

ATTACHMENT 20: TEMPLATE FOR QUESTION SUBMITTAL

The Bidder is required to use this form when submitting questions to the Procurement Officer listed in Section [SECTION 2.2.1. PROCUREMENT OFFICER](#). 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, always starting at one (1) for each submission.

Section/Document(s) – Identify the section or document the request pertains to, such as “Section SALES TAX.”

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				