

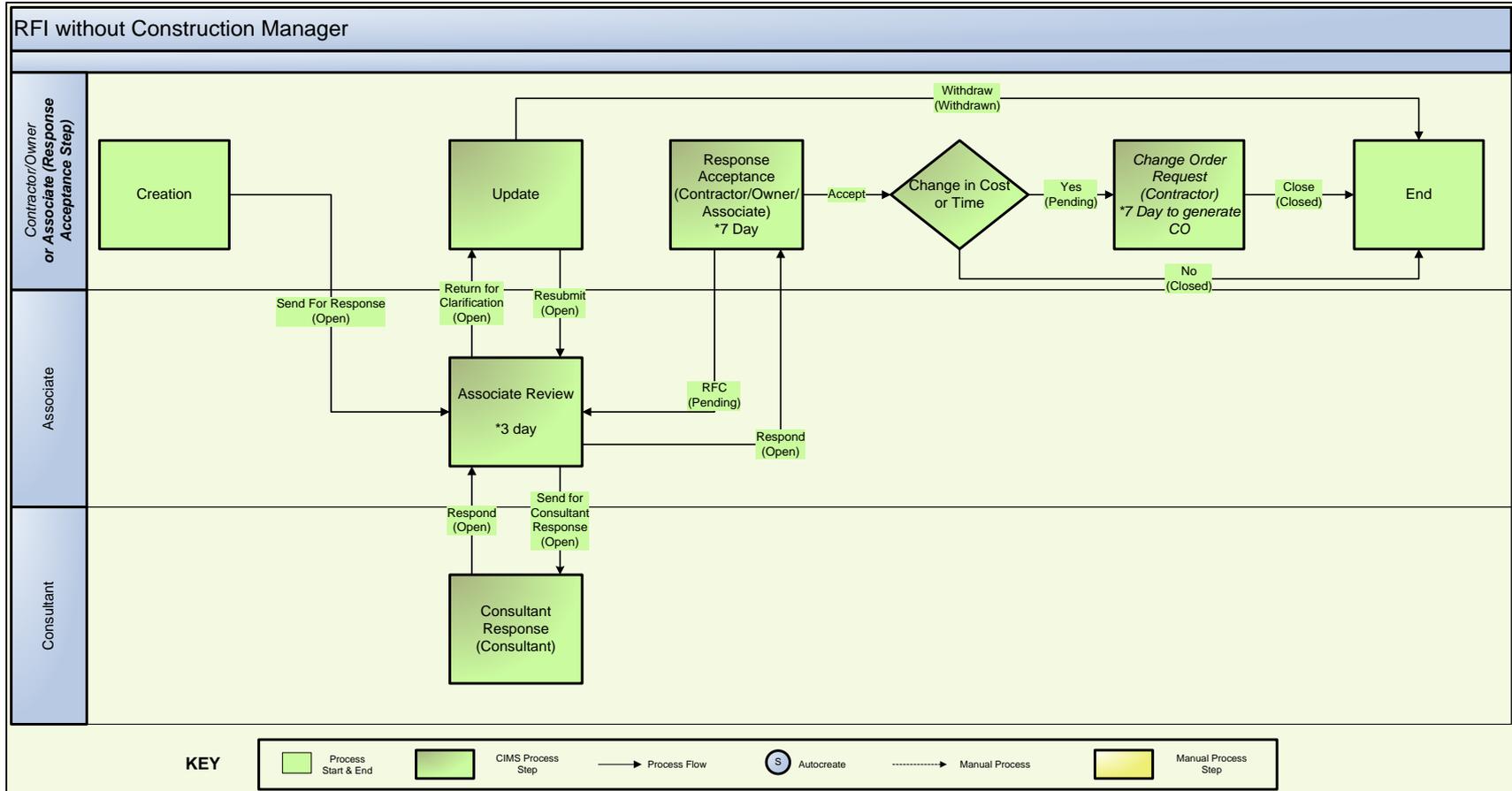


Requests for Interpretation (RFI)

RFI– Purpose

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

Workflow



Create RFI

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

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	

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.:

Contractor Name: OCI Test General Drawing No.:

Associate (A/E) Name: Specification Section:

Date Answer Requested: Priority:

