



# Requests for Interpretation (RFI)

## Agency/Higher-Ed

# Purpose & 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 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 'ORACLE' and 'PRIMAVERA Unifier (Development)'. The breadcrumb trail is 'Agency > OAKS CI Training > OAKS CI Training 4'. The left sidebar menu is open, with 'Logs' circled in red. A red arrow points from the 'Request for Interpretations' menu item to the main content area. In the main content area, the 'Request for Interpretations' page is displayed, with the '+ Create' button circled in red. Below the button is a table of existing RFI records.

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 go

Total: 50



# Create RFI Form

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

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

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/urfi/1006/12?\_\_uref=uuu875301904t2

### Create New Request for Interpretations

Send Save

General Collaboration Collaboration

**General**

Organization  
Department of Administrative Services

Project Number  
OCI-080001

Project Name  
OAKS CI Training 1

Project Location  
Surface Road

Title \*  
RFI - Contract OFCC

Contractor Name \*  
Matt's Vendor

Associate (A/E) Name  
Sands Decker Ltd.

Date Answer Requested  
08/27/2020 05:00 PM (UTC-8)

Record Number

Creator  
Matthew Weber

Creation Date

Status

Contract No.  
12345

Drawing No.

Specification Section

Priority  
2 - High

**Description**

Interpretation/Clarification Requested \*  
Please clarify...

