**Appendix B – Question Submission Template**

The following template is to be used for submitting all questions regarding this RFP to BPO. This template is also to be used to schedule the product demonstration requested in **Product Demonstrations Section** of this RFP.

**RFP Question Submission Template**

|  |  |  |
| --- | --- | --- |
| **Bidder Requested Information** | | |
| **1.** | **Date** |  |
| **2.** | **Bidder Contact Name and Email address** |  |
| **3.** | **Phone** |  |
| **4.** | **Category** (Technical, Pricing, Terms and Conditions, General) |  |
| **5.** | **Bidder Question Number** | (number - 1,2,3 etc.) |

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| --- |
| **Bidder Question / Proposed Demo Dates:** |
|  |
| **BPO Response:** |
|  |