



# ePM Quick Reference Guide #012

## RFI Creation and Submission

### WHAT IS . . .

ePM Request for Information (RFI) documents are used to capture project related questions and associated answers. An RFI contains a question, an answer, and cost and schedule impacts. Additional information, such as photos, sketches and drawings can be attached for clarification.

RFIs are designed to track the information most critical to the GSA. Workflows and Activity Logs allow you to track the progress and status of each request. Using attachments and references to other documents, the person providing a response to the RFI receives all the information they need to provide an answer. ePM tracks all RFIs to make sure nothing is missed. ePM creates numerically sequential RFI logs, which can be sorted and searched to quickly find a specific RFI.

### WHO USES . . .

- GSA Project Manager
- GSA Staff/Subject Matter Experts
- Construction Manager
- Architect/Engineer
- General Contractor/Design-Builder

### NEEDED DOCUMENTS . . .

- Photos
- Sketches
- Drawing/Specification Mark-ups
- Videos

### HOW TO . . .

See screenshots within this document for additional information.

#### A. LOG INTO EPM FROM INSIDE THE GSA NETWORK (INCLUDING VPN)

1. Using internet Explorer 9 or higher, go to the [ePM Portal](#).
2. Click on ePM.

#### B. LOG INTO EPM FROM OUTSIDE THE GSA NETWORK

1. Using internet Explorer 9 or higher, go to the [ePM Portal](#).
2. Click on ePM.
3. Enter your GSA User ID (Example Format: firstmlast).
4. Click Submit.

# ePM Quick Reference Guide #012

## RFI Creation and Submission

5. Select the delivery method for your temporary registration code.
6. Click Submit.
7. Enter the four digit registration code provided.
8. Click Submit
9. Enter your Active Directory password.
10. Click Submit.

### C. CREATE A REQUEST FOR INFORMATION (RFI)

1. Navigate to your project, then to PM Tools > Construction Management > RFIs. The RFI document register appears on the right side of the screen.



2. Click 'New'.
3. Fill in the following required fields:
  - Subject
  - Question
  - Question Sent Date
  - Question Source Main Contact
  - Due Date

# ePM Quick Reference Guide #012

## RFI Creation and Submission

- 4. Optionally, fill in fields in the 'Cost Impact' and 'Schedule Impact' sections. If you know for certain who will answer your RFI, select the appropriate contact in the 'Answer Source Main Contact' field. The values entered in the 'Estimated Cost Amount' and 'Estimated Impact Days' fields do NOT have any impact on ePM financial and schedule documents, respectively.

# ePM Quick Reference Guide #012

## RFI Creation and Submission



**COST IMPACT**

Cost Impact: No

Estimated Cost Amount: 0.00

Cost Impact Note

**SCHEDULE IMPACT**

Schedule Impact: No

Estimated Impact Days: 0

Schedule Impact Note

- To reference a Design Document(s) in the RFI, click on the Design Documents page, click 'Add', then click the look-up button and select the design document.

Main | **Design Documents** | Review Process | Properties

**DESIGN DOCUMENTS**

Add Line Remove Line(s)

Title	Detail Section	Post Date	Impact Indicator Type	Note
			Unknown	

- Add attachments such as photos, marked up drawings, or sketches using the 'Attach' (paperclip) button at the top of the screen.
- Click 'Save'.
- Click 'Workflow' and click 'Submit RFI'.

# ePM Quick Reference Guide #012

## RFI Creation and Submission



### REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the [ePM Portal](#).

- QRG 13 - RFI Response