

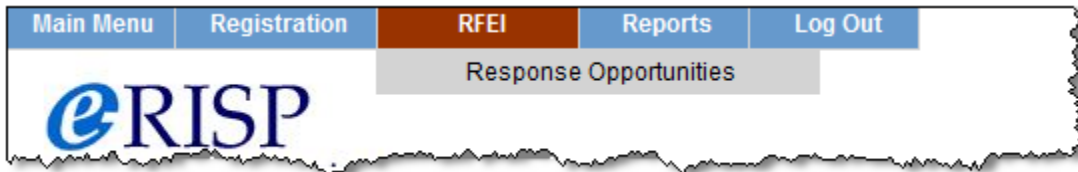
## **CONSULTING OFFICE – USER GUIDE 4**

QA & Addenda

Last Updated: Nov 16, 2009

During an RFEI response period, you may have questions that you wish to ask. For sake of fairness, these questions, and the ministry's responses, are posted via the RISP website for all participating offices to view. In this way, all offices are assured equal information.

To post a question, or view a response, begin by navigating to the RFEI Opportunities page. Click on 'RFEI' on the top navigation menu of RISP, then click on 'Response Opportunities'.



The Response Opportunities link will take you to the RSP 220 RFEI Opportunities page, which will display RFEI's in which your office has been invited to participate.

ID	Project Title	Due Date	RFEI Status	Office Response	Decision Status	
441	New Selection	2009-05-07	Open	New	Not Started	Read RFEI Q&A/Addenda Respond
442	Bridge Project 123	2009-03-23	Open	New	Not Started	Read RFEI Q&A/Addenda Respond
421	cam day	2009-03-23	Open	Submitted	Not Started	Read RFEI Q&A/Addenda Modify
262	Test Dealine #24	2009-03-17	Expired	Submitted	Short Listed	Read RFEI Q&A/Addenda Review
361	more than 75k more than 3 offices	2009-03-04	Expired	Submitted	Short Listed	Read RFEI Q&A/Addenda Review
141	Test Eval Score 2	2009-03-04	Expired	No Response	In Progress	Read RFEI Q&A/Addenda Review

You will notice that for each RFEI listed, on the right you are presented a Q&A/Addenda button. Click on this button next to the RFEI about which you wish to ask a question. This will take you to the RSP 220 – Q&A/Addenda Page.

## Reading Q&A

The main question page will list all questions that have been asked on this RFEI, along with all ministry responses to them. In addition, you will see the timestamp identifying when a question was asked, and when it was responded to.

The screenshot displays the RISP 3.0 Q&A interface for RFEI 201. At the top, there is a navigation menu with options: Main Menu, Registration, RFEI, Reports, and Log Out. Below the menu, the page title is 'RSP222 - Q&A / Addenda'. A 'Back' button is located next to 'RFEI 201'. There are two tabs: 'Questions' (selected) and 'Addenda'. Below the tabs, there is a 'Post Question' button. The main content area shows a table of questions and responses. The first row is 'Question 1' with the text 'why am i here' and 'Asked On: 2009-03-09'. The second row is 'Response' with the text 'Because you are' and 'Responded On: 2009-03-12'. Callout boxes point to 'Question asked by Office' and 'Response by Ministry'.

## Asking a Question

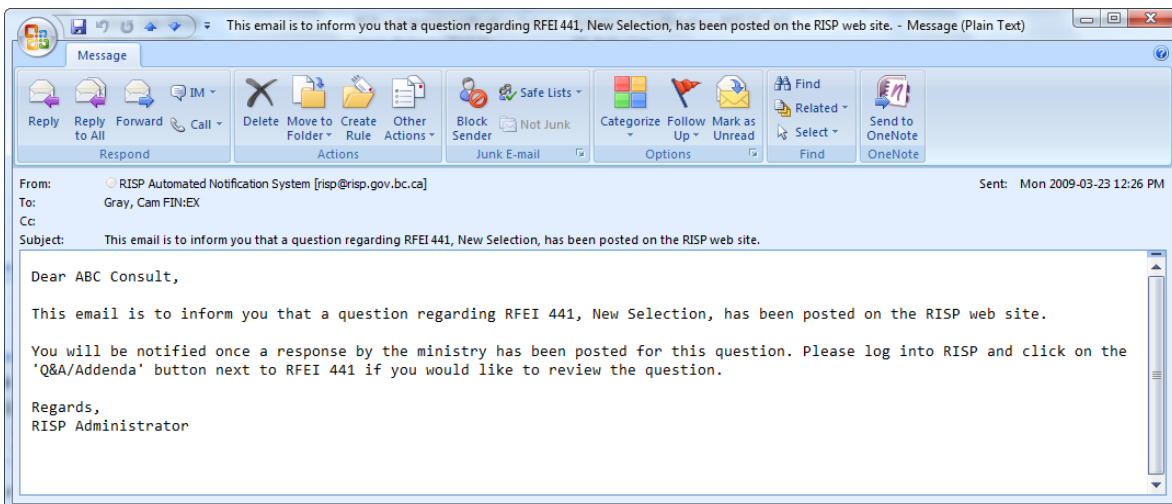
Questions sent directly to the ministry, or to an RFEI evaluator team member will not be responded to. All questions must be posted via the RISP website. This is to ensure fairness to all participating offices.

To ask a question, click on the 'Post Question' button. You will be presented with a text box in which to enter your question.

