



# 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 Create

The screenshot shows the Oracle Primavera Unifier (Development) interface. The top navigation bar includes 'Agency' and 'OAKS CI Training 4'. The left sidebar menu is open, with 'Logs' highlighted in red. Below 'Logs', the 'Request for Interpretations' option is highlighted in red. A red arrow points from this option to the 'Request for Interpretations' section in the main content area. In the main content area, the 'Request for Interpretations' page is displayed, featuring a '+ Create' button circled in red. Below the button is a table with columns 'Record No.' and 'Title'. The table contains 20 rows of data, including entries like 'Katie's RFI', 'RFI- Test 4', 'flooring', and 'CHRIS'. The bottom right corner of the interface shows 'Total: 50'.

Record No.	Title
RFI-00050	Katie's RFI
RFI-00049	RFI- Test 4
RFI-00048	flooring
RFI-00047	afjkslajfsdki
RFI-00046	e
RFI-00045	RFI KRSM pinch what
RFI-00044	RFI-001
RFI-00043	How to handle RFI
RFI-00042	CHRIS
RFI-00041	I'm Confused
RFI-00040	Nate's RFI Test
RFI-00039	Colin
RFI-00038	Brian
RFI-00037	Irish Setter Dog Bed R
RFI-00036	Patrick
RFI-00035	RFI Test 5
RFI-00034	CYNTHIA
RFI-00033	courtney
RFI-00032	EE RFI
RFI-00031	debbie
RFI-00030	jEANNE
RFI-00029	Mike
RFI-00028	Carrie
RFI-00027	Kai
RFI-00026	Ben
RFI-00025	E RFI
RFI-00024	north high
RFI-00023	Geneva
RFI-00022	Conc Work
RFI-00021	title
RFI-00020	AHU 10
RFI-00019	Coffee In Stairwell
RFI-00018	Test
RFI-00017	RFI-0001 am i stupid
RFI-00016	training
RFI-00015	RFI Test
RFI-00014	RFI to oo

# Create RFI Form

- ▶ Complete the General tab
- ▶ Enter a description of the RFI

Create New Request for Interpretations - Project No. OCI-090004 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate\_id=798&module\_name=urfi&project\_id=1021&\_

File Edit View Actions Help

Workflow Actions Send For Response Send Save Spelling.. Undo Accept Task Add Attachment Close Window

**General** Request for Interpretations

General

Organization: Department of Administrative Services Record Number:

Project Number: OCI-090004 Creator: [Katie Tuttle](#)

Project Name: OAKS CI Training 4 Creation Date:

Project Location: 4200 Surface Road Status:

Title: Sample RFI \* Contract No.:

Contractor Name: R. W. Setterlin Building C Select... \* Drawing No.:

Associate (AE) Name:  Specification Section:

