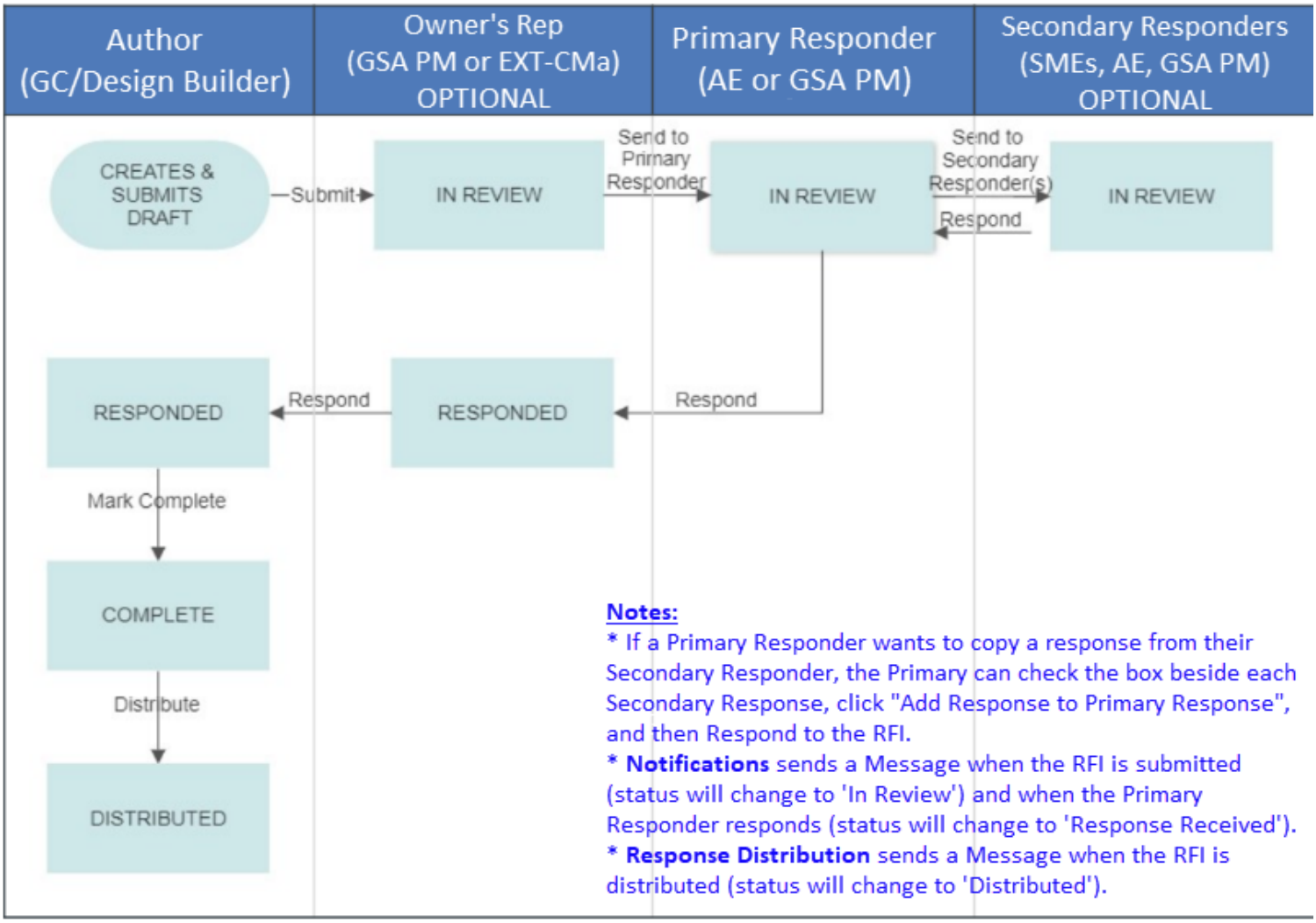
Author
(GC/Design Builder)
Owner's Rep
(GSA PM or EXT-CMa)
OPTIONAL
Primary Responder
(AE or GSA PM)
Secondary Responders
(SMEs, AE, GSA PM)
OPTIONAL
CREATES & SUBMITS DRAFT
Submit
IN REVIEW
Send to Primary Responder
IN REVIEW
Send to Secondary Responder(s)
Respond
IN REVIEW
RESPONDED
Respond
RESPONDED
Respond
Mark Complete
COMPLETE
Distribute
DISTRIBUTED
Notes:
* If a Primary Responder wants to copy a response from their Secondary Responder, the Primary can check the box beside each Secondary Response, click "Add Response to Primary Response", and then Respond to the RFI.
* Notifications sends a Message when the RFI is submitted (status will change to 'In Review') and when the Primary Responder responds (status will change to 'Response Received').
* Response Distribution sends a Message when the RFI is distributed (status will change to 'Distributed').