Click 'Post Question' to complete. Once you have posted a question, it appears on the site for all participating offices to view.

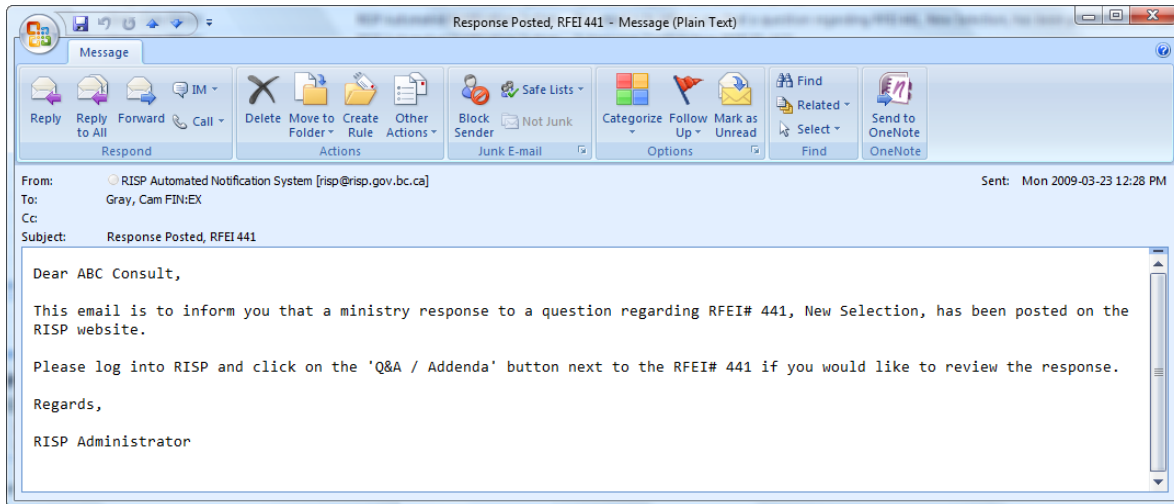
In addition, an email is sent to the ministry, prompting a response, and an email is sent to all participating offices, letting them know that a question has been posted.

The email sent to offices is as follows:



## Ministry Response

It is the goal of the ministry to respond to RFEI questions within two business days. When a response has been posted, all participating offices, as well as the office who posted the question will be able to review the response online. In addition, an email will be sent to all participating offices, informing them that a response has been posted.



## Deadline

No new questions are accepted within 72 hours of an RFEI submission deadline. This is to allow sufficient time for a ministry response, and for all participating offices to view the response.

## Closed RFEI

Offices are able to view all Q&A for all RFEI (past and present) in which they have participated.

## Addenda

In cases where the ministry needs to post additional information about an RFEI, an addenda will be posted.

Navigate to the addenda the same way that you navigate to the Q&A section (described earlier in this document).


Addenda will appear as follows:

Main Menu | Registration | RFEI | Reports | Log Out

RSP222 - Q&A / Addenda

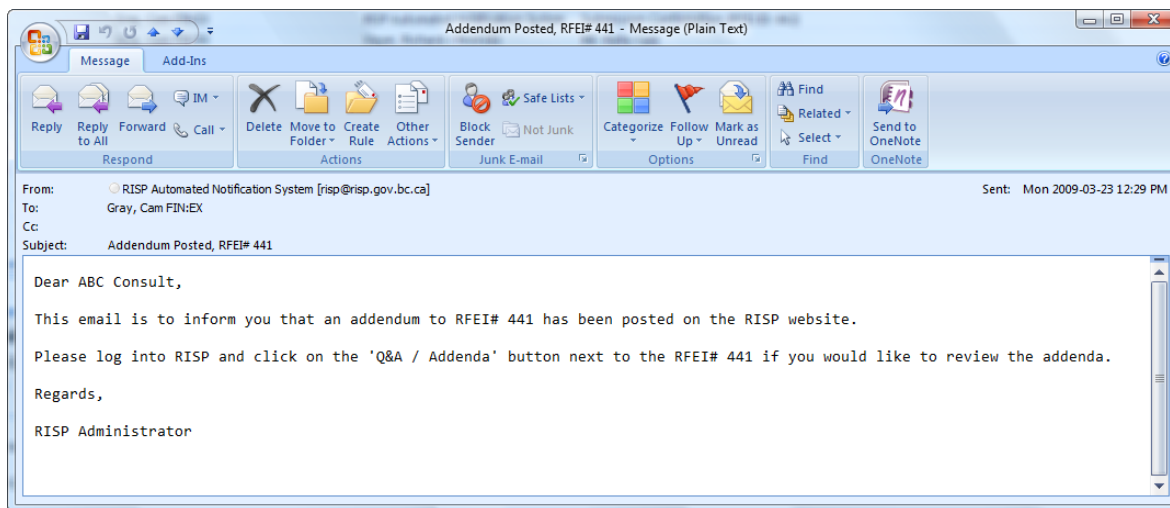
[Back](#) RFEI 201

[Questions](#) **Addenda**

Q&A / Addenda - Addenda 

Addendum 1	Posted On: 2009-03-09
second time around	

All participating offices will receive an email notification when an addenda is posted.



### Closed RFEI

Offices are able to view all Addenda for all RFEI (past and present) in which they have participated. Of course, with RFEI that have expired submission deadlines, this information is read-only.