



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

REMEMBER TO SUBMIT CONTRACT AMENDMENTS AFTER STARTING THEM

Target Audience - Qualified Vendors and Providers

Transmittal Date - 09/08/2023

A number of Qualified Vendors have started an amendment in the Contract Administration System (CAS) under their current contract (DDD-71000) but have never submitted it. These amendments have been 'in process' for several weeks to several years. Leaving an amendment 'in process' prevents a vendor from starting their new application for DDD-2024. All amendments in this status will be canceled on September 8, 2023 so that vendors are able to start an application for DDD-2024.

Once an application for DDD-2024 has been started, vendors may then submit an amendment to make changes to their current contract DDD-710000. Vendors should be aware that starting an application for DDD-2024 and then submitting an amendment to change **the owner or signatories** will result in:

1. Being required to cancel the amendment -OR-
2. Having your application denied. This will require you to start a new application after completing any changes to change the owner or signatory.