RP₃ Online Application and Designation System: Responding to RFIs

About the RFI Process:

Requests for Information (RFIs) are sent to utilities during the grading period if the RP3 Review Panel needs more information in order to grade a question (i.e.: prior to your application being submitted, this table will remain empty). Examples for requests for information could be: an explanation or attachment was not included, or a clarification on language used in a response. This process is meant to help utilities ensure that they are being graded as accurately as possible.

This guide will go through basic steps on finding and responding to RFIs, and more detailed information about the various pieces of the RFI process can be found in the online system user guide.

Logging in:

You can view any pending RFIs by logging into the RP₃ online application system at RP3.PublicPower.org. If you have encounter any difficulty signing in, please contact RP₃ Staff at rp3@publicpower.org.
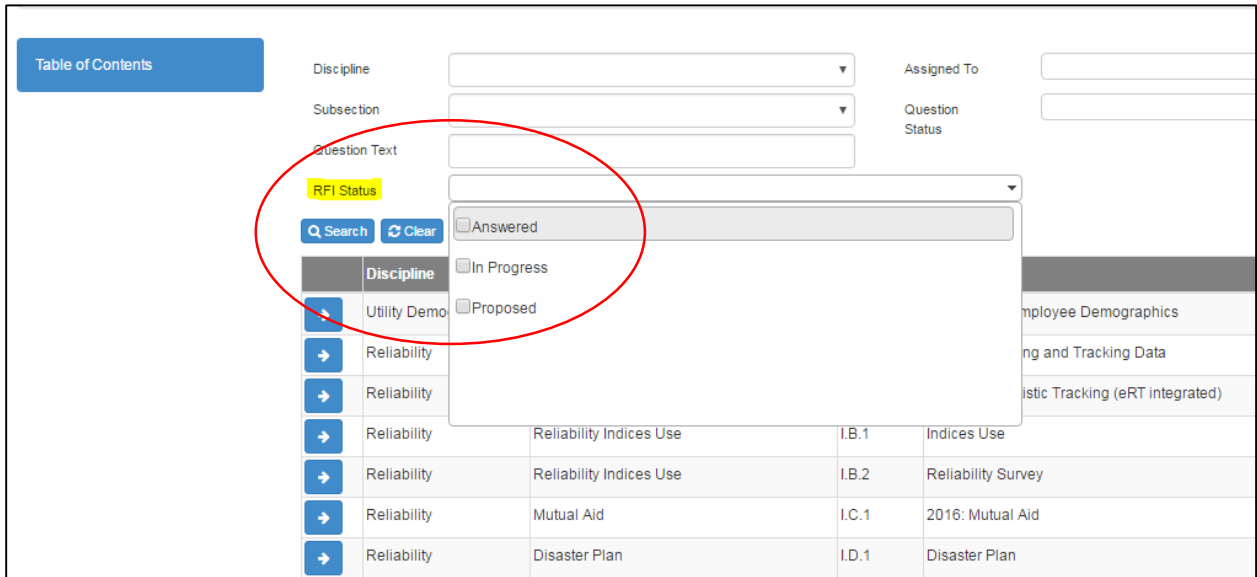
Finding your RFIs:

When you log into your utility's application, you should see several filter options (circled in red below).

Under the "RFI Status" drop-down, you will see three different filter options – "Answered," "In-Progress,", and "Proposed." These are the different phases an RFI can be in.

If you would like to view any **unanswered RFIs**, select "Proposed" from that drop-down menu, and then press the "Search" button. This should automatically filter and display your unanswered RFIs, just as in the image below.
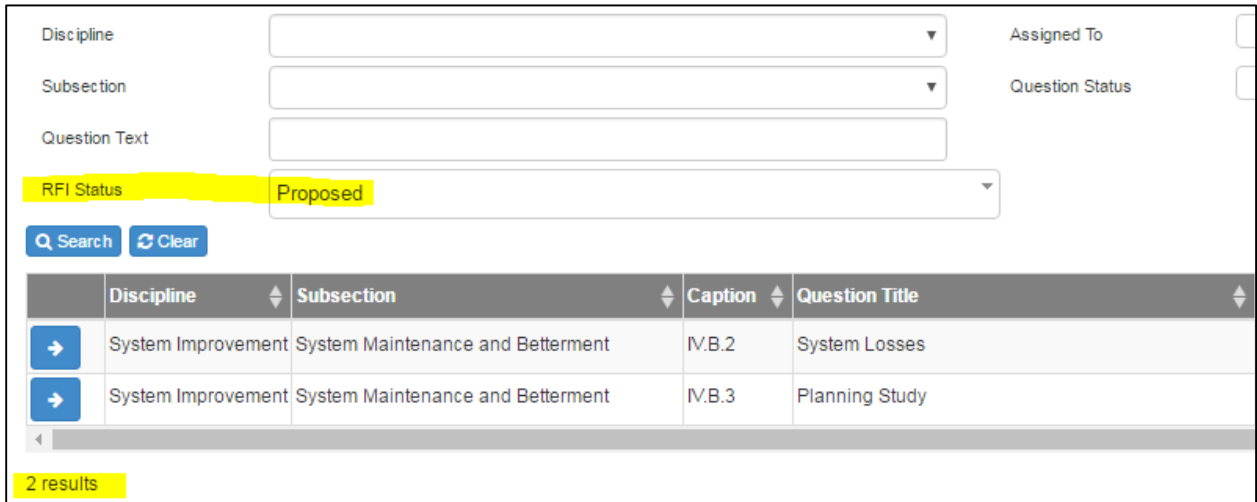
If you would like to search for any **RFIs you are working on**, use the "In-Progress" filter. The "Answered" filter will be for any RFI responses you have already submitted.

Responding to the RFI

To respond to the request, click on the "Edit this RFI" button to the left of the RFI table. You can type your response in the text box, and you can add any attachments requested in the RFI via the "Add"

button in the RFI attachment table. This will show a new pop-up where you can add a title for the attachment and a description if you like, just as with the attachments for the application question.

When you hit "Save" this changes your work to "In-Progress" and you can go back to work on this later if you choose. You can see the status change when you go back to the question preview screen. If you go back to the RFI and hit "Save and Finalize" you will then see that the status changes to "Answered". **You will no longer be able to edit your answer after you press "Save and Finalize."**

Once you have finalized your response, no other steps need to be taken to ensure the Panel sees your RFI.

Technical Assistance

If you have any questions, whether about the process or if you need any clarification on the Panel's requests, please do not hesitate to reach out to APPA's RP₃ staff at RP3@publicpower.org. You may also call 202-467-2945.