Request for Change
Request for Change

4 Types

Regular

RUSH

Field

No Cost
Request for Change (RFC)

Requirements

Fill the Form out correctly with a full description and justification for ALL RFCs.

- Signed
- RFC Total Cost Corresponds with the SPI
- Attachments Attached and Referenced
Request for Change (RFC)  
Regular

RFC Package Includes:

• The RFC Form, signed by the ATC, Site Manager and Administrative Reviewer.
• The updated SPI, downloaded from MFMP.
• Tables, Figures, Emails, Quotes (REFERENCED in the description).
Request for Change (RFC)

**RUSH**

- **Must be approved by Team Leader.** RUSH RFCs are only approved if work is within the next few days.
- **A RUSH is routed the same way as a Regular RFC.**
- **RUSH should be written on the RFC form and in the subject line of the email.**
- **SITE MANAGERS** are responsible for ensuring the RUSH moves through MFMP timely.
The MFMP team is working closely with the Governor’s office to support agencies recovery efforts from the weather events of last week. Unfortunately, the in-person MFMP training in Orlando on Oct. 15 - 16, and Tampa on Oct. 17 - 18 has been canceled. We apologize for any inconvenience and will distribute additional information once the training has been rescheduled.

Please contact the Customer Service Desk at buyerhelp@myfloridamarketplace.com or 1-866-352-3776 if you have questions or need assistance.
Request for Change (RFC)

RUSH
Request for Change (RFC)

RUSH
• Approved by the eQuote coordinator.
• Forward the request to the coordinator to update the SPI if approved.
• Only unanticipated costs will be approved.
Request for Change (RFC)

No Cost RFC

PO End Date or Deliverable Due Date Extension

- If the SPI is updated (even with zero cost) then the RFC is a regular RFC.
- Approved upon SM signature but must go through the MFMP process.
- Do not use dates falling on weekends or holidays.
- No attachments on no cost RFCs.
Request for Change (RFC)

No Cost RFC

- **Expired due dates can not be extended.**
- **Ensure the PO End Date is correct (60 days following the last task) and update if needed.**
- **Ensure the entire PO does not exceed the 18 months requirement from PO start date to final deliverable due date.**
- **Completed No cost RFC should be emailed to PRP.nocostchange@dep.state.fl.us**
- **Update STCM Report dates and PO End date if applicable.**
Request for Change - Authorization for Change in Scope of Work

Description of Change and Justification:

Due to delays by FDEP in issuing LIC Approved Order, a due date extension is being requested for the Task 3 deliverable.

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable Name</th>
<th>Previous Due Date</th>
<th>New Due Date</th>
<th>Change Order Subtotal</th>
</tr>
</thead>
</table>
**Request for Change - Authorization for Change in Scope of Work**

**Site Information**
- **Facility ID:** 06 691 241
- **Facility Name:** TRANSIT PROPERTY
- **Site Manager:**
- **Site Manager Phone:** (654) 121-1224
- **Site Manager Email:**
- **Site Address:** 2400 NW 83rd St

**Description of Change and Justification:**
Details of the change are not visible in the image. However, it is mentioned that the change is due to delays by FDEP in issuing the UIC Approved Order.

**Schedule of Pay Items**

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable Name</th>
<th>Previous Due Date</th>
<th>New Due Date</th>
<th>Change Order Subtotal</th>
</tr>
</thead>
</table>

**Contractor Representative:**
- **Keith Ford**

**FDEP Site Manager:**

**Administrative Reviewer:**

**Period of Engagement:**
- **Previous End Date:** 1/17/2019
- **New End Date:** 1/17/2019

**And POS end date.**
Request for Change (RFC)

Field RFC

- Field RFCs are only used while the contractor is in the field.
- Cannot result in a cost increase. Must use contingent funding.
- Reductions for other line items, other than contingent funding (23-1) must be identical.
  - Size, distance, diameter, depth, volume, duration or unit of measure.
  - Such as a Mobilization, abandonment diameter, disposal volume, boring diameter or total depth.
- Field RFC is approved once the site manager and ATC have signed the form.
  - Download the SPI from MFMP and update, then forward for Administrative Review prior to and processing through MFMP.
Contingent Funding is based on the phase of work in the following table:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Contingent Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSA</td>
<td>$7,000</td>
</tr>
<tr>
<td>NAM</td>
<td>$1,000</td>
</tr>
<tr>
<td>PARM</td>
<td>$1,000</td>
</tr>
<tr>
<td>PT</td>
<td>$1,000</td>
</tr>
<tr>
<td>O&amp;M</td>
<td>$1,000</td>
</tr>
<tr>
<td>RAC</td>
<td>$7,000</td>
</tr>
<tr>
<td>RAP</td>
<td>0.00 unless there is field activity then 1,000</td>
</tr>
<tr>
<td>SA</td>
<td>$7,000</td>
</tr>
<tr>
<td>SR</td>
<td>$7,000</td>
</tr>
<tr>
<td>WASC</td>
<td>$1,000</td>
</tr>
</tbody>
</table>
Tips

- Description should indicate if existing line items are being used.
- Attachments should be referenced.
  - Generic References are acceptable in RFCs.
- Check for confidential statements.
- Use the most current version of the SPI.
- List the deliverables for interim and letter reports.
Tips

• If adding a new task, also move the contingency funding.

• When resubmitting a correction, always reply all to the email sent from the CM, DO NOT resend to the PRP.Changeorder email.

• Download the documents from MFMP to update.