions will be charged through the Campus Recharge process. Community Colleges will be invoiced.

6. **Distribution:** ITEC will distribute the product to PI's. The products may be distributed on campus in the quantities licensed, by whatever means is customarily used by the campus.

7. **Maintenance/Support:** PI is required to provide first-level maintenance/support to its campus users. The campus technical contact may receive second-level maintenance/support through ITEC.

8. **Reports and Inspections:** PI shall provide any information reasonably requested by SUNY or by SolidWorks in connection with this Agreement.

PARTICIPATING INSTITUTION

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

*Return completed PIA to:*

*Mary Ann Corsetti  
Director, University-wide Contracting  
Office of Information and Technology  
State University of New York  
State University Plaza  
Albany, NY 12246  
518-443-5552 phone  
518-443-5739 fax  
maryann.corsetti@suny.edu*