

HOW-TO: RESPOND TO AN RFI

FOR: Applicants

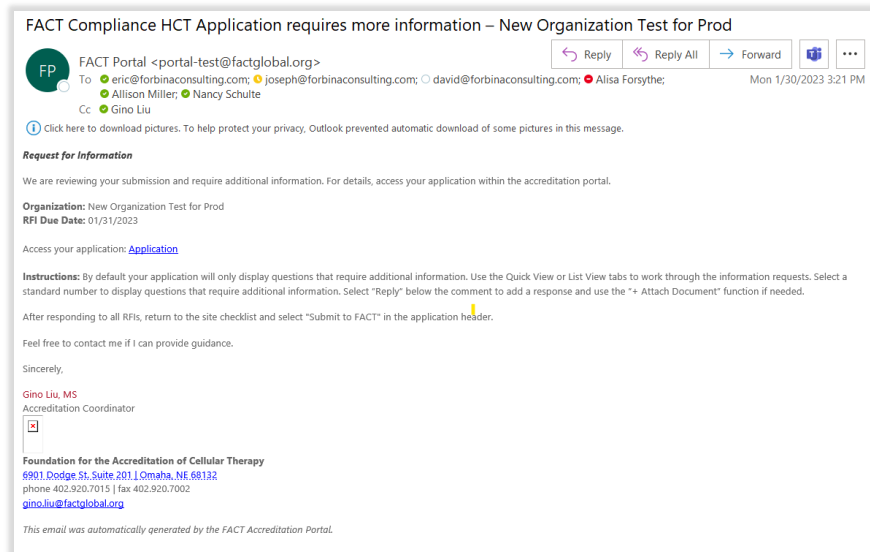
DESCRIPTION: Responding to a Request for Information (RFI)

PREREQUISITES:

- You must have an account in the Accreditation Portal.

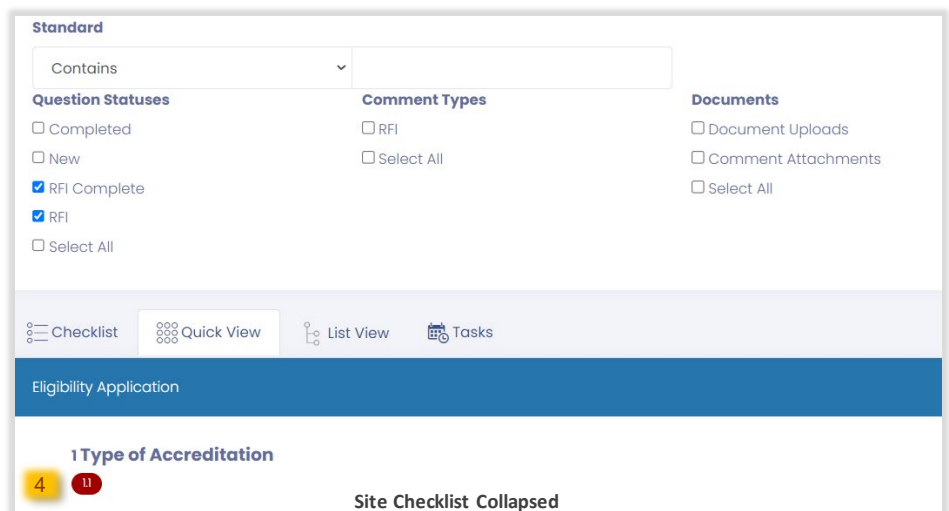
PROCESS:

