## Appendix M – Questions and Answers Template

**Instructions:**

This template is to be used by the Offeror to submit questions regarding the RFP #EC-2020.

Please provide all questions by populating this template labeled "Question and Answer Template." For each question, first select the RFP section which specifies the document to which the question pertains and the relevant section reference. Then provide the specific page number of the document that the question pertains to, and finally, provide the detailed question.

Note: All questions submitted in this Template are subject to the conditions set forth in this RFP, including Section 1.8 (Procurement Contact). Please only submit questions using this Template and save it and send as a WORD document only, questions sent in other formats (e.g., PDF, Excel) will not be accepted. ASES reserves the right to disregard any questions that have not been submitted using this template.

All questions must be submitted to this procurement contract by the appropriate deadline for submission of questions set forth in RFP Section 3.3.2, that is, on or before 6:00 PM on December 18, 2019. ASES reserves the right to disregard any questions that have not been submitted during the proper Q&A period as per Section 3.3.2 of the RFP.

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