Description

Interpretation/Clarification Requested: Please clarify

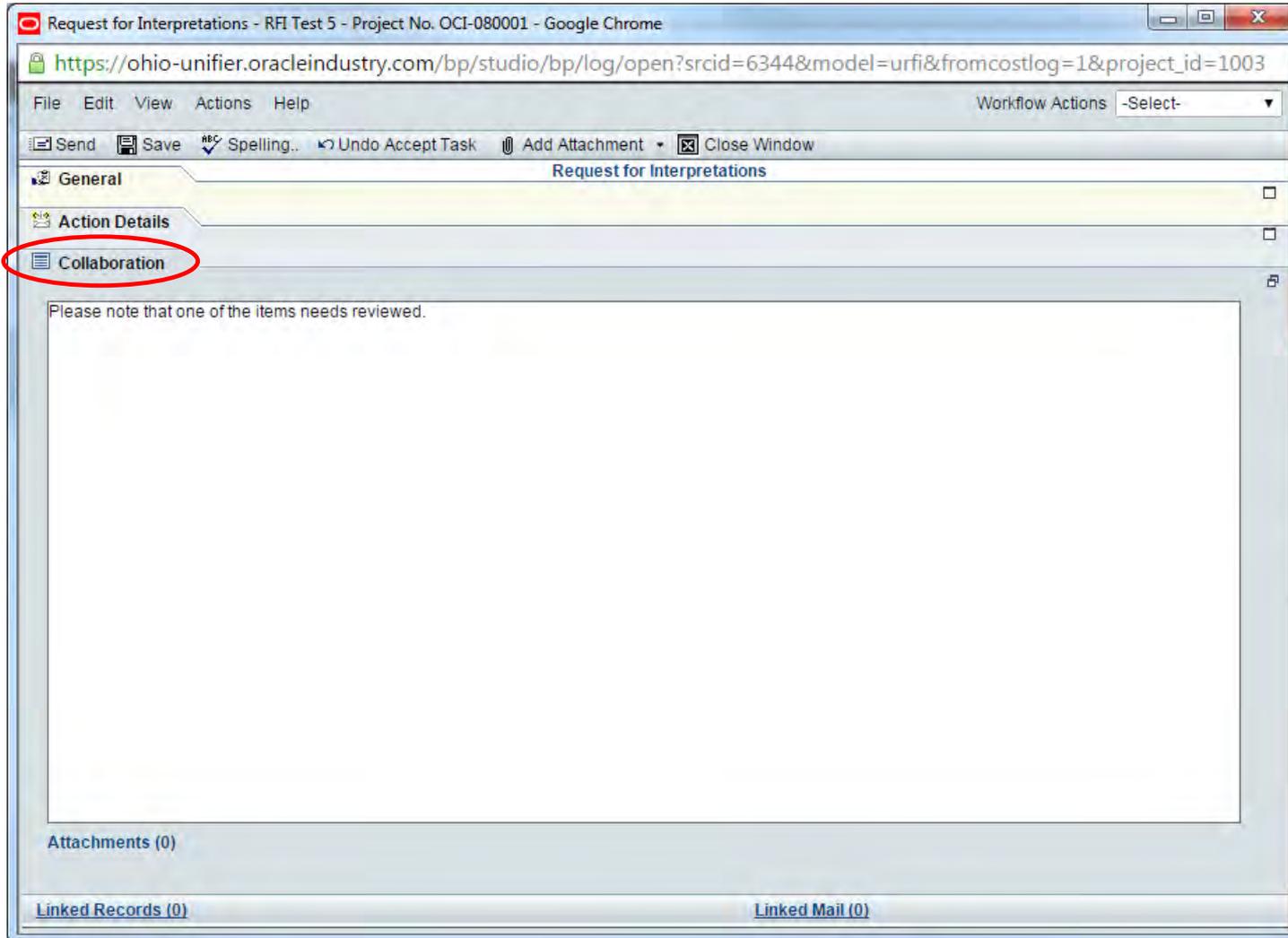
Action Details

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

Create New Request for Interpretations - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=1003&module_name=ari&csvimport=false

File Edit View Actions Help

Workflow Actions Send For Respor
Send For Response

Request for Interpretations

General

Organization: Department of Administrative Service Record Number:

Project Number: OCI-080001 Creator: Shauna Hooks

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Time: Contact Name:

Action Details

Send For Response

To... Kaylie Ruff, Moenique Morris, Rita Nichols, Sara... Task Due: 09/13/2015 Task Notes:

Cc...