Date Answer Requested: 06/30/2017 05:00 PM (UTC-8) Priority: 3 - Medium

**Description**

Interpretation/Clarification Requested: Please clarify \*

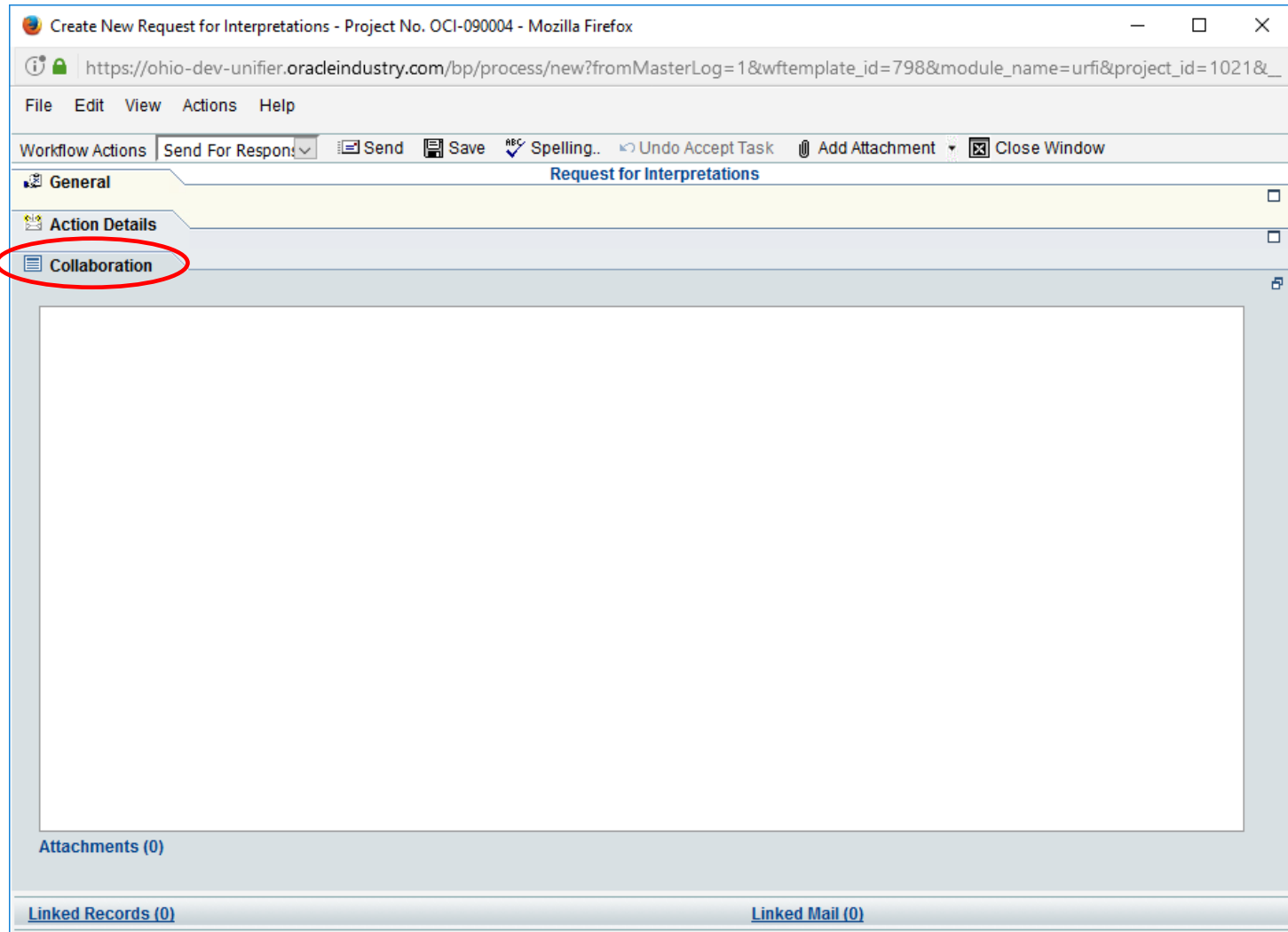
Action Details

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

- ▶ Verify Workflow Action
- ▶ The (To) field will automatically populate
- ▶ Click Send

Create New Request for Interpretations - Project No. OCI-090004 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/.../process/new?fromMasterLog=1&wftemplate\_id=798&module\_name=urfi&project\_id=1021&\_...

File Edit View Actions Help

Workflow Actions Send For Response Send Save Spelling.. Undo Accept Task Add Attachment Close Window

**Request for Interpretations**

**General**

General

Organization: Department of Administrative Services Record Number:

Project Number: OCI-090004 Creator: Katie Tuttle

Project Name: OAKS CI Training 4 Creation Date:

Project Location: 4200 Surface Road Status:

**Action Details**

**Send For Response**

To... Archana Atrey, Barbara Taylor, Bill Schwertfager Task Due: 06/30/2017 Task Notes:

Cc...

