



Requests for Interpretation (RFI)

Agency/Higher-Ed

Purpose and Procedure

- ▶ The purpose of the RFI is to seek an interpretation or clarification of the Contract Documents from the A/E

- ▶ Workflow:

Created by: Contractor → Sent to: A/E Review → Sent to: Contractor Update (if necessary) → Sent to: Consultant Response (if necessary) → Sent to: Contractor Acceptance → Sent to: A/E for Change Order Request or End

Create RFI

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Requests for Interpretations
 - ▶ Click New

Unifier@https://ohio-unifier.oracleindustry.com - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/g/nav/index

ORACLE PRIMAVERA UNIFIER Last login: 07/24/2015 11:59 AM

Home School Facilities Projects Program Agency

Navigate To...

Document Manager

Logs

File Edit View Help

New Copy Open Find Filtered By

Request for Interpretations - Current View: All

6 Item(s)

Record No.	Title	Contract No.
RFI-00006	RFI1	
RFI-00005	Interior Wall	
RFI-00004	est	
RFI-00003	test	ijkljk
RFI-00002	test	
RFI-00001	Carrie Morrison Question	

Request for Interpretations

Create RFI Form

- ▶ Complete Upper Form (General)
- ▶ Enter a description of the RFI

Request for Interpretations - RFI Test 5 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=6344&model=urfi&fromcostlog=1&project_id=1003

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Undo Accept Task Add Attachment Close Window

General Request for Interpretations

Organization: Department of Administrative Services Record Number: RFI-00008

Project Number: OCI-080001 Creator: Katie Tuttle

Project Name: Agency General Projects Test Creation Date: 01/06/2016 07:19 AM (UTC-8)

Project Location: OAKS CI Administration Status: Open

Title: RFI Test 5 Contract No.: (empty)

Contractor Name: OCI Test General Drawing No.: (empty)

Associate (A/E) Name: (empty) Specification Section: (empty)

Date Answer Requested: (empty) Priority: (empty)

