



RFA / RFI Procedure

Fill out the RFA/RFI Form (Anyone)	Download the RFA/RFI Form from the website and fill in the top portion.
Email RFA/RFI Form (Initiator)	Email the form to the team lead of the subgroup the information is needed from. Also copy the lpsrv.usu@gmail.com email.
Tracking (Management)	Once the form has been received, a tracking number and due date will be filled in by Management. A new form will be emailed to everyone in the email string.
Delegate Request (Team Lead)	The team lead will receive the email and decide who will complete the task.
Fulfill Request (Actionee)	Action or Information must be completed or provided as soon as possible, since the rest of the process will depend on that action or piece of information.
Review RFA/RFI (Review Board)	Regular meetings will be held to determine if the action/information completed/provided was sufficient. If the requestor is satisfied, the RFA/RID will be closed.