

## ATTACHMENT 1: TEMPLATE FOR QUESTION SUBMITTAL

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
1				

QUESTION/REQUEST FOR CHANGES FORM				
2				
3				
4				