Send For: Associate Review

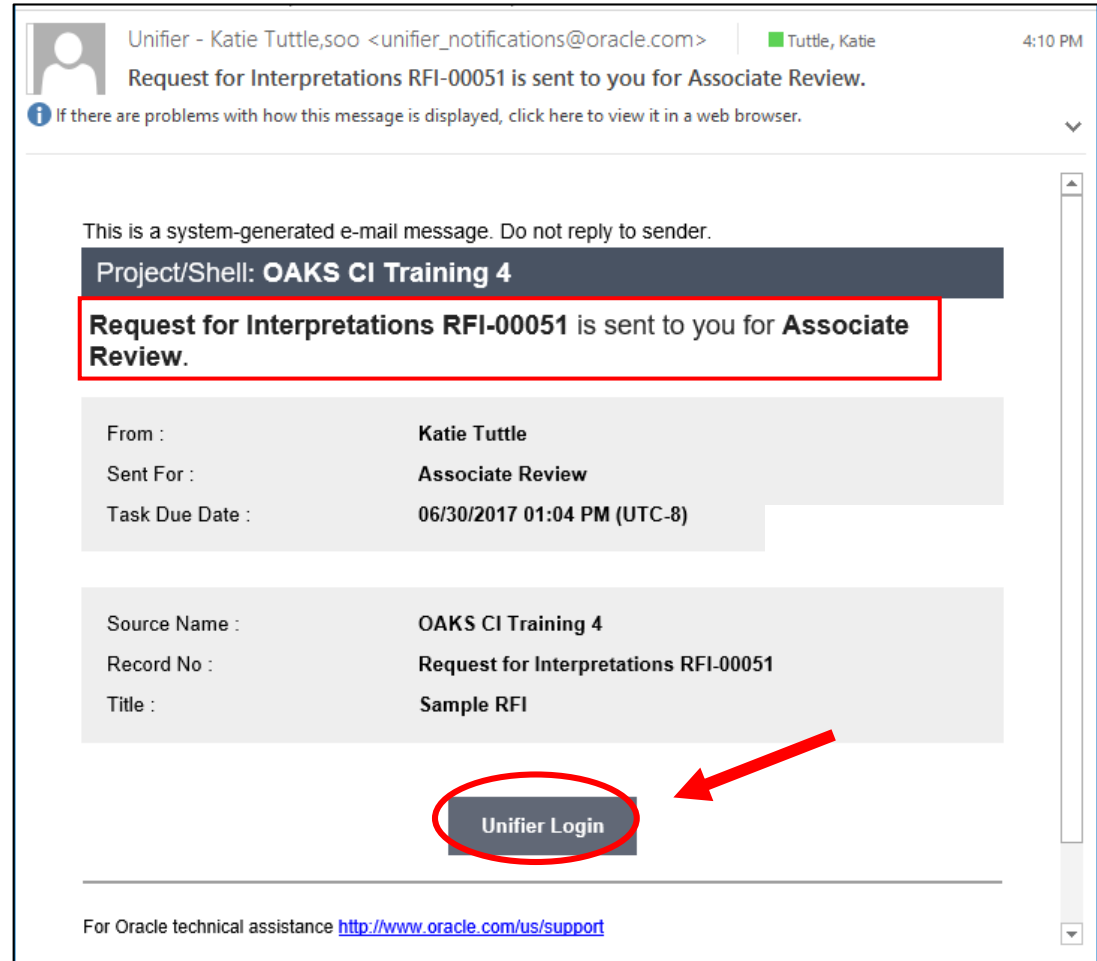
**Collaboration**

Attachments (0)

Linked Records (0) Linked Mail (0)

