



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

# DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## RFQVA ELECTRONIC SIGNATURES

Target Audience - Qualified Vendors and Providers

Transmittal Date - 09/20/2023

In order to reduce the administrative burden on Qualified Vendors submitting applications for RFQVA DDD-2024, the Division has made the application a fully electronic process. Paper documents will not be accepted. ALL uploaded application documents must be PDF, other document formats will not be accepted. Hand-signed DDD documents uploaded as part of the application will be rejected during review.

Digital Signatures are a type of Electronic Signature that uses a certificate-based Digital ID, obtained either from a cloud-based trust service provider or from the signer's local system. A digital signature, like a conventional handwritten signature, identifies the person signing a document. Unlike a handwritten signature, a certificate-based signature is difficult to forge because it contains encrypted information that is unique to the signer. It can be easily verified and informs recipients whether the document was modified after the signer initially signed the document.

Below are some basic steps Qualified Vendors should follow to ensure their documents are electronically signed and accepted in review. Complete the following steps to electronically sign the required documents:

1. Ensure that you have Adobe Acrobat or Acrobat Reader software on your computer.
2. Log into CAS and start the application process.
3. Review the description/instructions for each document required for submission.
4. Download each document to your computer.
5. Complete the document by answering any questions, check boxes, and add text.
6. Add an E-signature by clicking the "Add signature" icon (pen) at the top of the document.
7. View the document to ensure that it is correct and has a date and time stamped signature.

Documents required for submission that must be signed electronically are:

- A. RFQVA Assurance and Submittals Attestation
- B. Background Check Authorization for Qualified Vendor Application
- C. Qualified Vendor Application Approval
- D. Business Associate Agreement (BAA)
- E. Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transaction
- F. Forced Labor of Ethnic Uyghurs Ban
- G. Participation in Boycott of Israel
- H. Policy Development Tool Attestation

Questions about the application for RFQVA DDD-2024 can be submitted using [this Google Form](#).