



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

RFQVA DDD-2024 CONTRACT IMPLEMENTATION QUALIFIED VENDOR REQUIRED TASKS AND ACTIONS

Target Audience - Qualified Vendors and Providers

Transmittal Date - 01/25/2023

The Request for Qualified Vendor Application (RFQVA) is the Division's contract for Home and Community-Based Services (HCBS). The Division intends to end the current Agreement, RFQVA DDD-710000, and implement the new Agreement, RFQVA DDD-2024, in March 2024. Qualified Vendors will need to take action to correct or complete information in CAS or their FOCUS account. Failure to maintain compliance and take action timely on required activities will create barriers to a successful application for RFQVA DDD-2024 and may result in the denial of a Qualified Vendor's new application.

Qualified Vendors will be required to comply with the requirements and take action as needed on tasks listed below:

1. Maintain insurance compliance prior to and throughout DDD-2024 contract application review.
2. Maintain agency/business HCBS certification as current and in good standing.
3. Ensure timely revalidation of AHCCCS IDs associated with the agency/business's Qualified Vendor Agreement and ensure that all AHCCCS IDs are active.
4. Have at least one signatory or owner with an exactly matching first name, last name, and email address in BOTH the Contract Administration System (CAS) and the vendor's FOCUS account.
 - a. Each vendor must ensure that at least one signatory or owner has a FOCUS account. If at least one signatory or owner does not have a FOCUS account, they will need to set up a new account. Go to section 2 of the [DDD QVA User Guide and Manual](#).
 - i. It is recommended that the account use the first name, last name and email address of the owner or signatory already in use in CAS to avoid the submission of an amendment to the vendor's QVA which requires review and approval.
2. Vendors must ensure that each active service in CAS that requires an AHCCCS ID has one associated with that service.

The Division has created a [web page specific to this project](#) that includes a PDF copy of the final [RFQVA DDD-2024 document](#), the projected timeline to help Qualified Vendors and applicants plan for the implementation of RFQVA-2024 and a [summary of changes](#) between the current and future RFQVA for Qualified Vendor reference. Qualified Vendors with questions about the new RFQVA should submit them using this [Google Form](#).