



MINNESOTA STATE



Minnesota State Colleges and Universities

Payment Applications

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Contents

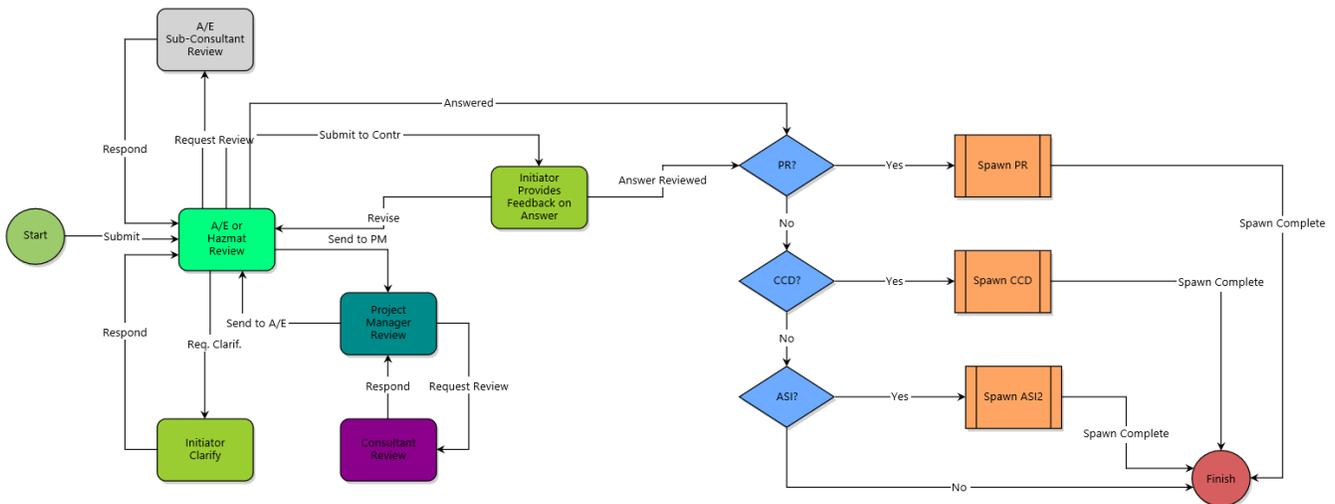
Request for Information (RFI2) Process3

Contractor initiate the Process.....3

A/E Review RFI.....5

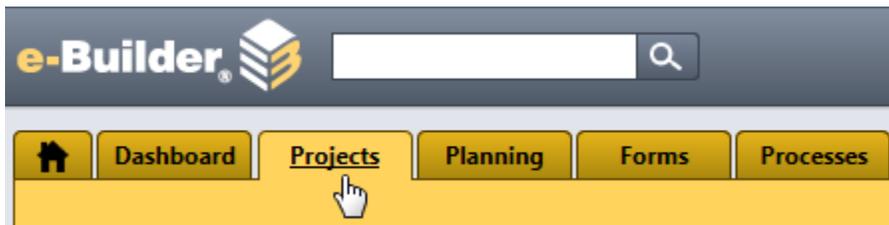
Request for Information (RFI2) Process

Contractor-Prime, Construction Manager, and Contractor-Haz Mat, Contractor-Other starts the Request for Information (RFI2) process.

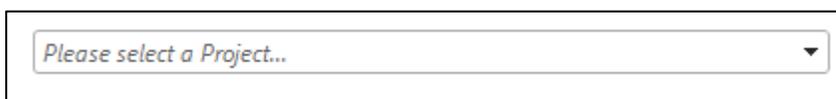


Contractor initiate the Process

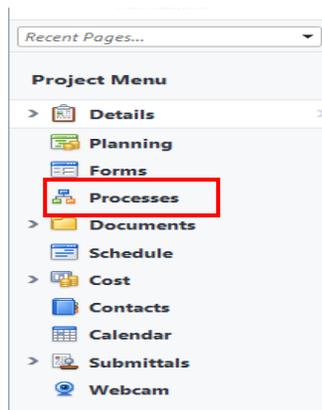
1. Click **Projects** from the Top Navigation tabs.



