

## Instructions

This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.

**Instructions:** Complete all cells of each question asked in the Table below. Clearly identify the B7referenced section or text.

Question ID	RFP Reference (page number, section number, paragraph)	Specific RFP Language	Question	Answers
<i>Example</i>	<i>Page 7, section 1.15, C</i>	J. Vendors may submit multiple bid	<i>May vendors submit more than one bid?</i>	<i>yes See section 1.15, J</i>
1	Page 10, Section 2.3, B	The Vendor must have been in business for 5 consecutive years	The owner has been in business for 8 years as a therapy contractor. Originally, it was classified as a sole proprietorship under the owner's name. Two years ago, a LLC was formed and a different business	Contractors who have been in business for 8 years meet minimum qualifications. The change from sole proprietor to an LLC will not cause your bid to be rejected.
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