

<b>REQUEST FOR INFORMATION (RFI)</b>		1. RFI Number RFI-
2. CONTRACT NUMBER:		
3. CONTRACT TITLE:		
4. PRIME CONTRACTOR	5. SUBCONTRACTOR / SUPPLIER	

6. SUBJECT OF RFI:			
a. DRAWINGS:	b. DETAILS:	c. SPECIFICATION	d. CPM ACTIVITY #:
7. INFORMATION REQUESTED:			
a. Date Response Required By:	b. Date RFI Submitted:	c. Signature:	
8. CONTRACTOR RECOMMENDATION:			
a. COST EFFECT:	Increase:	Decrease:	None:
Estimated Amount:			
b. TIME IMPACT:	Increase:	Decrease:	None:
Estimated Calendar Days:			

9. From:	11. Reply Date:	12. Signature:
10. To:		

13. REPLY:

a. This response is for clarification only and results in no cost or time change to the contract.
b. This response requires a modification to the contract. A formal request for proposal will follow under separate correspondence. No work is authorized until the modification is signed by the Contracting Officer. The assigned Proposed Change (PC) is _____.

The RFI process is intended to provide an efficient mechanism for responding to contractor's requests for information ONLY. This system DOES NOT authorize the contractor to proceed with work. To do so, the contractor proceeds at his own risk. If the contractor considers the RFI response a change, written notice to the Contracting Officer is required within 20 calendar days of the reply date.

DISTRIBUTION: original file via FEAD      PL      ET      A/E      PC#      via the Contracting Officer

## INSTRUCTIONS FOR COMPLETING REQUEST FOR INFORMATION FORM

### FOR THE CONTRACTOR

- Item 1.** Enter three-digit RFI number.
- Item 2.** Self-explanatory.
- Item 3.** Self-explanatory.
- Item 4.** Self-explanatory.
- Item 5.** Self-explanatory.
- Item 6.** Self-explanatory.
- a. Specify any drawing numbers related to the RFI (if applicable)
  - b. Specify any detail numbers related to the RFI (if applicable)
  - c. Specify the specification number related to the RFI (if applicable)
  - d. Specify Critical Path Method (CPM)/Schedule Activity # (if applicable).
- Item 7.** Provide a narrative detailing the requested information or requested design change.
- a. Specify date response is requested.
  - b. Enter date RFI submitted.
  - c. Signature of preparer of RFI.
- Item 8.** If possible, provide a recommended solution to the problem and state if the proposed solution may be considered a change to the contract.
- a. Indicate in the check box the cost effect. If applicable, provide estimated amount.
  - b. Indicate in the check box the time impact. If applicable, provide estimated calendar days.

### FOR GOVERNMENT PERSONNEL

- Item 9.** Name of government official responding to RFI.
- Item 10.** Name of contractor point of contact.
- Item 11.** Enter date of RFI response.
- Item 12.** Signature of official responding to RFI.
- Item 13.** Provide a reply considering cost, schedule, safety, quality, client request, other risks, etc. At no time will the RFI response authorize the contractor to start work. Only the Contracting Officer may authorize additional or changed work.
- a. Indicate in the check box if the response is for clarification only.
  - b. Indicate in the check box if the response requires a modification to be issued to the contract. If applicable, include the assigned Proposed Change (PC) number.