2. Select the Project



3. Select **Processes** from the Project Menu



4. Select **Start Process**

Processes for *0105Mailor

Filter Processes

Start Selected Process Type

Start Process

5. Select the **Request for Information (RFI2)** Process from the list.

Processes		Cancel
Process Name	Description	
Insurance Tracker (INS)	Process used to supply and track insurance coverage information/expiration dates.	
Payment Application (PA)	Process for routing Construction Payment Applications (including Final Payment)	
Request for Information (RFI2)	NEW RFI Process (w/Spawned PR or CCD): Contractor, Construction Manager, and Haz Mat Contractors shall use this Process to issue a Request for Information (RFI) to Architects. Dependent upon selected "Response Type" this process may spawn CCD or PR.	
Submittals (SUB)	Use this workflow to add submittals for your project.	

Cancel

6. Fill out all the fields on the page then click **Submit** to move to the next step

Request for Information (RFI2) Instructions

Start Process Print Check Spelling Submit Save Draft Cancel

Project: *Current Vendor Training Project

Project Number:

Process: Request for Information

* Subject:

Details Attached Documents (0) Attached Processes (0) Attached Forms (0)

* Contract RFI Number: Please enter the next sequential Number for your Company's RFIs.

Spec Section:

Drawing Number:

* Information Requested:

* Cost Change: Yes No

* Schedule Change: Yes No

Recommendation:

Print Check Spelling Submit Save Draft Cancel

A/E Review RFI

1. A/E review and enter a response.

Request for Information (RFI) - 4 Workflow Override All Fields View Instructions

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

Project:	*mailor test	Project Number:	
Process Document:	RFI - 4 <a>Show History <a>Current Actors	Overall Due Date:	
Current Workflow Step:	A/E or Hazmat Review <a>Show Workflow Diagram	Step Due Date:	
* Subject:	<input type="text" value="test project"/>		
Status:	Submitted		

Details Comments (0) Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Contract RFI Number:	Please enter the next sequential Number for your Company's RFIs. 123
Spec Section:	
Drawing Number:	
Information Requested:	klk;
Cost Change:	Yes
Schedule Change:	No
Recommendation:	
* Response:	<input type="text"/>
* Response Type: ?	-- Please select an option --

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

- Review any documents in the "Attached Documents"
- Review the entered information
- Enter a Response
- Select a Response Type (None, ASI, CCD, PR)

2. Select an action from the drop down then click on "Take Action".

- "Req Clarif" - Request Clarification from Initiator
- "Request Review" – Request Review for A/E Sub-Consultant
- "Send to PM" – Send to PM for review
- "Submit to Contr" – Submit to Contractor for feedback on Answer
- "Answer" – will spawn the response type process (ASI, CCD or PR)

Note: If **Response Type** is not **None**, it will spawn the selected process. Click the “Click here to manually complete it” to start the spawn process.

- Fill out the information in the selected process and click Submit. The selected spawned process will route through its workflow steps. After the submit action has been taken the RFI process will automatically move to the finish step.

Request for Information (RFI) - 4

Workflow Override

All Fields View

Instructions



Warning:

A Proposal Request and Construction Change Directive has been created automatically, however, you are required to provide additional Commitment Change information.

[Click here to manually complete it.](#)



Spawn Complete

Take Action

Print

Copy

Cancel

Project:	*mailor test	Project Number:	
Process Document:	RFI - 4 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	Spawn CCD/PR Show Workflow Diagram	Step Due Date:	
Subject:	test project		
Status:	Received		

Details

Comments (1)

Attached Documents (0)

Attached Processes (0)

Attached Forms (0)

Attached To (0)

Contract RFI Number:	Please enter the next sequential Number for your Company's RFIs. 123
Spec Section:	
Drawing Number:	
Information Requested:	klk;
Cost Change:	Yes
Schedule Change:	No
Recommendation:	

Spawn Complete

Take Action

Print

Copy

Cancel