

**ATTACHMENT 13****SOP-0002-13****Request for Information Completion Instructions**

Records Use only



This procedure provides for controlled identification, notification and resolution of SUBCONTRACTOR initiated technical questions. A Request for Information (RFI) is a SUBCONTRACTOR initiated technical question. An RFI is initiated if the SUBCONTRACTOR:

- Is unable to understand technical documents: scope, specifications, drawings, or data; or
- Discovers or perceives a conflict, ambiguity, error or omission in or among the technical documents.

Upon determination that an RFI is required, the SUBCONTRACTOR should prepare its question on the attached form, log the RFI using a sequential numbering system (e.g., the first RFI is [SUBCONTRACT #]-RFI-0001), and deliver the RFI to CONTRACTOR's STR. SUBCONTRACTOR shall maintain a log to track and document status. At a minimum the log shall contain the RFI identifier, date submitted, date returned, status, and a section for comments. SUBCONTRACTOR shall provide an updated copy of this log at each weekly Project Status Meeting for review.

RFIs that request a specific date for a required response should be monitored for a response and, if no response has been issued three (3) days before the response is due, the originator should contact CONTRACTOR to ascertain the status of the response. CONTRACTOR will target to respond to most RFIs within three (3) working days and all RFIs within two (2) weeks.

The RFI may not be used to request deviations to the Specification. See the Supplier Deviation Disposition Request (SDDR) section of the Contract Documents for deviations. CONTRACTOR responses to RFIs shall not be construed as permission to deviate from contract requirements. RFIs are not authorized change documents and cannot be used to direct a change in contract requirements. If CONTRACTOR'S response on the RFI has a cost and/or schedule effect, it is the SUBCONTRACTOR'S responsibility to immediately advise CONTRACTOR'S Procurement Specialist with a SUBCONTRACTOR Change Proposal. Work undertaken without CONTRACTOR authorization is at the SUBCONTRACTOR'S risk and expense.