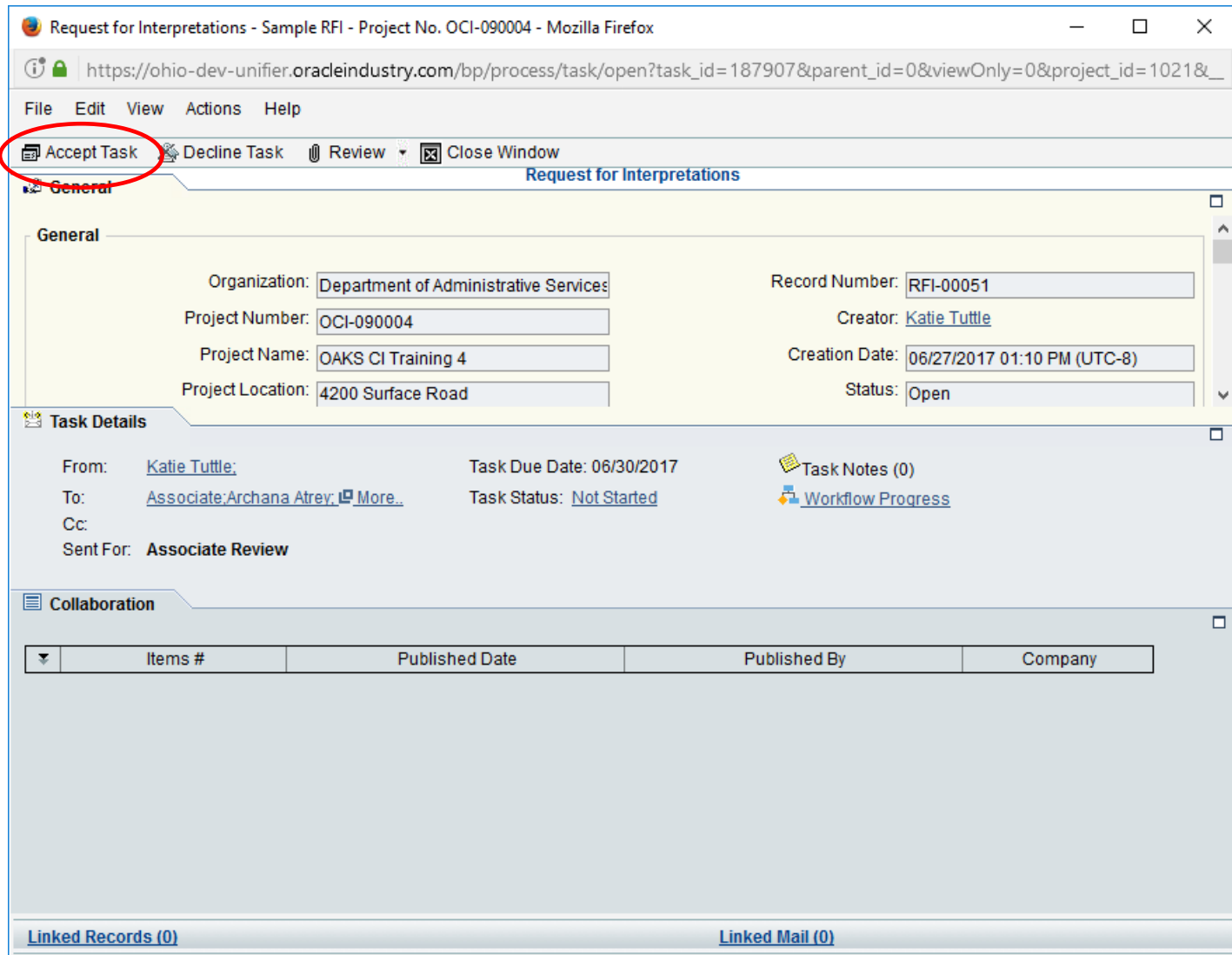
# A/E Step- Task Notification

- ▶ Once the RFI is submitted for response, the AE will receive a Task notification
- ▶ Click on the link to access your Task



# A/E Review and Response

- ▶ Click Accept Task to begin work on the record



The screenshot displays a web browser window titled "Request for Interpretations - Sample RFI - Project No. OCI-090004 - Mozilla Firefox". The address bar shows the URL: [https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task\\_id=187907&parent\\_id=0&viewOnly=0&project\\_id=1021&\\_](https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=187907&parent_id=0&viewOnly=0&project_id=1021&_). The browser's menu bar includes "File", "Edit", "View", "Actions", and "Help". Below the menu bar, a navigation bar contains several buttons: "Accept Task" (highlighted with a red circle and a red arrow), "Decline Task", "Review" (with a dropdown arrow), and "Close Window".

The main content area is titled "Request for Interpretations" and is divided into several sections:

- General**: This section contains a form with the following fields:
  - Organization: Department of Administrative Services
  - Record Number: RFI-00051
  - Project Number: OCI-090004
  - Creator: Katie Tuttle
  - Project Name: OAKS CI Training 4
  - Creation Date: 06/27/2017 01:10 PM (UTC-8)
  - Project Location: 4200 Surface Road
  - Status: Open
- Task Details**: This section displays task information:
  - From: [Katie Tuttle](#)
  - Task Due Date: 06/30/2017
  - To: [Associate: Archana Atrey](#) [More..](#)
  - Task Status: [Not Started](#)
  - Sent For: **Associate Review**
  - Task Notes (0)
  - [Workflow Progress](#)
- Collaboration**: This section contains a table with the following columns:

Items #	Published Date	Published By	Company
---------	----------------	--------------	---------
- Linked Records (0)**: A link to view linked records.
- Linked Mail (0)**: A link to view linked mail.