Linked Records Linked Mail

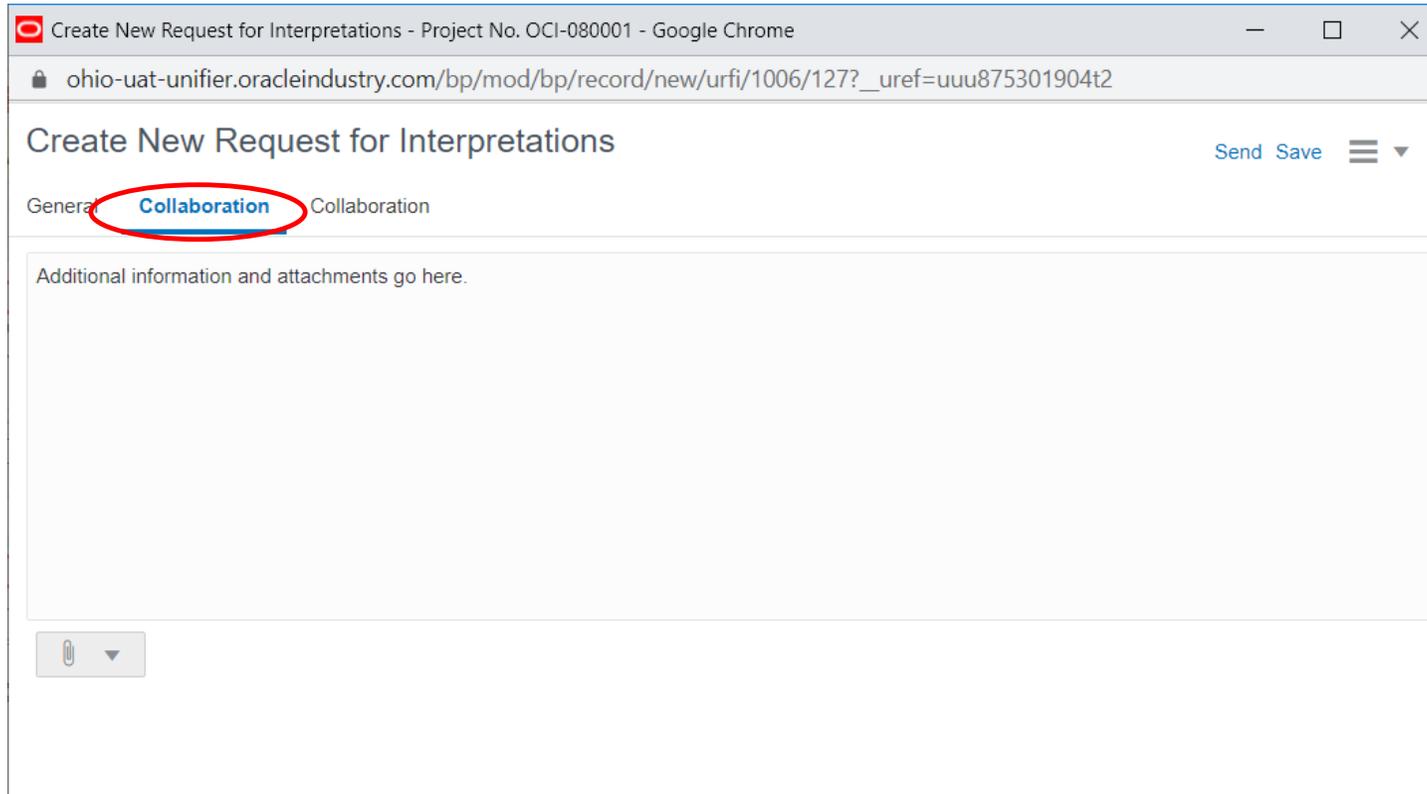
Add

Information  
No Linked Records.



# Create RFI Form

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



The screenshot shows a web browser window titled "Create New Request for Interpretations - Project No. OCI-080001 - Google Chrome". The address bar contains the URL "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/urfi/1006/127?\_uref=uuu875301904t2". The page title is "Create New Request for Interpretations". In the top right corner, there are buttons for "Send" and "Save", and a menu icon. Below the title, there are two tabs: "General" and "Collaboration". The "Collaboration" tab is highlighted with a red circle. Below the tabs, there is a large text area with the placeholder text "Additional information and attachments go here." At the bottom left of the text area, there is an attachment icon and a dropdown arrow.



# Sending RFI for A/E Review

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

The screenshot displays the 'Create New Request for Interpretations' form in Oracle Primavera. The 'Send' button is highlighted with a red box and a red arrow. A 'Workflow Action Details' dialog is open, showing the following details:

- Action Details:**
  - Workflow Actions: Send For Response
  - Send For: Associate Review
- To:** Archana Atrey; Brett Gundlach; Cindy Pizzuto; Consultant Student1; Consultant Student10; Consult...
- CC:** Start typing for suggestions...
- Due Date Details:**
  - Task Due Date: 08/09/2020 10:23 AM
  - Set all task due date as: 08/09/2020 10:23 AM
  - Set Individual task due dates: (unselected)
- Table:**

Name	Company Name	Task Due Date
Consultant Student4	State of Ohio	08/09/2020 10:23 AM

The 'Send' button in the dialog is highlighted with a red box and a red arrow.



# 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

This is a system-generated e-mail message. Do not reply to sender.

**Project/Shell: OAKS CI Training 1**

**Request for Interpretations RFI-00082 is sent to you for Associate Review.**

From : **Matthew Weber**  
Sent For : **Associate Review**  
Task Due Date : **08/09/2020 10:27 AM (UTC-8)**

Source Name : **OAKS CI Training 1**  
Record No : **Request for Interpretations RFI-00082**  
Title : **RFI - Contract OFCC**

[Unifier Login](#)



# A/E Review and Response

- ▶ Click Accept Task to begin work on the record

The screenshot shows a web browser window with the following details:

- Browser Tab:** Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome
- URL:** ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215825?task\_id=215825&viewOnly=0&project\_id=0&\_uref=uuu...
- Page Title:** Request for Interpretations
- Navigation:** Accept (circled in red with an arrow pointing to it), Decline, and a menu icon.
- General Tab:** Collaboration
- Task Details:**
  - To:** Archana Atrey; Brett Gundlach; Cindy Pizzuto; Consultant Student1; Consultant S...
  - Sent For:** Associate Review
  - Task Due Date:** 08/09/2020 10:27 AM (UTC-8)
- General Information Table:**

General	
<b>Organization</b>	Department of Administrative Services
<b>Project Number</b>	OCI-080001
<b>Project Name</b>	OAKS CI Training 1
<b>Project Location</b>	Surface Road
<b>Record Number</b>	RFI-00082
<b>Creator</b>	Matthew Weber
<b>Creation Date</b>	08/06/2020 10:27 AM (UTC-8)
<b>Status</b>	Open
- Linked Records:** Information icon, No Linked Records.



