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|  | **NORTH CAROLINA**  **DEPARTMENT OF INFORMATION TECHNOLOGY**  **STATEWIDE IT PROCUREMENT OFFICE**  <https://it.nc.gov/resources/statewide-it-procurement-office> |

**Request for Clarification**

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| --- | --- |
| **Solicitation Number:** | [Insert solicitation number] |
| **Solicitation Description:** | [Insert description] |
| **Solicitation Opening Date and Time:** | [Insert solicitation opening date and time] |
| **Addendum Number:** | [Addendum number] |
| **Issue Date of Request for Clarification:** | [Issue date of this request for clarification] |
| **Purchasing Agent** or **Contract Specialist:** | [Name]  [Enter email address | Telephone number | Fax number] |

1. Return one properly executed copy of this clarification request via [email to xxxxx@xxx OR fax to ###-###-####].

**Clarification Response Due Date and Time: *[##:## am/pm ET, Weekday, Month Date, 20YY]***

1. *[Agency must list items for clarification. Reference applicable page numbers, item numbers, paragraphs, etc., of solicitation and/or Vendor offer.]*

**Sign Clarification:**

|  |  |
| --- | --- |
| **Offeror:** |  |
| **Authorized Signature:** |  |
| **Name and Titled (Typed):** |  |
| **Date:** |  |