# A/E Review and Response

- ▶ Complete A/E Response section
- ▶ Add date for Change Order deadline

The screenshot shows a web browser window titled "Request for Interpretations - Sample RFI - Project No. OCI-090004 - Mozilla Firefox". The address bar shows the URL: [https://ohio-dev-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=251&model=urfi&fromcostlog=1&project\\_id=1021&nfl=0&\\_\\_uref=uuu616:navigator-2#](https://ohio-dev-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=251&model=urfi&fromcostlog=1&project_id=1021&nfl=0&__uref=uuu616:navigator-2#). The browser's menu bar includes "File", "Edit", "View", "Actions", and "Help". Below the menu bar is a toolbar with "Workflow Actions" and a "Respond" dropdown menu. Other toolbar icons include "Send", "Save", "Spelling...", "Undo Accept Task", "Add Attachment", "Review", and "Close Window".

The main content area is titled "Request for Interpretations" and has a "General" tab selected. A large, empty text area is visible at the top. Below it, the "Response" section is highlighted with a red border. This section contains the text "Associate (A/E) Response: This is my response" and a "Request for Change Order Deadline: 06/27/2017 05:00 PM (UTC-8)". A red arrow points to the scroll bar on the right side of the "Response" section. Below the "Response" section, there are tabs for "Cost and Time Impact", "Action Details", and "Collaboration". At the bottom, there are links for "Linked Records (0)" and "Linked Mail (0)".

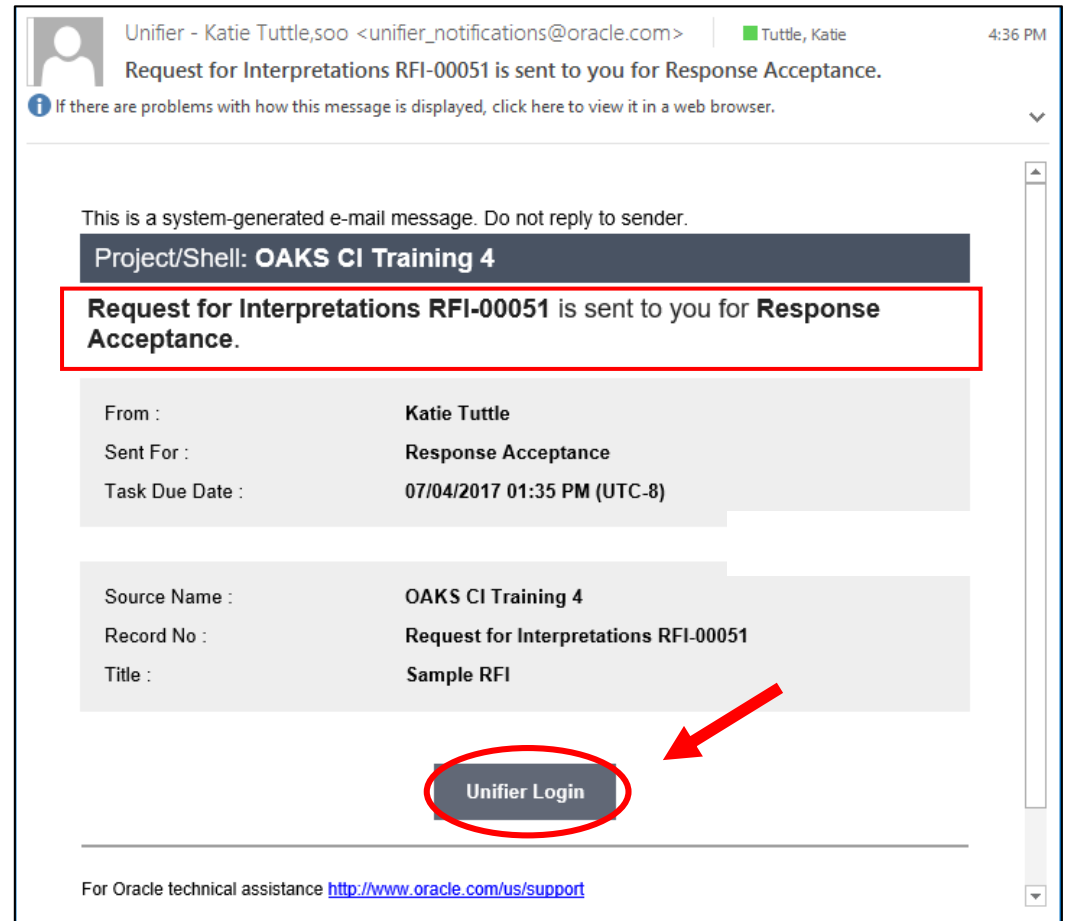
# A/E Review and Response

- ▶ Select Workflow Action
- ▶ Action Details section changes depending on Workflow Action
- ▶ Click Send

