Instructions for Request for Clarification or Information (RCI) Form

NOTE: Part A-Inquiry is completed by the **Requestor**. Part B-Response is completed by the Buyer's Technical Representative (**BTR)** or designee for external RCIs, or by the **Project Manager** or designee for internal RCIs.

NOTE: The RCI may also be referred to as a Request for Information (RFI).

1. Enter the addressee name and organization.

2. Enter the requestor's name, phone, and organization.

3. Enter the RCI number. (Example format: T-221-30038-rci-msa-001)

   Project No. – Subcontract # –   RCI   – Company – Sequential Number
        | | | | |
     A21   –   21267   –   RCI   –   MSA   –   001

4. Enter the date the RCI is prepared.

5. Check if the RCI is internal (within MSA) or external (involves a subcontractor to MSA). If external, enter the Subcontract number.

6. Enter the subject or affected work and identifying information such as system number, area/unit, and work location.

7. Enter the reference document(s) associated with the RCI.

8. Describe what needs to be clarified or where additional information is needed. Provide specific information (e.g., section, paragraph, page, coordinates) to ensure clear communication. Subcontractor indicates if an attachment is included by checking "Yes" or "No".

9. Provide the requestor's interpretation, recommendation, or proposed resolution. Subcontractor indicates if an attachment is included by checking "Yes" or "No".

10. Enter the requested response due date.

11. Check "Yes" or "No" if cost and/or schedule impacts may result. If "Yes", enter the date when impact is anticipated.

12. MSA enters the name of the person receiving the RCI, and receiver signs and dates signifying receipt of the RCI.

13. BTR or Project Manager (or designee) identifies the name and organization of the person responsible for completing the Part B-Response.

14. Reviewer checks the appropriate disposition and provides additional information accordingly. Reviewer indicates if an attachment is included by checking "Yes" or "No".

15. Reviewer or Approver checks "Yes" or "No" indicating if action tracking is required for the RCI. If yes, enter the RCI in an action tracking process.

16. The assigned responsible person for Part B-Response enters the names of those who will review or receive a copy of the RCI. Check the **review** box if they will review the RCI and provide disposition input. If the RCI involves technical information, the Design Authority determines what additional reviews are required per MSC-PRO-8635, *Review of Technical Documents*, and lists the appropriate reviewer's names. For each person listed enter the function/organization and mail location (e.g., MSIN) and check the **copy** box indicating those who will receive the dispositioned RCI.

17. Approve the disposition of the RCI. The Buyer's Technical Representative approves external RCIs. The Project Manager (or designee) approves internal RCIs.

NOTE: For an external RCI the BTR or Project Manager signature is the only signature required by MSA Contracts to process the RCI. The BTR or Project Manager signature indicates that all other reviews (e.g., MSC-PRO-8635) have been obtained, as applicable.