



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

RFQVA DDD-2024 IMPLEMENTATION DATE EXTENDED

Target Audience - Qualified Vendors and Providers

Transmittal Date - 12/06/2023

The Division appreciates the efforts of all Qualified Vendors who submitted their applications by the November 30, 2023 deadline so their applications could be reviewed and approved prior to March 1, 2024. **After careful consideration of multiple factors, the Division has determined that it will extend the RFQVA DDD-2024 implementation date from March 1, 2024 to July 1, 2024.**

The Division had intended to open the new application on July 1, 2023; however, after receiving feedback from the vendor community, it recognized that many Qualified Vendors needed to submit amendments to their existing contracts before beginning the application process for RFQVA DDD-2024. At that point, the Division moved the application opening date to September 1, 2023, but did not change the implementation date of March 1, 2024. The volume of amendments has been greater than anticipated.

In order to ensure sufficient time to review and render a decision on each application submitted, the effective start date for the contract RFQVA DDD-2024 will be July 1, 2024. **For Qualified Vendors who fail to submit their applications for RFQVA DDD-2024 by February 16, 2024, the Division will begin transitioning members to alternate Qualified Vendors.** Once all members have been transitioned, the Qualified Vendor's contract under DDD-710000 will be terminated as set out in the RFQVA.

The Division's process improvement measures have included revamping the contract application process, making it fully electronic. This includes the use of electronic signatures on documents. Some Qualified Vendors experienced issues with Adobe Sign and access issues to the Contract Application System (CAS) that prevented them from completing portions of the application.

The review of a contract application is a multi-step process that includes:

- The initial review by the Contract Management Specialist (CMS), and may include the "rejection" of some documents and parts of an application, as well as communication back to the applicant by the assigned CMS;
- An opportunity for the vendor to submit corrections; and
- A management review before a final decision is rendered.

Applicants are able to see their application status in the CAS system in Focus in real-time. A "Contract Specialist Denied" status is not a final decision. Rendering a final decision and providing notice to the applicant may take up to sixty (60) days following the 15-day deadline for any corrections or additional information requested by the Division.

The Division will continue to host technical assistance sessions to assist and support Qualified Vendors. Vendors should refer to the [New Contract for Home and Community-Based Services \(RFQVA DDD-2024\)](#) website for dates and times of these sessions.