

Miami-Dade County

Analyze an RFI Event Job Aid

Version 1.0



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PURPOSE

<u>Purpose</u>

This document explains the key activities involved in analyzing an RFI event. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.



ANALYZE AN RFI EVENT

Step	Action
1.	Navigate to Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer
2.	
3.	

INFORMS Job Aid: Analyze an RFI Event



Step	Action
4.	Click the Pending RFI Review list item from the Event Status field.
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5.	Click the Search button.
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Step	Action
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Step	Action
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INFORMS Job Aid: Analyze an RFI Event



Step	Action
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10.	Review and update the Verification section for all bidders.
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Step	Action
11.	Click the Change RFI Status to Reviewed button.
	Note: The RFI status change should only be updated when the RFI is ready to be
	awarded to a contract.
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