



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

RFQVA DDD-2024 KEY REMINDERS

Target Audience - Qualified Vendors and Providers

Transmittal Date - 10/17/2023

As the Division continues to accept applications for RFQVA DDD-2024, the below information is critical for Qualified Vendors to be aware of as they complete their applications.

Please also review the [dedicated website](#) with additional information and resources.

- [RFQVA DDD-2024 General Information Question Submission](#)
- [RFQVA DDD-2024 Frequently Asked Questions](#)

Timeline - Reminders

1. November 1, 2023 - All amendments for DDD-71000 must be submitted by November 1, 2023 so they may be processed by January 1, 2024.
2. November 30, 2023 - Qualified Vendors that submit applications after November 30, 2023 may not have an approved application by February 1, 2024. This means all service authorizations assigned to these vendors will be reassigned to other providers.
3. February 1, 2024 - Last day DDD will be reviewing and making a decision on applications for DDD-2024. All applications that are not approved by close of business (COB) on this date will be denied.
4. February 28, 2024 - Last day to submit an amendment to add/remove a site or make other changes that are auto approved in CAS.
5. March 1, 2024 - RFQVA DDD-2024 is implemented. New applications will be accepted as well as amendments to current contracts.

After the Division has notified a Qualified Vendor their application has been denied, the Division will begin transitioning members and all assigned service authorizations to alternate providers. As outlined in DDD-710000 6.10.7.3, Vendors must assist with the transition of members. The transition of members and service authorizations should coincide with the end of the contract term for DDD-710000.

Central Registry

Current Employees

- Existing Qualified Vendors must submit a Central Registry check request and receive results for all current employees. DDD will accept a check completed between March 1, 2023 and March 1, 2024. Qualified Vendors should use the same procedure they currently follow for completing checks for new hires.
- Checks on current employees DO NOT need to be completed before a QV submits their application.
- The results documentation for all current employees should be maintained in personnel files. DO NOT

submit them with the application.

- Compliance with timely background checks for all employees will be audited by the Programmatic Monitoring team in the Quality Assurance Unit.

Owners and Signatories

- Applicants must submit to DCS a search request for each owner and/or signatory on the contract no more than 30 days prior to the submission of their application.
- Applicants should submit a copy of the auto response email from DCS acknowledging the request as part of the required documentation for submitting an application.

Amendments

- When is it OK to submit an application for DDD-2024 and then submit an amendment to DDD-710000?
 - It is OK to submit your application and then start an amendment in all circumstances with one exception. Amendments to change owner and signatory must be submitted and approved for DDD-710000 BEFORE submitting the application for DDD-2024.
- What is the last day a QV can submit an amendment?
 - November 1, 2023.
- Site Amendments and Other Auto-Approved changes in CAS
 - All amendments that are auto-approved in CAS can be submitted until February 1, 2024.

Technical Assistance Sessions

1. Technical assistance sessions will continue through the end of November 2023. The need for ongoing sessions and the frequency will be monitored and adjusted accordingly.
2. Sessions are presently held Mondays, Wednesdays and Fridays only.
3. Three sessions in October will feature targeted topics selected in response to QV feedback. These sessions include **Financial Statements** on October 20, 2023, **Central Registry** on October 23, 2023, and **Amendments** on October 25, 2023.

Day	Dates	Time	Google Meet Link	Phone Number
Monday and Friday	October 20, 23, 27, & 30	10:30 a.m. - 11:30 a.m.	https://meet.google.com/jmx-dgfv-uzv	1 484-531-2298 PIN: 302 198 484#
Wednesday	October 18 & 25	2:00 p.m. - 3:00 p.m.	https://meet.google.com/iyv-ibia-tps	1 240-428-7922 PIN: 915 637 217#