# Petroleum Restoration Program
# RFC Guidance

The Request for Change (RFC) form was added as a tab in the SPI Workbook effective 11/20/15 and is revised to allow for the auto population of cells and the use of drop-down menus. A stand-alone RFC workbook should not be used.

## TYPES of RFCs

➢ **Regular RFC –** may also include date extensions
➢ **Rush RFC -** an RFC that must be processed in a few days. This is not a field change order and is routed the same way as a regular change order, but at a faster rate. Work cannot be performed until the RFC is fully approved in MFMP.
➢ **Field RFC (FRFC)** – contractor must be in the field and have contingent funding available in the SPI
➢ **No Cost – Deliverable Due Date/PO End Date Only RFC**
➢ **Site Manager Transfer**

## GENERAL RFC INSTRUCTIONS

▪ ALWAYS USE THE RFC FORM in the SPI**.**
▪ The SOW is not updated to reflect the RFC. The RFC is a stand-alone document that acts as the amendment to the work in the SOW.
▪ Reminders:
  o Verify all fields in the header match the existing PO.
  o Review the Description of Change to verify that the scope of work is clear and understandable and that the reason for the change is justified.
  o DO NOT UPDATE the original tables from the original SOW. If tables are necessary to present the change details, a new table should be developed to address only the change order and be referenced in the description and attached to the RFC.
  o If using an updated Figure, Review Letter, or Email then they must be referenced in the description and attached to the RFC.
  o Make sure to click on "Hide Rows" once finished.
▪ Work thru your Team Leader for options if a RUSH is truly justified.
▪ The RFC package includes:
  o The RFC Form;
  o The updated SPI (updated by the site manager using the most recent Attachment B downloaded from MFMP) DO NOT USE SPI PROVIDED BY ATC;
  o Any figures, tables, etc. referenced in the description;
  o Correspondence discussing the additional work; and/or
  o Quotes for new pay items (Reimbursable or non-Contract pay items).

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- Write the FDEP Facility ID Number on all pages, if not already on the document.
  - Convert all documents, except the SPI, into one PDF document. The SPI will remain in Excel format.
  - Refer to the Naming Convention Table in this document for appropriate nomenclature.

- **eQuote -** If PO was initiated from an eQuote (includes LSA Bundle), all RFCs must be reviewed and approved by the eQuote Specialist. Additionally, many of the cells in the (eQuote) SPI are protected. If you are unable to update the SPI, forward it with the RFC and it will be updated as necessary.

## NAMING CONVENTIONS

- Once all the documents are confirmed and all signatures acquired, send via email to PRP.ChangeOrder@FloridaDEP.gov using the following naming convention in the subject line:
  - Facility ID# - Task Assignment # - PR Creator
    - Example:  658517818 – GC999-099A - Jane Doe

| Documents | Example |
|---|---|
| ☐ **Request for Change (RFC) package:** (.pdf)<br>Naming Convention: Purchase Order #-Change Order # - Task #(s) – Fac ID (For RFC addressing multiple task, each task # is separated by a dash or if consecutive tasks (example tasks 2 thru 5) use underscore for through)<br>**If Period of Service End Date Extension Only** | PO-AA1234-CO1-TK1-658517818.pdf<br>PO-AA1234-CO2-TKS2_5-8-POS-658517818<br><br>PO-AA1234-CO1-POS-658517818.pdf |
| ☐ **Schedule of Pay:** (.xlsm)<br>Naming Convention: Attachment B - Revision# - SPI - *Fac ID-SubPhase Acronym* | AttachmentB-Revision1-SPI-658517818-NAM.xlsm |

## RUSH RFC

- A Rush RFC is used when the consultant is anticipating needing to complete work in the next couple of days.
- A Rush RFC is routed the same way as a regular change order, but at a much faster rate.
- A RUSH RFC requires an additional approval by the Team Leader and the word RUSH in the upper right-hand corner initialed by the Team Leader.
- See above regarding if RFC is an **eQuote**.
- The site manager should include RUSH in the subject line of the email to PRP.ChangeOrder@FloridaDEP.gov  and cc: their PR Creator RFC.
  - Example:  RUSH - 658517818 – GC999-099A - Jane Doe

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- **It is the <u>SITE MANAGER'S RESPONSIBILITY</u> to follow-up with the parties in the workflow, to make sure the RUSH CO continues to move through MFMP and is issued in the timeframe needed.**

