REQUEST FOR INFORMATION

ACTIVITY ID	DATE

CONTRACT NO	CONTRACT TITLE	RFI NO

RFI SUBJECT	SPEC SECTION	DWG NO

RFI PRIORITY?	☐ HIGH	☐ NORMAL	EST DAYS UNTIL CP IMPACT:	SPEC PARAGRAPH	DWG DETAIL
POTENTIAL TIME/COST IMPACT?	☐ YES	☐ NO			
SCHEDULE IMPACT?	☐ YES	☐ NO		SPEC PAGE NO	DWG SHEET NO
CRITICAL PATH IMPACT?	☐ YES	☐ NO			

SECTION I - CONTRACTOR INFORMATION

CONTRACTOR QUESTION/ISSUE: (Reference All Attachments)

CONTRACTOR PROPOSED SOLUTION: (Reference All Attachments)

NAME OF CONTRACTOR	NAME OF QC MANAGER	SIGNATURE OF QC MANAGER	DATE

SECTION II - RFI REVIEWER

REVIEWER RECOMMENDED RFI RESPONSE:

TITLE OF REVIEWER	NAME OF REVIEWER	SIGNATURE OF REVIEWER	DATE

SECTION III - RFI RESPONSE

NOTE: THE RFI SYSTEM IS INTENDED TO PROVIDE AN EFFICIENT MECHANISM FOR RESPONDING TO CONTRACTOR'S REQUESTS FOR INFORMATION. IT DOES NOT PROVIDE AUTHORITY TO PROCEED WITH ADDITIONAL WORK. IF THE CONTRACTOR CONSIDERS THE RFI RESPONSE A CHANGED CONDITION, PROVIDE WRITTEN NOTICE TO THE CONTRACTING OFFICER'S REPRESENTATIVE IN ACCORDANCE WITH CONTRACT PROVISIONS.

TITLE OF GOVERNMENT OFFICIAL	NAME OF GOVERNMENT OFFICIAL	SIGNATURE OF GOVERNMENT OFFICIAL	DATE