# A/E Review and Response

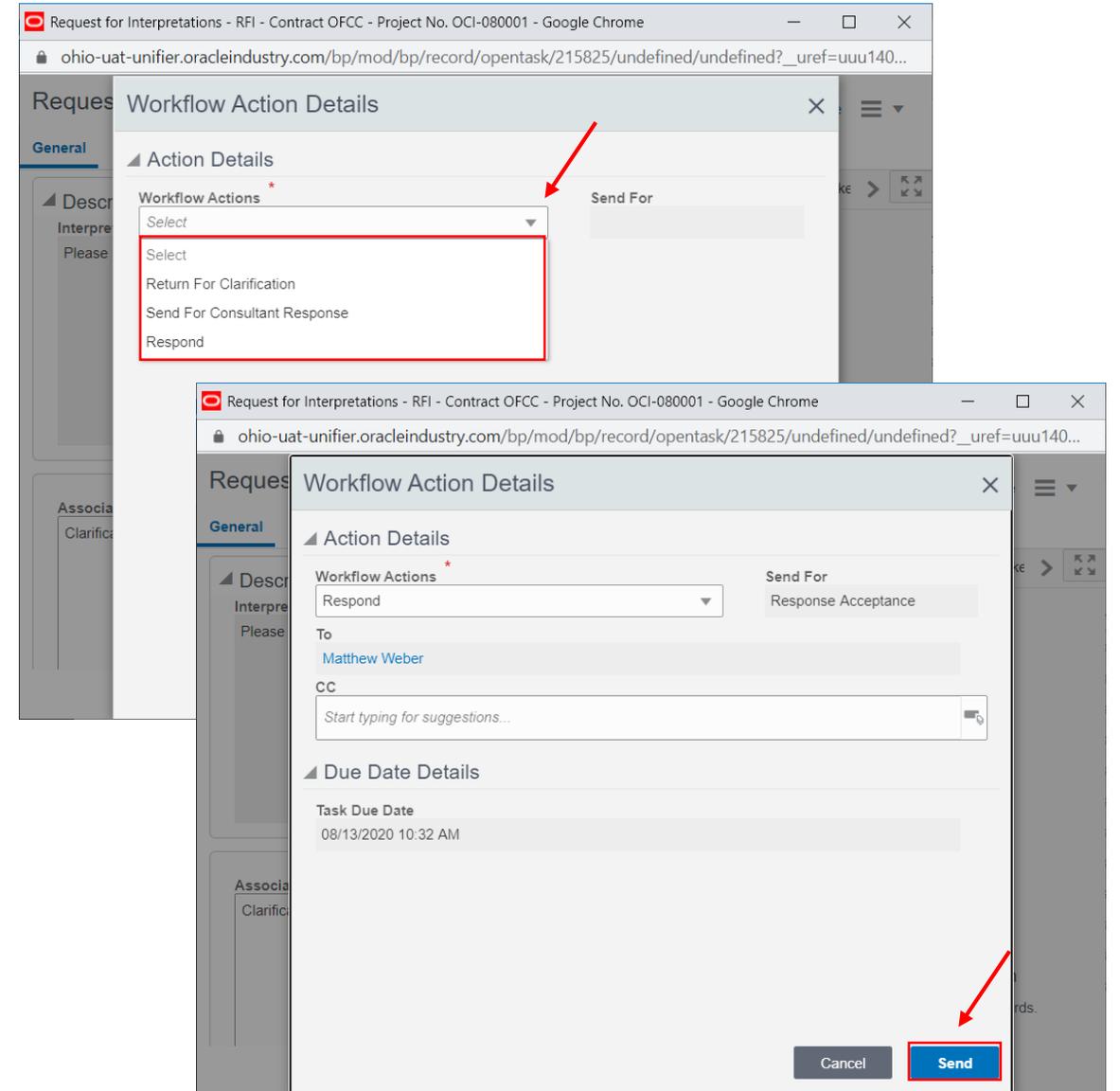
- ▶ Complete A/E Response section
- ▶ Add date for Change Order deadline
- ▶ Click **Send** when finished

The screenshot shows a web browser window with the title 'Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215825/undefined/undefined?\_uref=uuu140434922t2'. The page title is 'Request for Interpretations'. In the top right corner, there are buttons for 'Send', 'Save', and a menu icon. A red arrow points to the 'Send' button. Below the title, there are tabs for 'General', 'Collaboration', and 'Collaboration'. The main content area is divided into sections: 'Description' with a text area containing 'Interpretation/Clarification Requested' and 'Please clarify...'; 'Associate (A/E) Response \*' with a text area containing 'Clarification example text.'; and 'Request for Change Order Deadline \*' with a date field containing '08/06/2020 05:00 PM (UTC-8)'. On the right side, there is a 'Linked Records' section with an 'Add' button and an 'Information' icon with the text 'Information' and 'No Linked Records.'



