

## REQUEST FOR CLARIFICATION OF INFORMATION (RCI)

PART A - SUBCONTRACTOR/REQUESTOR INQUIRY

<b>1 RCI Title/Description:</b>		<b>2 Project Number:</b>	
<b>3 To:</b> <i>(Print First and Last Name/Phone/Organization)</i>		<b>4 RCI Number:</b> <i>(Internal/External)</i> <input type="checkbox"/> Internal - HMIS-RCI- <input type="checkbox"/> External - -RCI-	
<b>5 Rev.:</b>			
<b>6 Requestor Name:</b> <i>(Print First and Last Name, and Phone Number)</i>		<b>7 Company/Organization:</b>	<b>8 RCI Creation Date:</b>
<b>9 Reference Documents(s):</b> <i>(e.g., Statement of Work, Drawings, Specification, etc.)</i>			
<b>10 Background/Issue:</b>			
<b>11 Proposed Interpretation/Recommendation:</b>			<b>12 Attachment(s):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13 Requested Response Due Date:</b>	<b>14 Cost Impacts:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>15 Schedule Impacts:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>16 Schedule Duration:</b> Choose Duration                      Choose Duration Type

PART B - ASSIGNMENT

<b>17 Received By:</b>	
_____	_____
<i>Print First and Last Name</i>	<i>Signature / Date</i>
<b>18 Disposition Action Assigned to:</b>	
<b>Organization:</b>	
_____	_____
<i>Print First and Last Name</i>	<i>Signature / Date</i>

PART C - RCI DISPOSITION ASSIGNEE

<b>19 Disposition:</b>	
<b>20 Proposed Interpretation/Resolution or is Acceptable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, provide disposition in box 21)</i>	
<b>21 Disposition Is:</b> <i>(Describe Clarification or Information Needed):</i>	
<b>22 Attachment(s):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

## REQUEST FOR CLARIFICATION OF INFORMATION (RCI) (Continued)

<sup>1</sup> RCI Title/Description:

<sup>2</sup> Project Number:

<sup>23</sup> **BTR/DA Review of Proposed Interpretation/Recommendation and RCI Disposition:**

<sup>24</sup> Proposed Interpretation/Resolution is within the SOW?       Yes     No *(If No, notify CO of contract direction)*

<sup>25</sup> Proposed Disposition is within the SOW?       Yes     No *(If No, notify CO of contract direction)*

<sup>26</sup> Proposed Interpretation/Resolution Requires a DCN/FMP?       Yes     No *(If Yes, provide DCN/FMP Number in box 27)*

<sup>27</sup> DCN/FMP Number:

<sup>28</sup> **Reviewers/Distribution:**

PART D - BTR/DA

	Print First and Last	Reviewer	Function or Org.	Dispositioner	Reviewer Signature/Date	Copy
1.		<input type="checkbox"/>	Requestor	<input type="checkbox"/>		<input type="checkbox"/> **
2.		<input type="checkbox"/>	Design Authority	<input type="checkbox"/>		<input type="checkbox"/>
3.		<input type="checkbox"/>	Quality Assurance	<input type="checkbox"/>		<input type="checkbox"/>
4.		<input type="checkbox"/>	Project Manager	<input type="checkbox"/>		<input type="checkbox"/>
5.		<input type="checkbox"/>	Construction Manager	<input type="checkbox"/>		<input type="checkbox"/>
6.		<input type="checkbox"/>	Project Engineer	<input type="checkbox"/>		<input type="checkbox"/>
7.		<input type="checkbox"/>	Document Control	<input type="checkbox"/>		<input type="checkbox"/> **
8.		<input type="checkbox"/>	Contract Specialist	<input type="checkbox"/>		<input type="checkbox"/> *
9.		<input type="checkbox"/>	Fire Marshall	<input type="checkbox"/>		<input type="checkbox"/>
10.		<input type="checkbox"/>	Project Specialist	<input type="checkbox"/>		<input type="checkbox"/>
11.		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
12.		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
13.		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

PART E - HMIS BTR

<sup>29</sup> **HMIS BTR/CAM Approval:**

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*Print First and Last Name* *Signature / Date*

\*For External RCIs Only.    \*\*For All RCIs.

**NOTE:** The external RCI, in and of itself, is not used to document a contract modification, engineering change, or non-conformance. Response to this RCI does not constitute authorization to perform a change to the Contract. If the Subcontractor believes the response constitutes a change, the Subcontractor shall immediately process a Contract Technical Change request, and await receipt of additional written instruction from the Contract Specialist.