

November 20, 2025

ATTACHMENT 1: TEMPLATE FOR QUESTION SUBMITTAL/ REQUEST FOR CHANGES

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The Bidder is required to use the format listed below when submitting questions and requests for changes to the Procurement Officer listed in [SECTION 2.2.1. PROCUREMENT OFFICER](#). Written questions and requests 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 \(M/DS\) \(DUE WITH PHASE 2 RESPONSE\)](#).”

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:

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Question/Request for Changes Form				
Contact Email and Phone Number:				
Q #	Section/Document(s)	Page #	Question/Request for Change	Bidder's Rationale for Change Request
1				
2				
3				
4				