### FIELD RFC

- The FRFC (Field RFC) process is only used while the contractor is working in the field.
- Effective September 1, 2016, field RFCs can only be authorized if sufficient contingent funding is available in the SPI to offset the change amount to a net zero change.
- FRFC CANNOT result in a net cost increase and cannot include reductions to pay items other than Pay Item 23-1 Contingent Funding with the following exceptions:
  - Reduction of Monitoring Well Sampling to Add Water Level Only
  - Reduction of an identical pay item from one size, distance, diameter, depth, volume, duration or unit of measure to add a different size, distance, diameter, depth, volume, duration or unit of measure of the same item/activity
    - Mobilization distances
    - Boring diameter or total depth categories
    - Well installation diameter
    - Vault size
    - Abandonment diameter
    - Well sampling depth
    - Sheet Piling depth or unit of measure (Day/Week/Month)
    - Disposal volume
- DO NOT reduce out a pay item that will have to be added back in later.
- Due Date and POS extensions and are allowed on FRFC.
- Field RFCs are authorized once signed by the contractor followed by the site manager (unless the site manager status requires additional review or approval) or if this is an eQuote (see above **eQuote** instructions).
- Once authorized, the site manager must update the SPI and forward the documents to the Administrative Reviewer for processing thru MFMP like regular change orders.
- The site manager should include FIELD RFC in the subject line of the email to PRP.ChangeOrder@FloridaDEP.gov and cc: their PR Creator RFC.
  - Example:  FIELD RFC - 658517818 – GC999-099A - Jane Doe

### ➢ NO COST – DELIVERABLE DUE DATE/PO END DATE ONLY RFC

- Deliverable Due Date and PO End Date Extensions Only – If an SPI is changed (even with a net Zero change) it is NOT a NO COST change order and must be processed as a regular RFC.

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- These RFCs are approved upon SM signature, but must go through the current MFMP process.
- Site managers must take care to only approve extensions for deliverables that are not past due.
- Always double check whether the PO End Date needs to be extended.
- email to [PRP.NoCostChange@FloridaDEP.gov](mailto:PRP.NoCostChange@FloridaDEP.gov) using the following naming convention in the subject line:
    - Facility ID# - Task Assignment # - Date Extension Only
        - Example:  658517818 – GC999-099A - Date Extension Only


### SITE MANAGER TRANSFER

- When a site is transferred to a new site manager, changes are required in MFMP for all active purchase orders. Team Leaders are responsible for completing the *Site Manager Transfer of Site* form and verifying that the final invoice has not been process for each PO.
- Team Leader must submit the form to [PRP.NoCostChange@FloridaDEP.gov](mailto:PRP.NoCostChange@FloridaDEP.gov)

# RFC CHECKLIST

| | Item | Notes |
|---|---|---|
| ☐ | Correct Facility FACID, Contract #, PO #, FDEP Site Manager, FDEP Cost Share, Facility Name, and Contractor | • Matches SPI |
| ☐ | Correct Ref # (999-099A) | • Matches STCM Task Assignment # |
| ☐ | Correct CO # | • Must be sequential - verify against Site File or STCM |
| ☐ | Description of Change and Justification | • Verify that the scope of work is clear and understandable and that the reason for the change is justified.<br>• Are figures or tables necessary to support the change and are they referenced? |
| ☐ | RFC Quantities and SPI Quantities match | • Are the appropriate items included?<br>• Are items missing?<br>• Are the quantities correct? |
| ☐ | RFC and SPI Pay Items match. | • Verify Task #, Pay Item #, PI Description, Unit of Measure, Pay Item Price<br>• Reimbursable items listed correctly? |
| ☐ | SPI Amount Correct? | • Verify that previous SPI amount plus RFC amount equals new SPI Amount. |
| ☐ | Are quotes included? | • Sufficient # ($2500 Rule)?<br>• Expired?<br>• All for the same scope?<br>• Confidentiality & Proprietary language? |
| ☐ | Due dates recorded correctly. | • Are the years (2015, 2016) correct?<br>• PO End Date is 60 days after the Final Deliverable. |
| ☐ | Is this an eQuote (includes LSA Bundle) site? | • Get approval from eQuote Specialist (Kyle Kilga or Jamie Lopez) |
| ☐ | **Field Change Orders** | • Is the contractor currently in the field?<br>• Is sufficient contingent funding available in the SPI to offset the change to a net zero amount? |