**SIMPLE REQUEST FOR INFORMATION TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RFI NAME** |  | | **RFI ID** |  |
| **REQUESTING PARTY** |  | | **RESPONDING PARTY** |  |
| **RFI SUBMISSION DEADLINE** |  | | **DATE OF RFI RESPONSE** |  |
|  |  |  |  |  |
| **ORGANIZATION NAME** |  | | **CONTACT NAME** |  |
| **ADDRESS** |  | | **CONTACT TITLE** |  |
|  | | **PHONE** |  |
|  | | **EMAIL** |  |
|  | | **WEBSITE** |  |
|  |  |  |  |  |
| **REQUEST DESCRIPTION** | | | | |
|  | | | | |
|  |  |  |  |  |
| **RESPONSE** | | | | |
|  | | | | |

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| --- | --- | --- | --- |
| **RESPONSE PREPARED BY** |  | | |
| **ATTACHMENTS?** |  | **NUMBER OF PAGES** |  |