**Reviewing Requests for Information (RFIs)**

Overview: RFIs submitted by vendors require review prior response. The process includes the ability for A/Es to get UH reviewer comments use the TEAM INPUT feature.

Reference: N/A

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| --- | --- |
| 1. Click on **FORMS**

**2****1** | 1. Click on **Request for Information**
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1. OR, click on the link provided in the PM Web notification e-mail.



1. OR, select from the Workflow Inbox in your PM Web home screen

**Design Team Reviewer**

1. Select the MAIN tab and review the QUESTION and PROPOSED SOLUTION boxes submitted.
2. Select the ATTACMENTS tab and review any attached documents.
3. If the RFI requires UH review, use the TEAM INPUT feature in workflow – go to step 12 for TEAM INPUT steps.
4. When review is complete, enter a response in the ANSWER box on the MAIN tab.
5. Add any necessary attachments in the ATTACHMENTS tab.
6. Under the WORKFLOW tab, select the SUBMIT button.
7. Select the appropriate action from the ACTION list (RESUBMIT, RETURN, FINAL APPROVE), then click on **SAVE**.

**TEAM INPUT**

1. To forward the submittal for input from additional team members with PM Web accounts, under the **WORKFLOW** tab, select the **TEAM INPUT** button



1. In the popup window, select team members to receive edit rights for the record. You can start typing a name to refine the list.



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1. Check boxes for edit rights to be given.
2. Enter any comments in the **Message** box
3. Click on the **Save & Exit** button.
4. **IMPORTANT**, you MUST then click on the **SAVE** button under ACTIONS for the TEAM INPUT to be sent.