The screenshot displays a web browser window titled "Request for Interpretations - Sample RFI - Project No. OCI-090004 - Mozilla Firefox". The address bar shows the URL: [https://ohio-dev-unifier.oracleindustry.com/bp/study/bp/log/open?srcid=251&model=urfi&fromcostlog=1&project\\_id=1021&nfl=0&\\_\\_uref=uuu616:navigator-2#](https://ohio-dev-unifier.oracleindustry.com/bp/study/bp/log/open?srcid=251&model=urfi&fromcostlog=1&project_id=1021&nfl=0&__uref=uuu616:navigator-2#). The browser menu includes File, Edit, View, Actions, and Help. A red arrow points to the "Workflow Actions" dropdown menu, which is currently set to "Respond". The dropdown menu options are: Return For Clarification, Send For Consultant Response, and Respond (highlighted in blue). Below the menu, the "Request for Interpretations" form is visible. It includes fields for Organization (Department of Administrative Services), Project Number (OCI-090004), Project Name (OAKS CI Training 4), Project Location (4200 Surface Road), Record Number (RFI-00051), Creator (Katie Tuttle), Creation Date (06/27/2017 01:10 PM (UTC-8)), and Status (Open). The "Action Details" section is highlighted with a red box and contains a "Respond" button with a link to view latest content, a "To..." field with "Katie Tuttle", a "Cc..." field, and a "Send For:" field with "Response Acceptance". The "Task Due" date is 07/04/2017. The "Collaboration" section is empty. At the bottom, there are links for "Attachments (0)", "Linked Records (0)", and "Linked Mail (0)".

