

REQUEST FOR INFORMATION REPORT (RFI)

RFI NO.	PAGE NO.

CONTRACT TITLE	CONTRACT NO.	PRIME CONTRACTOR

CONTRACTOR'S REQUEST FOR INFORMATION

REQUESTING PARTY NAME	REQUESTING PARTY TITLE	REQUESTING PARTY ORG.	PHONE	DATE OF REQUEST

RFI SUBJECT	SECTION(S) REFERENCED

POTENTIAL COST IMPACT		POTENTIAL SCHEDULE IMPACT	
NO CHANGE		NO CHANGE	
INCREASE IN COST	\$ -	INCREASE IN TIME	# of Days =
DECREASE IN COST	\$ -	DECREASE IN TIME	# of Days =

INFORMATION REQUESTED

CONTRACTOR RECOMMENDATION

GOVERNMENT RESPONSE

RESPONDING PARTY NAME	RESPONDING PARTY TITLE	PHONE	DATE RECEIVED	DATE OF RESPONSE

GOVERNMENT RESPONSE TO CONTRACTOR

ATTACHMENTS FROM GOVERNMENT

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.

QA REVIEWER'S NAME & TITLE	QA REVIEWER'S SIGNATURE	DATE