

CAMP RFIs for GCs

Creating and Submitting a RFI

1. Click Apps → Click RFI
2. Click New → Select LLW → Enter RFI Subject → Enter Question → Select the CSI Division from the dropdown. Add any additional info you have.
3. Upload Reference/Media → Click Save/Close
4. Click Initiate Issue → Click Start Processing → Click Save/Close
5. Return to the RFI → Click Submit

Dispute a RFI Response (within 14 days)

1. Access the RFI to dispute
2. Click Dispute → Add a Reason → Click Continue

CAMP RFIs for POs / AEs / Primary Responder

If CSI Division Code is 01 or 02, PO must review

For all other CSI Division Code, AE must review

1. Click Apps → Click RFIs → Select the RFI OR Tasks → Select the RFI Task
2. Scroll down to Review Cycle section → Review the supporting document → Click Done
3. To Request Additional Info:
 - A. Click Request Add Info → Enter Reason → Click Continue
4. To add “Secondary Reviewer” to review the Review Cycle, within 7 days.
 - A. Scroll down to “Secondary Responses” section → Click on Insert → Select a Secondary Responders → Click on Send to Secondary Responders. Multiple secondary responders can be added.
5. To add Secondary Reviewer response:
 - A. Scroll down to “Secondary Reviewer” section and Click “Add to Response” check box
 - B. Scroll to bottom and Click on “Add Response to Official Reviewer Notes” button
6. In Primary Response section, Add Response Notes → Select Closure Status from the dropdown
7. Add supporting documents → Click “Respond”

CAMP RFIs for DMs / SPOs Respond to Disputed

1. Click Apps → Click RFIs → Select the RFI OR Tasks → Select the Disputed RFI Task
2. To Request Additional Info:
 - A. Click Request Add Info → Enter Reason → Click Continue
3. To send “Secondary Reviewer” to review the Review Cycle, within 7 days.
 - A. Scroll down to “Secondary Responses” section → Click on Insert → Select a Secondary Responders → Click on Send to Secondary Responders. Multiple secondary responders can be added.
4. To add Secondary Reviewer response:
 - A. Scroll down to “Secondary Reviewer” section and Click “Add to Response” check box
 - B. Scroll to bottom and Click on “Add Response to Official Reviewer Notes” button
5. In Primary Response section, Add Response to Dispute → Select Closure Status from the dropdown →
6. In SCA Only (Not Visible to GC) section, Select Cost Effect and Amount
7. Click “Respond”