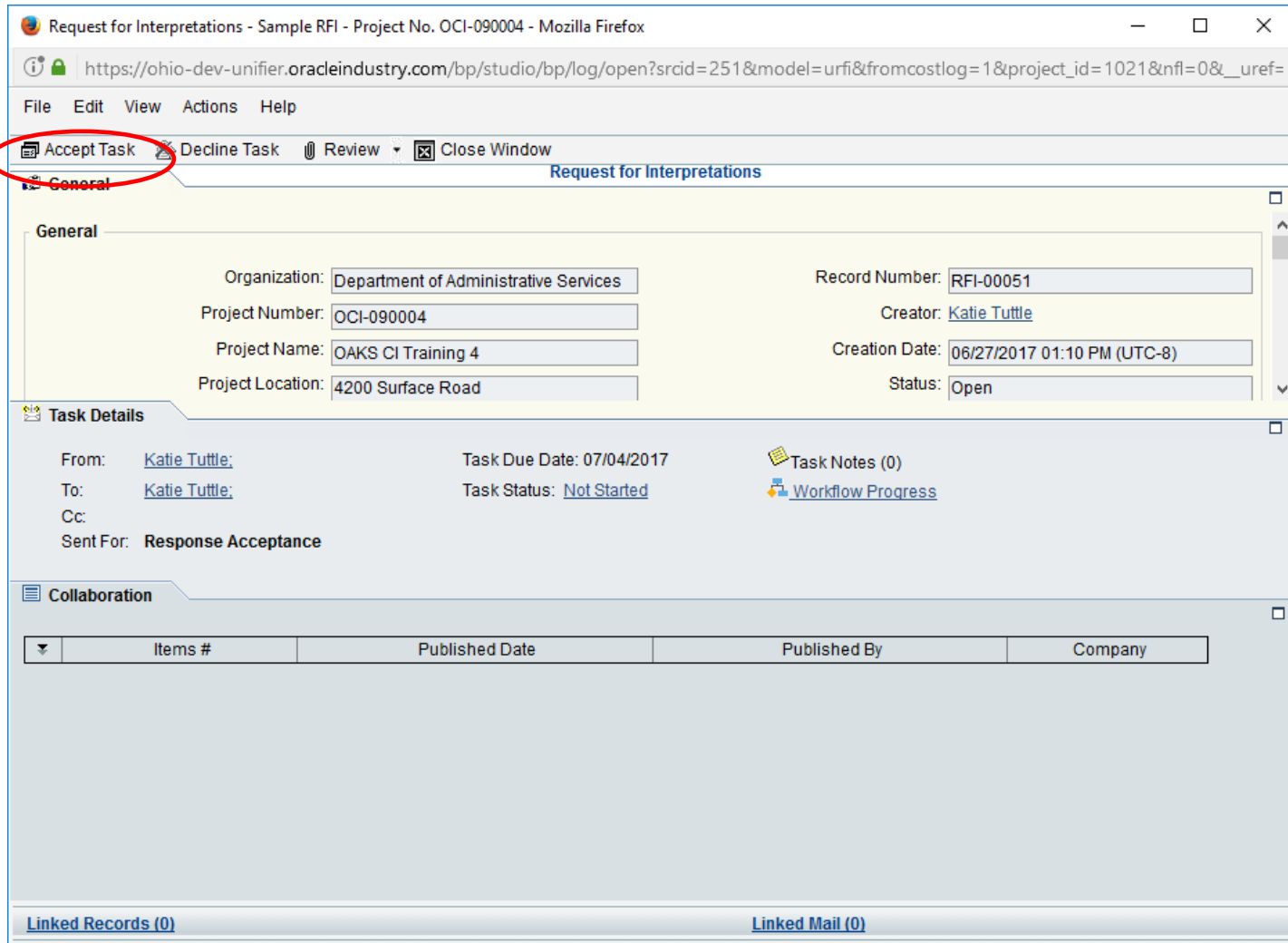
# Contractor Step– Task Notification

- ▶ Once the AE Review is complete, the Contractor will receive a Task for “Acceptance”
- ▶ Click on the link to access your Task



# Contractor Acceptance

- ▶ Click Accept Task to begin work



The screenshot shows a web browser window titled "Request for Interpretations - Sample RFI - Project No. OCI-090004 - Mozilla Firefox". The address bar contains the URL: [https://ohio-dev-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=251&model=urfi&fromcostlog=1&project\\_id=1021&nfl=0&\\_\\_uref=](https://ohio-dev-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=251&model=urfi&fromcostlog=1&project_id=1021&nfl=0&__uref=). The browser's menu bar includes "File", "Edit", "View", "Actions", and "Help". Below the menu bar, a toolbar contains buttons for "Accept Task", "Decline Task", "Review", and "Close Window". A red arrow points to the "Accept Task" button, which is circled in red. The main content area is titled "Request for Interpretations" and has a "General" tab selected. The "General" section contains the following fields:

Organization:	Department of Administrative Services	Record Number:	RFI-00051
Project Number:	OCI-090004	Creator:	Katie Tuttle
Project Name:	OAKS CI Training 4	Creation Date:	06/27/2017 01:10 PM (UTC-8)
Project Location:	4200 Surface Road	Status:	Open

Below the "General" section is the "Task Details" section, which includes:

- From: [Katie Tuttle](#)
- To: [Katie Tuttle](#)
- Cc:
- Sent For: **Response Acceptance**
- Task Due Date: 07/04/2017
- Task Status: **Not Started**
- Task Notes (0)
- [Workflow Progress](#)

At the bottom of the page, there are two sections: "Linked Records (0)" and "Linked Mail (0)".

# Contractor Acceptance

- ▶ Scroll down to Cost and Schedule Impact
- ▶ Is there a change in cost or schedule? Choose Y/N
  - ▶ If Yes, enter the proposed cost and/or schedule impact
- ▶ Select a Workflow Action
- ▶ Click Send

Request for Interpretations - Sample RFI - Project No. OCI-090004 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bpm/process/task/open?task\_id=187921&model=urfi&project\_id=1021&initiateBP=&bulkautoacce

File Edit View Actions Help

Workflow Actions: Accept (selected) | Send | Save | Spelling... | Undo Accept Task | Add Attachment | Review | Close Window

General: Accept (selected) | Return For Clarification

Request for Interpretations

Return For Clarification | 06/21/2017 05:00 PM (UTC-8)

**Cost and Time Impact**

Change in Cost or Time (Y/N): Yes \*

Decrease in Cost of Approx. \$: 0.00 | Increase in Cost of Approx. \$: 5,000.00

Decrease in time of (Days): 0 | Increase in time of (Days): 15

**Action Details**

Yes (Click here to view latest content)

To...: Katie Tuttle

Cc...: [Empty]

Send For: Change Order Request

Task Notes:

Workflow Progress

**Collaboration**

Attachments (0)

Linked Records (0) | 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 A/E will create a proposal request and submit to the Contractor for Cost Proposal

# Questions?

OAKS CI Support Desk Contact Info:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211