

## ATTACHMENT 1: TEMPLATE FOR QUESTION SUBMITTAL/ REQUEST FOR CHANGES

The Bidder is required to use the format listed below when submitting questions and request for changes to the Procurement Officer listed in [SECTION 2.2.1. PROCUREMENT OFFICERS](#). Written questions and request for changes must be submitted in Microsoft Excel or Word version. Instructions are as follows:

**Name of Bidder** – Provide the name of the bidding firm

**Contact Person** – Provide the name of the person to contact if the State needs clarification about the question.

**Contact Email and Phone Number** – Provide the email and phone number (including area code) for the listed contact person.

**Q #** – Sequentially number each question/request for change, always starting at one (1) for each submission.

**Section/Document(s)** – Identify the section or document the request pertains to, such as “Request for Proposal, [SECTION 3.3.3. KEY STAFF QUALIFICATIONS \(M\)\(DS\)](#).”

**Page #** – Identify the page number of the section/document name or title the question pertains to.

**Question/Request for Change** – Write the question and/or request for change in this column. If the Bidder is requesting a change, the Bidder must apply track changes to ensure the requested change is evident.

**Bidder’s Rationale for Change Requests** - Provide an explanation for the requested change.

Expand or reduce the number of rows to accommodate the number of questions.

| QUESTION/REQUEST FOR CHANGES FORM |                     |        |                             |                                       |
|-----------------------------------|---------------------|--------|-----------------------------|---------------------------------------|
| Name of Bidder:                   |                     |        |                             |                                       |
| Contact Person:                   |                     |        |                             |                                       |
| Contact Email and Phone Number:   |                     |        |                             |                                       |
| Q #                               | Section/Document(s) | Page # | Question/Request for Change | Bidder's Rationale for Change Request |

| QUESTION/REQUEST FOR CHANGES FORM |  |  |  |  |
|-----------------------------------|--|--|--|--|
| 1                                 |  |  |  |  |
| 2                                 |  |  |  |  |
| 3                                 |  |  |  |  |
| 4                                 |  |  |  |  |