**CHPRC - Request For Clarification or Information (RCI)** (3) RCI Number: (1) To (name/organization): (4) Date: (2) Requestor (name/phone/organization): (5) ☐ Internal External: **Contract No.:** (6) Subject or Affected Work and Identifying Information (e.g., system number, area/unit, work location): - INQUIRY (7) Reference Document(s) (e.g., statement of work, drawing, specification): (8) Inquiry (describe clarification or information need): Attachment: No Yes (9) Requestor's Interpretation or Proposed Resolution: Attachment: No Yes (10) Requested Response Due Date: (11) Cost/Schedule Impacts? □ No Yes If yes, date when impacts are anticipated: (12) Received by CHPRC: Name Signature Date (13) Disposition Action Assigned to: Name Organization (14) Disposition (check one and enter information accordingly): Information is contained in contract, or in document: Proposed resolution or interpretation is incorrect. Use: Proposed resolution or interpretation is accepted and is not a contract change. Proceed accordingly. Disposition is: Attachment: No Yes RESPONSE (15) DCN/FMP Number for authorization of modification:

*	Foi	r external RCIs only.	

(18) Approval:

(16) CRRS action tracking required?

(17) Reviewers / Distribution:

Name

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The external RCI, in and of itself, is not used to document a contract modification, engineering change, or non-conformance. CHPRC response to this RCI does not constitute authorization to perform a change to the Contract. The Contractor may proceed in accordance with the response only on the basis that the Contractor agrees that it is not a contract change. If the Contractor believes the response constitutes a change, the Contractor shall immediately process a Contract Technical Change request, and await receipt of additional written instruction from the Contract Specialist.

Yes

Location

Signature

**Reviewer Signature** 

**Function or Organization** 

Requestor **Design Authority** 

**Quality Assurance** 

**Document Control** 

**Contract Specialist** 

**Project Files** 

Date

Copy

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Name \*\* For all RCIs