# [Question & Answer #[Insert number]]

[Insert Contract Title] - [Insert Contract Number]

This document is posted to capture the questions received during the question & answer period for [insert contract number] [insert contract title]. This document is the official response to the questions received.

[Pick one]

No questions or responses included in this document require any change to the solicitation document, this document stands alone.

---OR---

Questions or responses included in this document require changes to the solicitation documents. The solicitation has been updated in [document] on WEBS as [document title] and all changes are detailed below [or short summary here].

Any additional questions regarding this solicitation must be directed to the Procurement Coordinator listed below.

[Insert name here]

[Insert phone number here]

[Insert team e-mail here]

| **Question #** | **Question** | **Response** | **Did this change the solicitation?** |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
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