



## DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

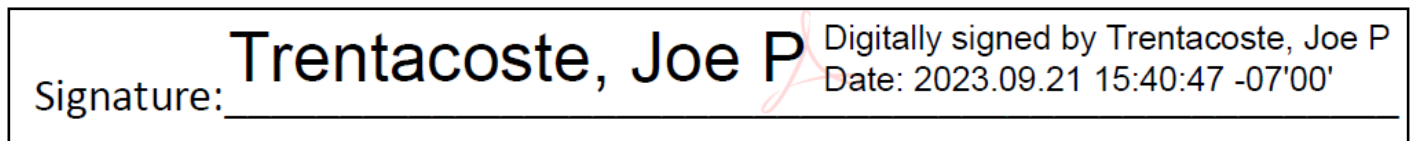
## RFQVA DDD-2024 ADOBE DIGITAL SIGNATURE REQUIREMENTS

Target Audience - Qualified Vendors and Providers

Transmittal Date - 09/26/2023

As previously announced, the Division has integrated Adobe e-signatures into the Documents that must be submitted with the application for RFQVA DDD-2024. There are some documents in the application that are not owned by the Department of Economic Security. The agencies that own these documents do not accept electronic signatures and these documents must be downloaded and physically completed and signed before they can be re-uploaded. Files that cannot be e-signed and that must be physically completed and signed will not have fillable fields on the form when it is downloaded.

It is important to note there is a difference between electronically signing with a Digital ID (the required way to sign) and generically signing the document electronically. The Digital ID not only puts the signer's name in the signature field, but also additional metadata including who signed it, on what date, and at what time.



The signature field will have a red icon in the top left corner that says "Signature."



Applicants/Qualified Vendors should click the field and it will prompt them to sign with their Digital ID. It is important to remember that once a document is signed with the Digital ID, it can no longer be edited, so this should be the last step completed when working with any document.

**Please remember that the documents must be opened in a current version of Adobe Acrobat or Adobe Acrobat Reader.** Some web browsers will automatically open a downloaded PDF in another browser tab. The document cannot be completed in this tab; it must be downloaded and opened in a current version of either Acrobat or Reader.

Applicants/Qualified Vendors are encouraged to retain all documents for their records.

Documents that will accept E-Signature include:

- RFQVA Assurance and Submittals Attestation
- Background Check Authorization for Qualified Vendor Application
- Qualified Vendor Application Approval

- Business Associate Agreement (BAA)
- Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transaction
- Forced Labor of Ethnic Uyghurs Ban
- Participation in Boycott of Israel
- Policy Development Tool Attestation

Documents that will **not** accept an E-signature include:

- Certification Regarding Lobbying
- W9
- Independent Contractor Agreement (not required for application submission)
- Electronic Visit Verification (not required for application submission)
- Sole Proprietor Waiver (not required for application submission)

Qualified Vendors having issues creating a Digital ID should reference this Adobe Help page, <https://helpx.adobe.com/acrobat/using/digital-ids.html>.