

## JHL Subcontractor RFI Process

Log into [www.cmiccloud.com](http://www.cmiccloud.com) – expand the Communications Management folder and select RFI’s the “Add RFI”.

The screenshot shows the 'Collaboration Suite' interface. On the left, there is a navigation pane with 'Project: Metro Wastewater (1821)' and sub-items like 'Communication Management', 'RFIs', 'Transmittals', and 'Project Calendar'. The main area displays a table titled 'Request for Information' with columns for RFI No., Subject, Question, Date Created, Date Required, Date Answered, and Status. A red arrow points to the 'Add RFI' button in the top right corner of the table area.

The RFI No. will auto populate, enter the fields highlighted in yellow. When complete, click “Send I/O Email”. The RFI will be emailed to the TO person/JHL.

Save – will save the RFI for future completion. Will not be sent or seen by JHL

Submit – will submit the RFI to the system but not send an email notification to JHL

The screenshot shows the 'RFI Detail' form. The form includes fields for RFI No. (BW01-001), From, Co-Author, To, Subject, Date Created (2019-01-16), Drawing ID, Specification Number, Question, and Suggestion. There are also radio buttons for 'Cost Impact' and 'Schedule Impact' (Potentially, Yes, No) and input fields for 'Cost Amount' and 'Days'. A red arrow points to the 'Send I/O Email' button in the top right corner of the form.

RFI will be updated with the answer by JHL, notification will be sent to Subcontractor when complete.