# A/E Review and Response

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



# 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

This is a system-generated e-mail message. Do not reply to sender.

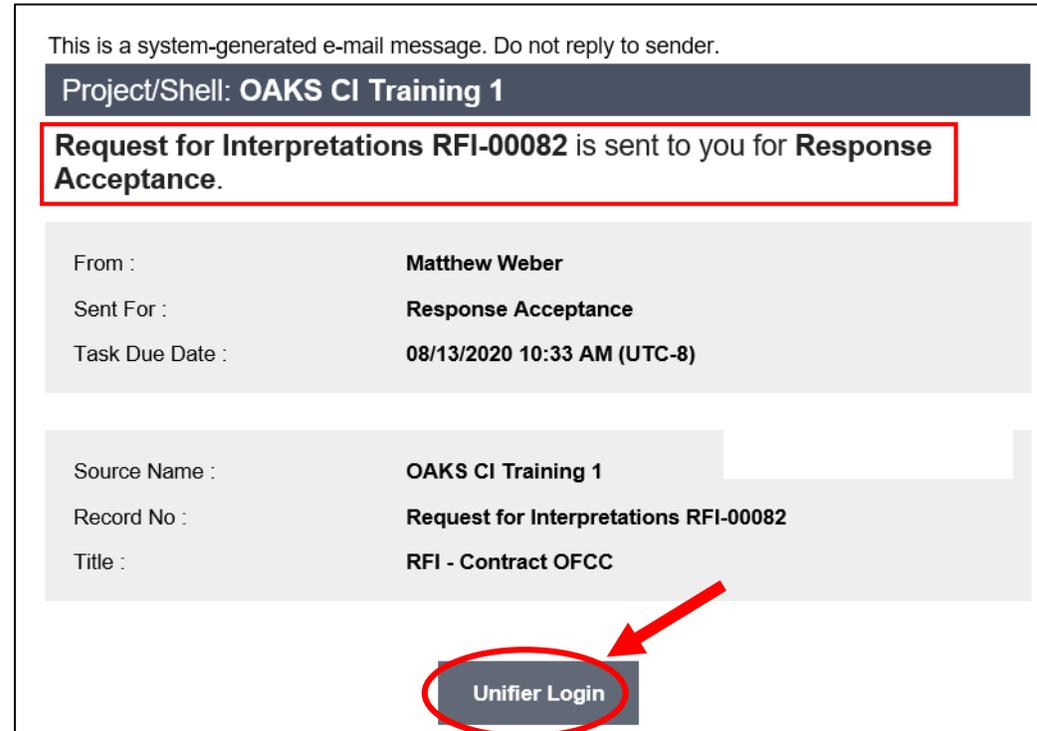
**Project/Shell: OAKS CI Training 1**

**Request for Interpretations RFI-00082 is sent to you for Response Acceptance.**

From : **Matthew Weber**  
Sent For : **Response Acceptance**  
Task Due Date : **08/13/2020 10:33 AM (UTC-8)**

Source Name : **OAKS CI Training 1**  
Record No : **Request for Interpretations RFI-00082**  
Title : **RFI - Contract OFCC**

[Unifier Login](#)



# Contractor Acceptance

- ▶ Click **Accept** to begin work

Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215826?task\_id=215826&viewOnly=0&project\_id=0&\_uref=uuu811458...

### Request for Interpretations

**General** Collaboration

**Task Details**

**From**  
Matthew Weber

**To**  
Matthew Weber

**Sent For**  
Response Acceptance

**Task Due Date**  
08/13/2020 10:33 AM (UTC-8)

**General**

<b>Organization</b> Department of Administrative Services	<b>Record Number</b> RFI-00082
<b>Project Number</b> OCI-080001	<b>Creator</b> Matthew Weber
<b>Project Name</b>	<b>Creation Date</b>