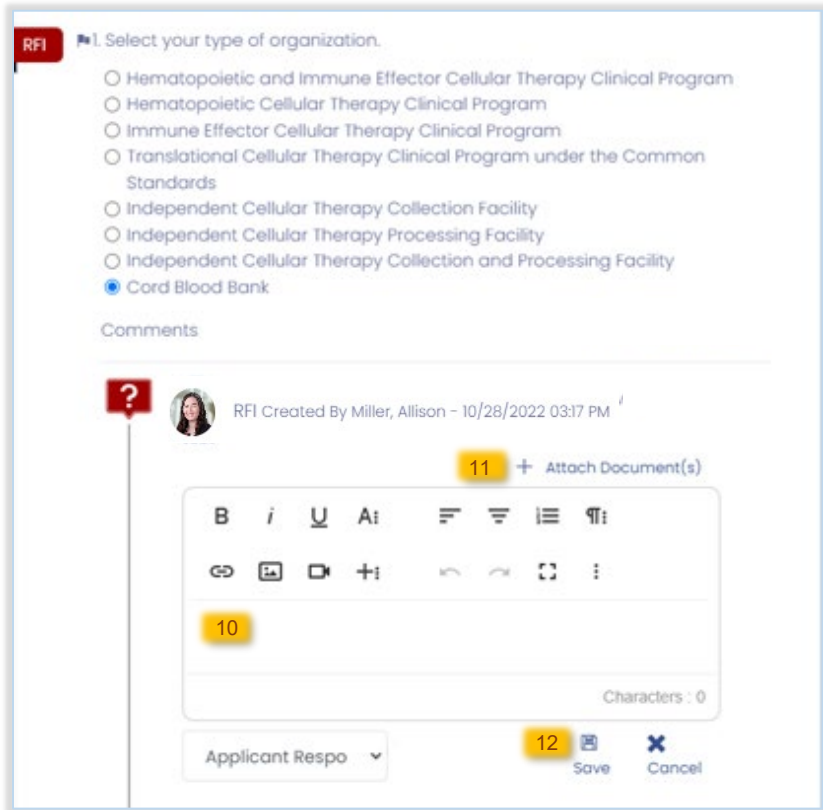
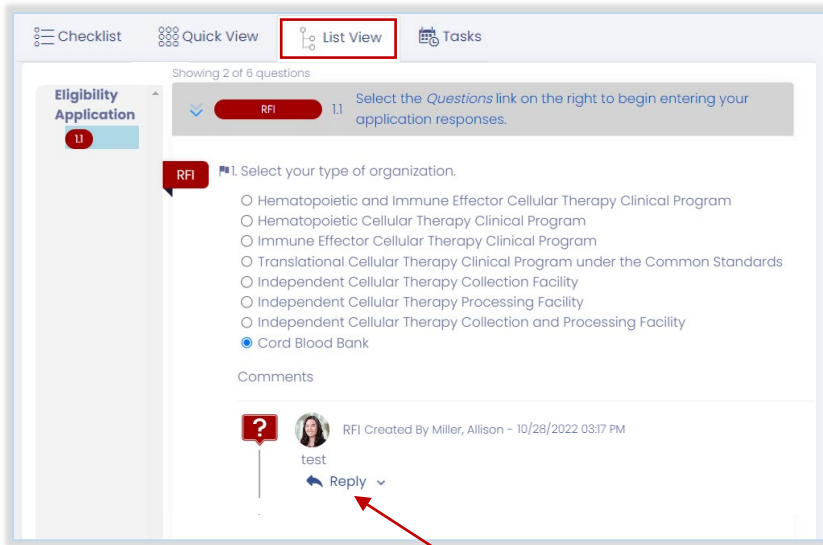
- The applicant receives an email notification with a Request for Information (RFI).



Request for Information Email Notification

- Navigate to your application by selecting the **Application** link provided. The Accreditation Portal may prompt you to log in.
- The Site Checklist displays in **Quick View**, with the filters set to **RFI** and **RFI Complete**.
- The questions with RFI comments have a red status indicator.





RFI Response Window

5. Selecting a red standard will bring you to **List View**.
6. Questions with an RFI comment are editable. Update your application response if needed. Additional questions may display or hide as your response changes. All questions must have a response prior to submitting the application.
7. To complete the RFI, select the **Reply** button.
8. The comment hierarchy displays the original RFI comment and updated applicant responses.
9. Review all details.
10. Enter your RFI Response in the field provided.
11. To attach a file to the RFI response, select **+ Attach Document(s)**.
12. Select **Save**.
13. Scroll down as needed to address other RFI Comments within the application.

14. The RFI status indicator changes to light green (**RFI Complete**) when the RFI Response is complete.

The screenshot shows the 'Test Organization 01' interface. At the top right, a red circle indicates 'RFI In Progress'. Below this, a table displays RFI details:

SUBMITTED	RFI DUE	ACCRED. DATE	ACCRED. EXP.
08/30/2022	09/06/2022	N/A	N/A

Below the table, a progress bar shows '1 In Progress'. A yellow notification bubble with the number '15' is present. A 'Submit to FACT' button is visible. At the bottom, an 'RFI Complete Checklist' shows 'Eligibility Application' with a status of 'RFI Complete' (light green) and 'Type of Accreditation' with a status of 'Completed' (green).

15. Select **Submit to FACT**.

16. Select the RFI Set you wish to submit.

17. Select **Submit Selected RFIs**.

18. A success notification appears in the top right-hand corner of the page.

The screenshot shows the 'RFIs' dialog box. It contains the instruction: 'Complete all RFI questions for a given date in order to submit.' Below this, there is a table with columns 'RFI Due Date' and 'Questions':

RFI Due Date	Questions
11/04/2022	• 11 - 1

At the bottom right, there are 'Close' and 'Submit Selected RFIs' buttons. A yellow notification bubble with the number '16' is visible.

19. The application status indicator changes to **RFI Submitted**.

The screenshot shows the 'Application Header Tile' for 'Test Organization 01'. A green success notification bubble at the top right reads 'Success RFI's submitted!'. Below it, the application status indicator has changed from a red circle to a grey circle with the text 'RFI Submitted'. The table below shows the application details:

SUBMITTED	ACCRED. DATE	ACCRED. EXP.
08/30/2022	N/A	N/A

The coordinator information is 'Coordinator 01, Test testCoordinator01@test.org'.

Application Header Tile