Description

Interpretation/Clarification Requested: Please clarify

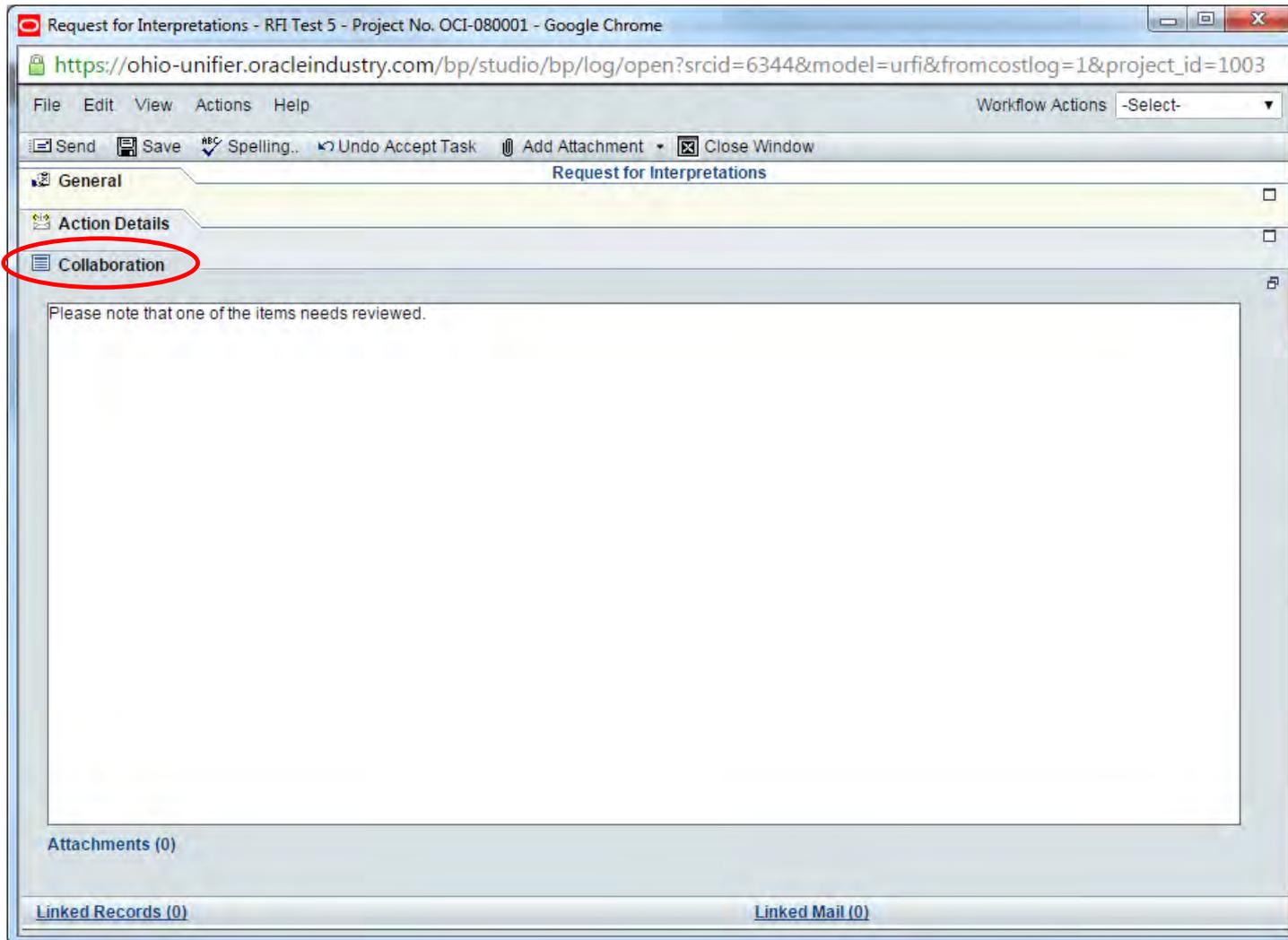
Action Details

Collaboration

Linked Records (0) Linked Mail (0)

Create RFI Form

- ▶ Use the Collaboration tab to add additional comments as necessary



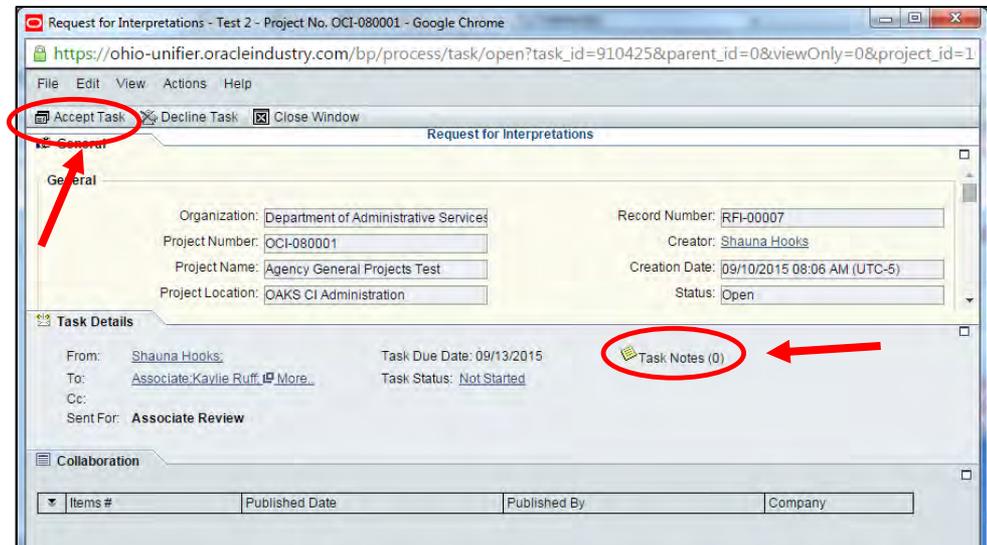
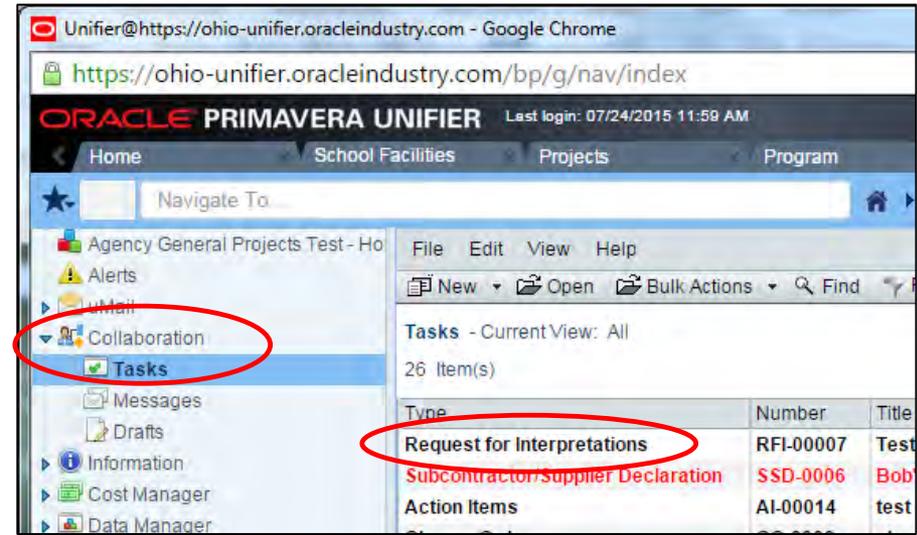
Sending RFI for A/E Review

- ▶ Select Workflow Action: Send for Response
- ▶ The (To) field will automatically populate

