**Attachment L**

****

**QUESTIONS AND ANSWERS FORM**

**RFP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Any questions regarding this Request for Proposals shall be submitted according to the process outlined below. The County’s response to questions will be in accordance with Section 2, Schedule of Events.

**Q&A Process**

1. Prepare questions or concerns on the template provided.

2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).

3. Submit the completed form (Microsoft Word only) via email to [gmerrell@solanocounty.com](mailto:gmerrell@solanocounty.com). Attach associated documents as necessary. Please contact Gina Merrell (RFP coordinator) with any questions regarding this process.

**Questions from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **DATE** | **REFERENCE SECTION** | **QUESTION OR COMMENT** | **COUNTY RESPONSE** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

Email this form to the RFP Coordinator (gmerrell@solanocounty.com) on or before the date specified in RFP Section 2, Schedule of Events.

**NOTE: Add additional lines to form as needed**