Send For: AE Review

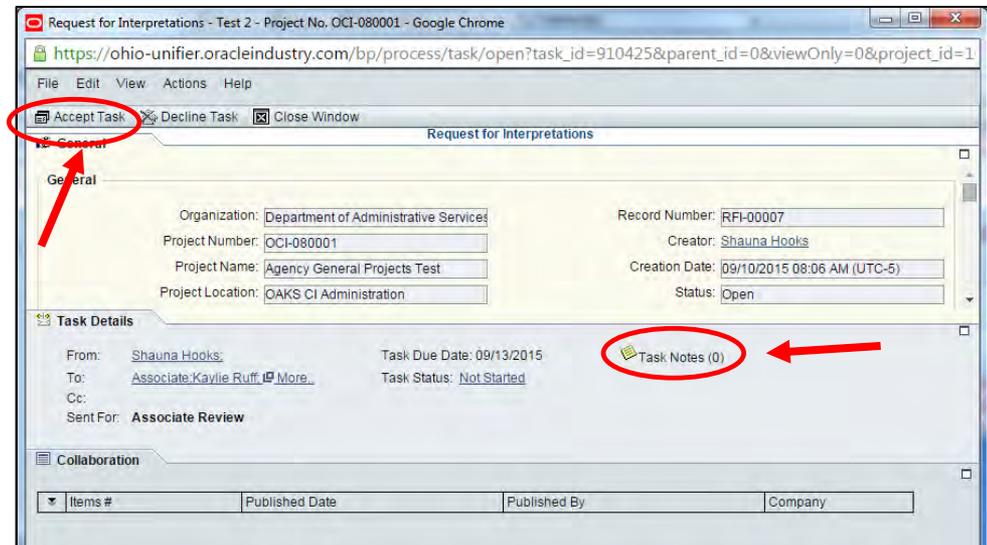
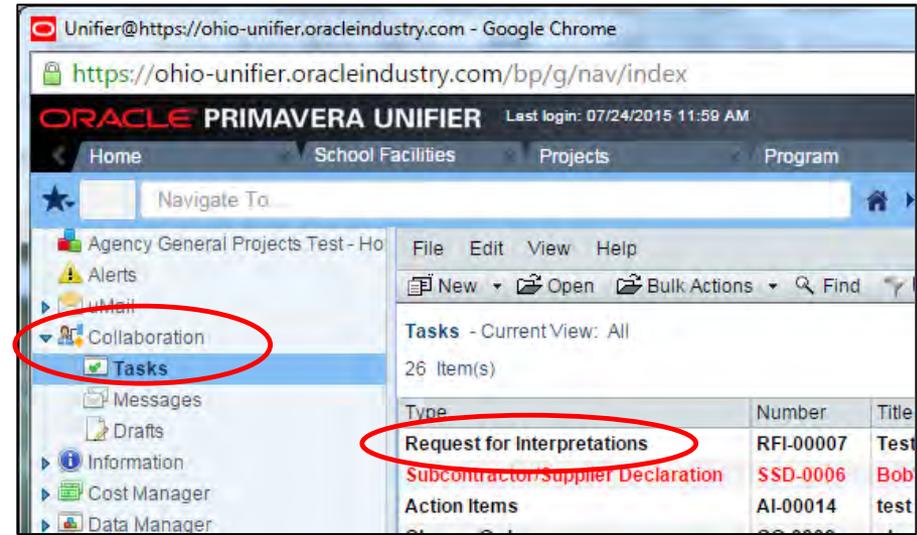
Collaboration

Attachments (0)

Linked Records (0) 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

Request for Interpretations - RFI Test 8 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=981587&model=urfi&project_id=1003&initiateBP=&bulkout=accr

File Edit View Actions Help

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

Workflow Actions: -Select- -Select- Return For Clarification Send For Consultant Re Respond

Response

Associate (A/E) Response: A/E Response goes here

Request for Change Order Deadline: 01/26/2016 05:00 PM (UTC-8)

Cost and Time Impact

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

Action Details

Collaboration

Linked Records (0) Linked Mail (0)

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". Below the menu bar, there are buttons for "Send", "Save", "Spelling...", "Undo Accept Task", "Add Attachment", and "Close Window". A "Workflow Actions" dropdown menu is set to "Accept". The main content area is titled "Request for Interpretations" and includes a "General" section with the text "Request for Change Order Deadline: 01/15/2016 05:00 PM (UTC-8)". A red box highlights the "Cost and Time Impact" section, which 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, a "Click here to view latest content" link, 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 of the interface, 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?

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