**SIMPLE REQUEST FOR INFORMATION TEMPLATE**

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| **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** |
|  |

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