The screenshot shows a web browser window titled "Create New Request for Interpretations - Project No. OCI-080001 - Google Chrome". The address bar shows the URL: https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=1003&module_name=ari&csvimport=false. The browser menu bar includes "File", "Edit", "View", "Actions", and "Help". A red circle highlights the "Workflow Actions" dropdown menu, which is open to show "Send For Response" as the selected action. Below the menu bar, there are buttons for "Send", "Save", "Spelling...", "Undo", "Accept Task", "Add Attachment", and "Close Window". The main form is titled "Request for Interpretations" and has a "General" tab selected. The "General" section contains fields for "Organization" (Department of Administrative Service), "Project Number" (OCI-080001), "Project Name" (Agency General Projects Test), "Project Location" (OAKS CI Administration), "Record Number", "Creator" (Shauna Hooks), "Creation Date", and "Status". The "Action Details" section is highlighted with a red box and contains a "Send For Response" action. The "To..." field is populated with "Kaylie Ruff, Moenique Morris, Rita Nichols, Sara...". The "Cc..." field is empty. The "Send For:" field is set to "AE Review". The "Task Due:" field shows "09/13/2015" and there is a "Task Notes:" field. The "Collaboration" section is empty. At the bottom, there are links for "Attachments (0)", "Linked Records (0)", and "Linked Mail (0)".

A/E Review and Response

- ▶ Open the Record by navigating to:
Collaboration -> Tasks
- ▶ The New Task is bolded
- ▶ Double Click to Open the Task
- ▶ Review any Task Notes
- ▶ Click Accept Task



A/E Review and Response

- ▶ Complete A/E Response and Collaboration blocks
- ▶ Set the Request for Change Order Deadline date to 7 calendar days from Today's date
- ▶ Select Workflow Action: Respond and click Send
- ▶ Action Details section changes depending on Workflow Action

The screenshot shows the Oracle A/E Review and Response interface. The browser window title is "Request for Interpretations - RFI Test 8 - Project No. OCI-080001 - Google Chrome". The URL is "https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=981587&model=urfi&project_id=1003&initiateBP=&bulkout=accr". The interface includes a menu bar with "File", "Edit", "View", "Actions", and "Help". The "Send" button is circled in red. The "Workflow Actions" dropdown menu is also circled in red, showing options: "-Select-", "-Select-", "Return For Clarification", "Send For Consultant Re", and "Respond". The "Response" section is circled in red, with the text "Associate (A/E) Response: A/E Response goes here". The "Request for Change Order Deadline" field is highlighted with a red box, showing the date "01/26/2016 05:00 PM (UTC-8)". The "Cost and Time Impact" section is visible at the bottom, with fields for "Change in Cost or Time (Y/N)", "Decrease in Cost of Approx. \$:", "Increase in Cost of Approx. \$:", "Decrease in time of (Days):", and "Increase in time of (Days):". The "Action Details" and "Collaboration" sections are also visible at the bottom.

Contractor Acceptance

- ▶ Open the Record by navigating to: Collaboration -> Tasks
- ▶ The New Task is bolded
- ▶ Double Click to Open the Task
- ▶ Accept the Task
- ▶ Complete the Cost and Time Impact section, if necessary
- ▶ Select a Workflow Action: Accept or Return for Clarification
- ▶ Click Send

The screenshot displays a web browser window titled "Request for Interpretations - RFI Test 5 - Project No. OCI-080001 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=6344&model=urfixfromcostlog=1&project_id=. The interface includes a menu bar with "File", "Edit", "View", "Actions", and "Help". A toolbar contains buttons for "Send", "Save", "Spelling...", "Undo Accept Task", "Add Attachment", and "Close Window". The "Send" button is circled in red. A "Workflow Actions" dropdown menu is also circled in red, showing "Accept" as the selected option. The main content area is titled "Request for Interpretations" and includes a "General" section with a "Request for Change Order Deadline: 01/15/2016 05:00 PM (UTC-8)". A "Cost and Time Impact" section is highlighted with a red box and contains the following fields:

Change in Cost or Time (Y/N):	Yes	Increase in Cost of Approx. \$:	1,000.00
Decrease in Cost of Approx. \$:	0.00	Increase in time of (Days):	50
Decrease in time of (Days):	0		

Below the "Cost and Time Impact" section is the "Action Details" section, which includes a "Yes" button with a link to "view latest content", a "To..." field, a "Task Due: 01/28/2016" field, and a "Task Notes:" field. The "Send For:" field is set to "Change Order Request". The "Collaboration" section contains a text area with the message "Please note that one of the items needs reviewed." At the bottom, there are sections for "Attachments (0)", "Linked Records (0)", and "Linked Mail (0)".

Change Order Required?

- ▶ If there is no cost and/or time impact the workflow goes to the end step
- ▶ If there is a cost and/or time impact, the Contractor has 7 days to request (via uMail to the A/E) that a change order be created from the RFI
 - ▶ The Task will remain in the Contractor task list as a reminder to initiate a change order request
- ▶ When an RFI is returned for clarification, the contractor should ensure that the cost and time impact is accurate

Questions?

OAKS CI Support Desk Contact Info:

oaksci@ofcc.ohio.gov

614.644.2211