Minnesota State Colleges and Universities

Payment Applications

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Request for Information (RFI2) Process

Contractor-Prime, Construction Manager, and Contractor-Haz Mat, Contractor-Other starts the Request for Information (RFI2) process.

Contractor initiate the Process

1. Click **Projects** from the Top Navigation tabs.

2. Select the Project

   ![Select Project]

3. Select **Processes** from the Project Menu

   ![Select Processes]

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4. Select **Start Process**

5. Select the **Request for Information (RFI2)** Process from the list.

6. Fill out all the fields on the page then click **Submit** to move to the next step.
A/E Review RFI

1. A/E review and enter a response.

   1. A/E review and enter a response.

   2. Select an action from the drop down then click on “Take Action”.
      - “Req Clarif” - Request Clarification from Initiator
      - “Request Review” – Request Review for A/E Sub-Consultant
      - “Send to PM” – Send to PM for review
      - “Submit to Contr” – Submit to Contractor for feedback on Answer
      - “Answer” – will spawn the response type process (ASI, CCD or PR)
Note: If Response Type is not None, it will spawn the selected process. Click the “Click here to manually complete it” to start the spawn process.

- Fill out the information in the selected process and click Submit. The selected spawned process will route through its workflow steps. After the submit action has been taken the RFI process will automatically move to the finish step.