

## **Electronic Processing of Requests For Information**

- RFI Cut-off time: 11:00 AM (RFIs may be turned in before 11:00 AM)
- RFI responses returned to teams: 12:30 PM
- RFI Formatting and Procedure:
  1. Teams to submit RFIs using the provided excel RFI form.
    - All RFIs are to be numbered with the school name prefix (see below) before number. I.e.: "USC\_01
    - Excel file to be named with the following naming convention: Prefix\_RFI\_#.xls
    - All RFIs are to be saved on team jump drive in folder called "RFIs – Submitted"
  2. To turn in, Swinerton will copy RFIs from team jump drives onto Swinerton computer.
  3. Swinerton will answer RFIs and save responses as PDFs. Please note, all teams will receive the answers to all RFIs submitted.
  4. Swinerton will save answered RFIs to folder "RFIs – Answered" on a Swinerton jump drive.
  5. Swinerton will bring the copies of the answered RFIs via jump drive to each team and copy to team jump drive.
- Benefits of electronic RFI submission:
  1. Zero Paper/Ink Consumption
  2. No lost time due to copying/scanning/printing/paper jams/long lines/etc.

### **RFI Prefixes:**

- California Polytechnic State University San Luis Obispo – SLO
- California State University Chico – CHO
- California State University Sacramento – SAC
- California State University, Fresno – FSU
- California State University, Long Beach – LB
- University of Southern California – USC
- University of Washington – UW
- University of California, Berkeley – CAL
- Washington State University - WSU