**Linked Records** Linked Mail Workflow Progi >

**i**  
Information  
No Linked Records.



# Contractor Acceptance

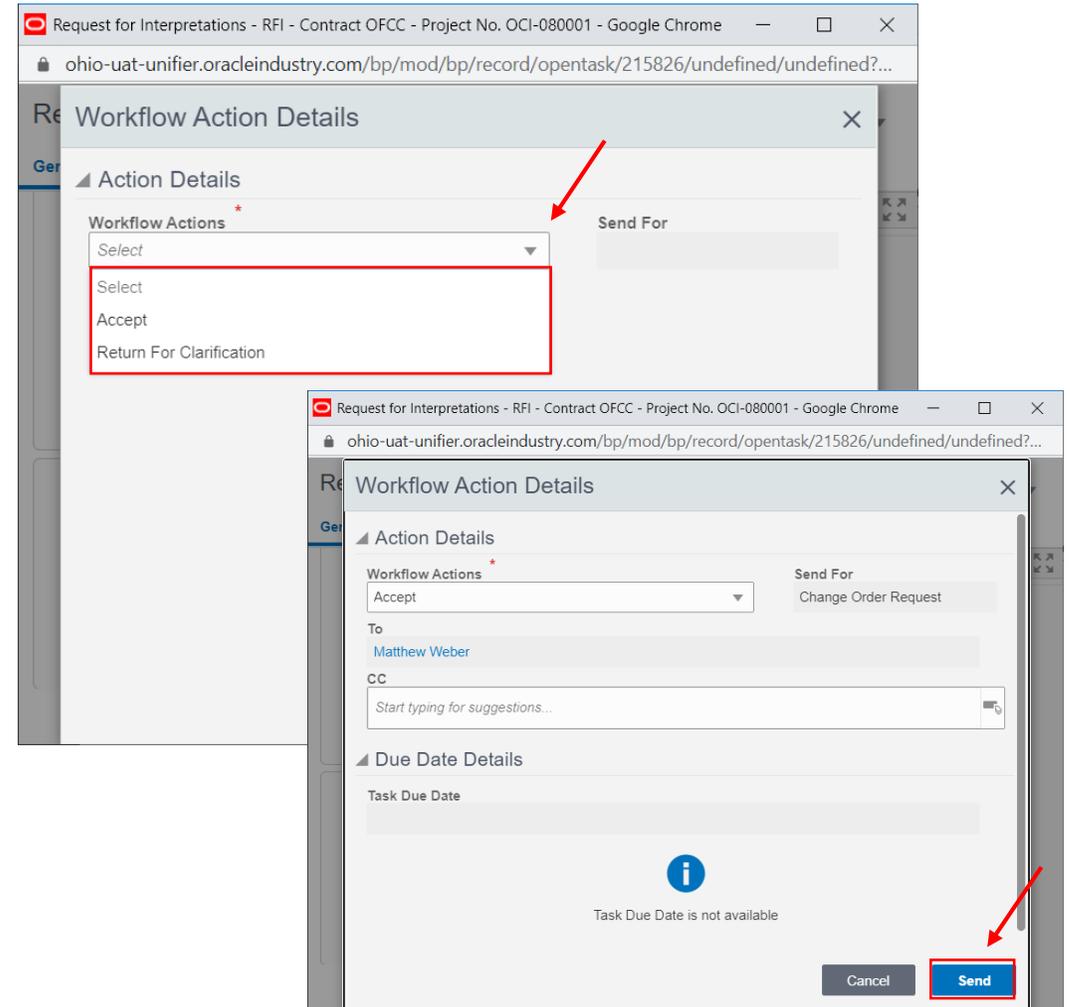
- ▶ Scroll down to Cost and Schedule Impact section
- ▶ Is there a change in cost or schedule? Choose Y/N
  - ▶ If Yes, enter the proposed cost and/or schedule impact
- ▶ When complete, click **Send**

The screenshot shows a web browser window with the title 'Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215826/undefined/undefined?\_uref=uuu811458494t2'. The page title is 'Request for Interpretations'. There are tabs for 'General', 'Collaboration', and 'Collaboration'. A 'Send Save' button is highlighted with a red box and a red arrow. Below the tabs is a 'Linked Records' section with an 'Add' button. The main content area shows a 'Request for Change Order Deadline' record dated '08/06/2020 05:00 PM (UTC-8)'. A red box highlights the 'Change in Cost or Time (Y/N) \*' section, which includes a dropdown menu set to 'Yes', and four input fields: 'Decrease in Cost of Approx. \$' (0.00), 'Increase in Cost of Approx. \$' (5,000.00), 'Decrease in time of (Days)' (0), and 'Increase in time of (Days)' (10). A blue dashed arrow points to the 'Information' icon in the bottom right corner.



# Contractor Acceptance

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



# 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?

Please contact OAKS CI Support Desk:

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

614.644.2211

