SECTION 1
NOTICE OF REQUEST FOR QUALIFIED VENDOR APPLICATIONS (RFQVA)
State of Arizona
Department of Economic Security (DES or Department)
Division of Developmental Disabilities (DDD or Division)

RFQVA Number: DDD 710000

[ ] Time Limited
[ x ] Open and Continuous

Application Due Date:

Pursuant to Arizona Revised Statutes (A.R.S.) § 36-557 and rules adopted thereunder (R6-6-2101 et seq.), which are incorporated herein by reference, Applications for the services listed in Section 7 will be accepted by the Division at the time and manner specified below. Through this Request for Qualified Vendor Applications (RFQVA) the Arizona Department of Economic Security (DES or Department), Division of Developmental Disabilities (DDD or Division) will execute Qualified Vendor Agreements with providers for the provision of services.

Applications must be submitted electronically using the Qualified Vendor Application and Directory System as well as submitting a printable hard copy with signatures and necessary additional documentation (see Sections 3 and 9).

Applications will be accepted from current contracted providers beginning October 1, 2010 to ensure service continuation effective January 1, 2011. Applications from previously awarded Qualified Vendors should be submitted by November 15, 2010 at 5:00 p.m. (Arizona time) in order to ensure that the application receives a priority review. Applicants new to DDD may submit Applications beginning October 1, 2010. All Applicants shall not expect to be awarded an Agreement sooner than 60 (sixty) days after the submittal of a complete Application. Services awarded pursuant to an Application will not be provided prior to January 1, 2011.

Submittal Location:

1. **Electronic submittal is submitted through the Division’s website at [https://www.azdes.gov/ddd/DDDVendorDirectory.asp](https://www.azdes.gov/ddd/DDDVendorDirectory.asp).** Applicants may reach this link by navigating to the Vendor Information page. The exact links are:

   - [Qualified Vendor Application Directory System](https://www.azdes.gov/ddd/DDDVendorDirectory.asp) (previously awarded Qualified Vendor applicants)
   - [Qualified Vendor Application process](https://www.azdes.gov/ddd/DDDVendorDirectory.asp) (new applicants)

2. **Hardcopy submittal (An ELECTRONICALLY GENERATED HARDCOPY WITH ORIGINAL SIGNATURE AND NECESSARY DOCUMENTATION)**
In Person or By Courier to:
DDD Contract Unit, 4th Floor Southwest
Business Operations – Site Code 791A
Division of Developmental Disabilities
Arizona Department of Economic Security
1789 West Jefferson Street
Phoenix, Arizona 85007
(602) 542-6874

By Mail to:
DDD Contract Unit
Business Operations – Site Code 791A
Division of Developmental Disabilities
Arizona Department of Economic Security
P.O. Box 6123
Phoenix, Arizona 85005

Applicants may refer to the Qualified Vendor Application Help Manual (8.89 MB PDF) for assistance in completing their Application. Please note that some of the information and the screens have been slightly modified from those displayed in the manual, but the instructions remain accurate.

Persons with a disability may request a reasonable accommodation by contacting the RFQVA contact person. For TDD/TTY, please call through the Arizona Relay Service at 1-800-367-8939. Requests should be made as early as possible to allow time to arrange the accommodation.

Agreement Type: Qualified Vendor Agreement with Published Rate

Agreement Term: Maximum term is six (6) years beginning no sooner than January 1, 2011. All Agreements end on December 31, 2016. The Agreement can be terminated as specified in Section 6 of DES/DDD Standard Terms and Conditions for Qualified Vendors.

RFQVA Contact Person (email):

DDD Contracts Manager at DDDContractsManager@azdes.gov.

DDC Procurement Manager

Date

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY