

DDD CAS Qualified Vendor Portal Contract Amendment User Manual



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Division of Developmental Disabilities

Table of Contents

| | |
|---|-----------|
| INTRODUCTION | 3 |
| 1 AMENDMENT TYPES | 4 |
| 1.1 PRE-APPROVED | 4 |
| 1.2 REQUIRES APPROVAL | 4 |
| 1.3 MIXED APPROVAL TYPES | 4 |
| 1.4 AMENDMENT FIELDS LIST | 5 |
| 2 START AMENDMENT | 5 |
| 3 PRE-APPROVED | 6 |
| 3.1 UPDATE CONTRACT | 6 |
| <i>Information</i> | 7 |
| <i>Contacts</i> | 8 |
| <i>Administration & Service Sites</i> | 8 |
| Edit Site | 8 |
| Add New Site | 9 |
| Delete Site | 10 |
| 3.2 SUBMIT AMENDMENT | 11 |
| 3.3 AMENDMENT REVIEW PROCESS | 14 |
| <i>Contract Documents</i> | 14 |
| <i>Amendment Review</i> | 15 |
| 4 REQUIRES APPROVAL | 15 |
| 4.1 UPDATE CONTRACT | 15 |
| <i>Information</i> | 15 |
| <i>Program Management</i> | 17 |
| <i>Assurance & Submittals</i> | 18 |
| <i>Services</i> | 19 |
| Edit Service | 19 |
| Add New Service | 20 |
| Request Service Delete | 21 |
| 4.2 SUBMIT AMENDMENT | 23 |
| 4.3 AMENDMENT REVIEW PROCESS | 26 |
| <i>Contract Documents</i> | 27 |
| <i>Amendment Review</i> | 28 |
| <i>Start Services</i> | 30 |
| 5 SUBMIT ERROR – MISSING DATA FIELDS | 31 |
| 6 CANCEL AMENDMENT | 32 |

INTRODUCTION

This document is intended for current vendors with an active Qualified Vendor Agreement (QVA) with the State of Arizona. In order to change the terms of your agreement, a **legally binding contract amendment** will need to be submitted to the State.

An amendment is a formal or official change made to a contract, or other legal document. Amendments can add, remove, or update parts of these agreements. They are often used when it is better to change the document than to write a new one.

The amendment will be submitted to the Department of Developmental Disabilities, the 'Division', for review. Each amendment item will either be approved or denied by the Division. In this document, you will be shown step-by-step instructions on how to create and submit a QVA contract amendment.

IMPORTANT:

- ✓ The contract must be awarded and active in order to start an amendment.
- ✓ The contract status must be **MANAGEMENT APPROVED**.
- ✓ Only the **vendor** can start an amendment.
- ✓ Starting an amendment is only available through the **Qualified Vendor Portal**.
- ✓ Once the amendment is approved, the changes become a permanent part of the contract.
- ✓ If the amendment is denied by the Division, the changes will be discarded.
- ✓ Each changed item in the amendment will be **individually reviewed and decided on**. All or part of the amendment may be approved and denied in the same amendment.
- ✓ Once an amendment has been **approved** or **denied**, it is considered to be **closed** by the Division.
- ✓ Any denied item may be reassessed and resubmitted through a new amendment.
- ✓ The QVA contract may only have 1 active amendment at a time. A new amendment may be started once the current amendment has been completely processed and closed.

1 Amendment Types

The Qualified Vendor Agreement has **two types of changes in an amendment**, changes to fields which DO NOT require DDD approval (Pre-Approved), and changes to fields which DO require DDD approval (Requires Approval).

1.1 Pre-Approved

Changes which **do not require DDD approval** are pre-approved by DDD. These changes include fields on the contract which will require an amendment to update, but will not be sent to the Division for review.

The amendment with pre-approved changes will still be submitted through the vendor portal. However, for these types of changes, the contract will update immediately once the pre-approved amendment item has been submitted by the vendor through the vendor portal.

(See the image on the next page for a list of pre-approved fields)

1.2 Requires Approval

Changes which **require DDD approval** will need to be submitted to the Division through the vendor portal for approval. For these types of changes, the contract will not update immediately once the amendment is submitted. The amendment will need to go through a review process by the Division before the contract may be updated permanently.

The amendment items will be reviewed and decided on individually. Once a decision is reached, the contract will be updated by the Division to reflect the approved changes. Denied changes will be discarded. The vendor will be informed of the decision via an email notification sent to the Notice Contact – Email Address in the QVA contract.

(See the image on the next page for a list of requires approval fields)

1.3 Mixed Approval Types

Some amendments will contain **both “pre-approved” and “requires approval” changes**. Submitting an amendment with both types of changes is allowed and the vendor portal is set up to handle such an amendment.

In the event of a **mixed approval type amendment**, when the mixed amendment is submitted for review by the vendor through the vendor portal, the **“pre-approved” changes** will be written to the contract immediately and each pre-approved item will be considered closed. The **“requires approval” changes** will be sent on with the amendment to DDD for review and will be decided on individually. The contract will be updated once a decision has been made by DDD. The entire amendment will be considered closed once the “requires approval” items have been decided on and the contract has been updated.

1.4 Amendment Fields List

Below is a list of fields per amendment type. You may refer to this list when amending your contract. Contact your Assigned Specialist, which may be found on the Dashboard tab of your QVA contract, if you have questions about an amendment field.

| <u>Fields Requiring Approval by DDD</u> | <u>Fields Pre-Approved by DDD</u> |
|--|---|
| <p>Information tab</p> <ul style="list-style-type: none"> ❖ Vendor DBA Name ❖ Vendor Phone Number ❖ Vendor Email Address ❖ Street & Mailing Addresses ❖ Executive/Owner Info (excl. Fax) ❖ Authorized Signatory Info <p>Program Management tab</p> <ul style="list-style-type: none"> ❖ All fields <p>Assurances & Submittals tab</p> <ul style="list-style-type: none"> ❖ All fields <p>Services tab</p> <ul style="list-style-type: none"> ❖ All fields | <p>Information tab</p> <ul style="list-style-type: none"> ❖ Vendor Fax Number ❖ Vendor Website Address ❖ Executive/Owner - Fax Number <p>Contacts tab</p> <ul style="list-style-type: none"> ❖ All fields <p>Administrative & Service Sites tab</p> <ul style="list-style-type: none"> ❖ All fields |

2 Start Amendment

While the contract is active and in a status of **MANAGEMENT APPROVED only**, the fields are set to read-only and all changes are restricted. Once an amendment is started, the fields are made available to be changed.

Q13316 | Bedrock Recreation Company | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED Actions

Main Menu | Dashboard | **Information** | Contacts | Program Management | **Assurances & Submittals** | Services | Amend Contract | Logout

Administrative & Service Sites | Contract Documents

Vendor Information

| | | |
|--|---|-------------------|
| Legal Name * | Vendor FEI * | |
| Bedrock Recreation Company | 99-9999992 | |
| Vendor DBA Name | Vendor Phone Number * | Vendor Fax Number |
| BRC, Inc. | (555) 555-5555 | (444) 444-4444 |
| Vendor Email Address | Vendor Website Address (e.g. - http://www.example.com or www.example.com) | |
| FFlintstone@BRC.com | www.BRC.com | |
| Vendor Organization Type ('Agency' = 1 or more additional employees / 'Independent' = No additional employees) * | | |
| <input checked="" type="radio"/> Agency <input type="radio"/> Independent Professional Provider | | |

To start an amendment, follow the steps below...

1. **Login** to your QVA contract in the **Qualified Vendor Portal**.
2. Click on the **Actions menu** in the contract header bar.
3. Select the **“Amend Contract”** action.

>>> **RESULTS:** The amendment is started and the contract is now open for changes. Notice the differences in the contract once an amendment has been started.

The screenshot shows the 'Vendor Information' form for 'Bedrock Recreation Company'. The contract status is 'VENDOR AMENDMENT IN PROGRESS'. The 'Actions' menu is open, showing 'Submit Amendment', 'Cancel Amendment', and 'Logout'. The form fields are as follows:

| Field | Value |
|--|---|
| Legal Name * | Bedrock Recreation Company |
| Vendor FEI * | 99-9999992 |
| Vendor DBA Name | BRC, Inc. |
| Vendor Phone Number * | (555) 555-5555 |
| Vendor Fax Number | (444) 444-4444 |
| Vendor Email Address | FFlintstone@BRC.com |
| Vendor Website Address (e.g. - http://www.example.com or www.example.com) | www.BRC.com |
| Vendor Organization Type ('Agency' = 1 or more additional employees / 'Independent' = No additional employees) * | <input checked="" type="radio"/> Agency <input type="radio"/> Independent Professional Provider |

- A. The current contract status is appended with **VENDOR AMENDMENT IN PROGRESS**.
- B. The available Actions are **‘Submit Amendment’**, **‘Cancel Amendment’** & **‘Logout’**.
- C. The **Vendor FEI** field remains read-only since it cannot be changed.
- D. The fields are open for edit only during the **VENDOR AMENDMENT IN PROGRESS** status.

THE START AMENDMENT SECTION IS COMPLETE – Please move on to the next section

3 PRE-APPROVED

3.1 Update Contract

Now that the amendment has started and the contract is in a status which allows for changes, you may update each tab of the contract with changes and save your entries. In this section, we go over how to make **pre-approved changes** to the current QVA contract.

Remember, all changes will be sent collectively as a single submission to the Division for review; however, each item will be reviewed and decided on individually.

Information

To update Pre-Approved fields on the Information tab, follow the steps below...

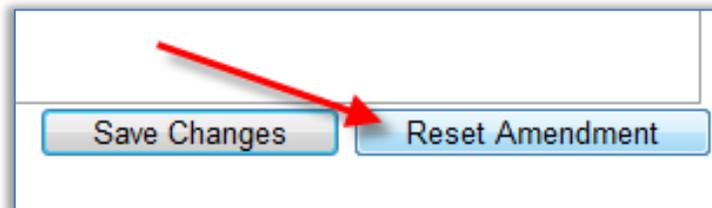
1. On the **Information tab**, update any **pre-approved field** from the list on Page 3.
2. When you have completed your entries, click the **[Save Changes]** button.

NOTE: Clicking the **[Save Changes]** button on any tab will only save the entry and DOES NOT submit the changes to the Division for review.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Main Menu, Dashboard, Information (selected), Contacts, Program Management, and Assurances & Submittals. Below the navigation bar are sub-tabs: Administrative & Service Sites and Contract Documents. A green message "Data saved successfully" is displayed. The main content area is titled "Vendor Information" and contains several input fields. The "Vendor Phone Number" and "Vendor Fax Number" fields are highlighted in light yellow. A red arrow labeled 'A' points to the "Data saved successfully" message. A red arrow labeled 'B' points to the "Vendor Phone Number" field. A red arrow labeled 'C' points to a tooltip showing the former value of the "Vendor Phone Number" field. At the bottom of the form, there are two radio buttons: "Agency" (selected) and "Independent Professional Provider".

- A. The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will show the **former value** in a small popup.

NOTE: Clicking the **[Rest Amendment]** button will remove the current entry and will revert the field back to the original value before the amendment was started.



THE INFORMATION TAB SECTION IS COMPLETE – Please move on to the next section

Contacts

To update Pre-Approved fields on the **Contacts tab**, follow the steps below...

1. On the **Contacts tab**, update **any field** on the page. (All field changes are pre-approved)
2. When you have completed your entries, click the **[Save Changes]** button.

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **Assurances & Submittals** | **Services**

Administrative & Service Sites | **Contract Documents**

Data saved successfully ← **A**

Principal Contact The contact for the Day-to-Day operation of the organization.(May be same as Executive/Owner contact)

First Name * Fred | Last Name * Flintstone | Phone Number * (555) 555-5555 | Fax Number | Email Address * msalgian@azdes.gov

Notice Contact The contact for all correspondence from DDD Business operations to the organization.(May be same as Executive/Owner contact)

First Name * Barney | Last Name * Rubble | Phone Number * (555) 656-5656 | Fax Number | Email Address * Barney@BRC.com

Fred

- A.** The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B.** The updated field is highlighted by filling in the field with a **light yellow background**.
- C.** Hovering over the updated field will show the **former value** in a small popup.

THE CONTACTS TAB SECTION IS COMPLETE – Please move on to the next section

Administration & Service Sites

Edit Site

To update Pre-Approved fields on the **Admin & Service Sites tab**, follow the steps below...

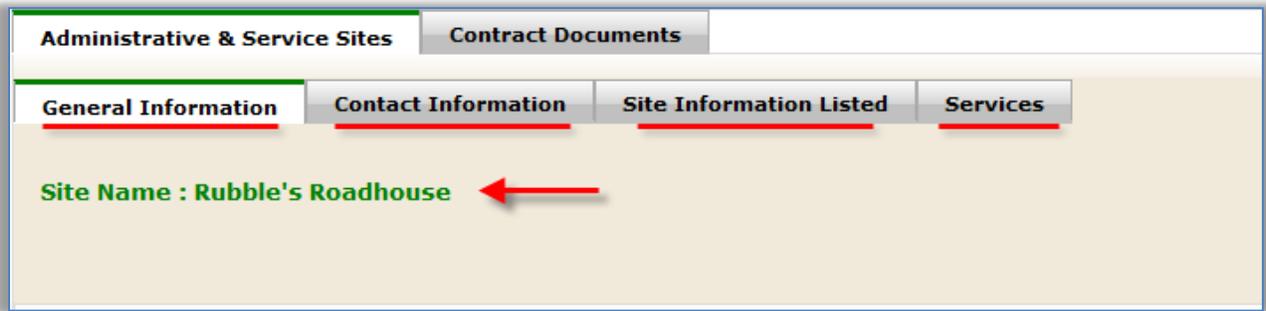
1. On the **Admin & Service Sites tab**, update **any field** on the page. (All fields are pre-approved)

Administrative & Service Sites | **Contract Documents**

Sites

| Site Name | Address | City | Type | Location |
|--------------------|------------------|---------------|------------|----------|
| Rubble's Roadhouse | 123 E Bedrock Rd | South Bedrock | Admin Site | |

>>> **RESULTS:** This will open the Site's sub tabs to allow access to the site's information and make changes to the site's details.



2. Update **any field** on any of the sub tabs. (All field changes are pre-approved)
3. When you have completed your entries, click the [**Save Changes**] button.
4. Click the [**Back to Site List**] button.

>>> **RESULTS:** The updated field is displayed in the Sites List.

The screenshot shows the 'Administrative & Service Sites' tab with the 'Contract Documents' sub-tab active. Below the tabs is a section titled 'Sites' containing a table with the following data:

| Site Name | Address | City | Type | Location |
|----------------------------|------------------|---------------|------------|----------|
| Rubble's Training Facility | 123 E Bedrock Rd | South Bedrock | Admin Site | |

A red arrow points to the 'Site Name' column header.

Add New Site

To add a Pre-Approved site on the Admin & Service Sites tab, follow the steps below...

1. On the **Administration & Service Sites tab**, click on the [**Add New Site**] button.
2. Fill in and save all required fields on the **General Information** page.
3. Fill in and save all required fields on the **Site Information Listed** page.
4. Fill in and save any optional fields on any of the available sub tab pages.
5. Click the [**Back to Sites List**] button.

| Site Name | Address | City | Type | Location | AHCCCS ID | Services | Actions |
|----------------------------|------------------|---------------|--------------|----------|-----------|----------|---------|
| Rubble's Training Facility | 123 E Bedrock Rd | South Bedrock | Admin Site | | | | Delete |
| BamBam's Medical Cave | 444 E Rock Lane | Bedrock | Service Site | | | | Cancel |

- A. The new site is added to the Sites List
- B. The available action for a newly added site is **“Cancel”**. A site may be cancelled ONLY when it has been added to an amendment and is not yet part of the agreement. Canceling it will remove it from the amendment.

Delete Site

The only available action for a current site during an amendment is **“Delete”**.

| Site Name | Address | City | Type | Location | AHCCCS ID | Services | Actions |
|----------------------------|------------------|---------------|--------------|----------|-----------|----------|---------|
| Rubble's Training Facility | 123 E Bedrock Rd | South Bedrock | Admin Site | | | | Delete |
| BamBam's Medical Cave | 444 E Rock Lane | Bedrock | Service Site | | | | Cancel |

- C. A site may be deleted ONLY when it is a current and active site for the contract and only during an amendment. Deleting it will set it for removal once the amendment has been submitted.

| Site Name | Address | City | Type | Location | AHCCCS ID | Services | Actions |
|-------------------------------|------------------|---------------|------------|----------|-----------|----------|-------------|
| Rubble's Roadhouse | 123 E Bedrock Rd | South Bedrock | Admin Site | | | | Undo Delete |

- D. Once the site has been deleted during an amendment, the Site Name is crossed out to signify the removal requested, and the only action is to **“Undo Delete”**. This action is available until the amendment has been submitted.

THE CONTACTS TAB SECTION IS COMPLETE

Feel free to update any other *pre-approved* field in the contract. Once you are have made all your changes, you are ready to submit the amendment.

THE UPDATE FIELDS (PRE-APPROVED) SECTION IS COMPLETE – Please move on to the next section

3.2 Submit Amendment

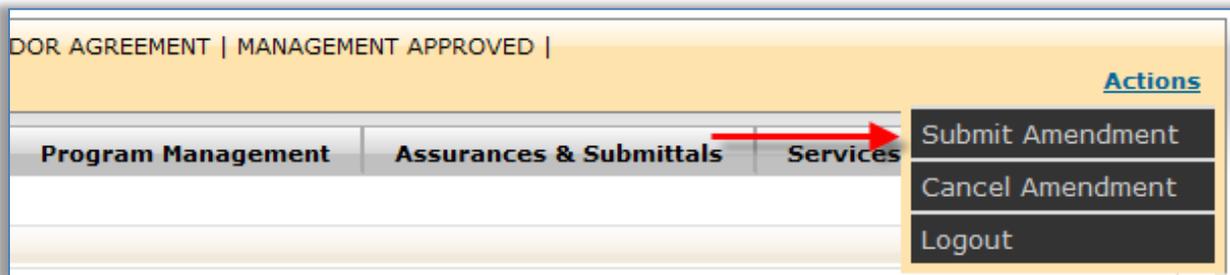
Once all of the desired changes have been entered and saved, the amendment may now be submitted to the Division for review.

IMPORTANT:

- ✓ Since all changes in the submitted amendment are pre-approved by the Division, once the amendment is submitted by the vendor, the changes are permanently written to the contract and become a legal term of the agreement.
- ✓ The Amendment is then considered complete and a new and separate amendment to the contract may be started.
- ✓ The submission of an all pre-approved amendment requires no action from the Division.
- ✓ Submitting an amendment with only pre-approved changes will complete the amendment process and the amendment will be considered closed.
- ✓ Once the amendment is completed, the only way to update the change made is through a new and separate amendment.

To submit an amendment with only Pre-Approved changes, follow the steps below...

1. Click on the **Actions menu** in the contract header bar near the top of the page.
2. Select the '**Submit Amendment**' action.



The *Submit Amendment* page is created and displayed on the **Contract Documents** tab. Read through the page and follow the instructions to completely submit the amendment. When you are ready to submit your proposed amendment for review, please click the **[Submit Amendment]** button found on the page.

NOTE: Once the **[Submit Amendment]** button on this page is selected, you cannot edit or make further changes to your contract until the amendment is processed.

Administrative & Service Sites Contract Documents

Submit Amendment

When you are ready to submit your proposed amendment for review, please click the [Submit Amendment] button.

NOTE :Once the [Submit Amendment] button is selected, you cannot edit or make further changes to your contract until the amendment is processed.

To review your changes, expand each header section (Information, Services, etc) by selecting the Plus sign on the right side of the bar.

If you wish to print proposed changes for your records, please select the Contract Documents tab.
 'Proposed Changes' documents will be available on the Contract Documents page until the amendment has been processed.

Submit Amendment Cancel

Amendment Information (Please click to expand list.)

Information

| Amendment Item | Old Value | New Value |
|-------------------|-------------|---------------------------|
| VENDOR FAX NUMBER | 4444444444 | 3333333333 |
| VENDOR WEBSITE | www.BRC.com | www.BedrockRecreation.com |

Contacts

| Amendment Item | Old Value | New Value |
|------------------------------|--------------------|----------------|
| NOTICE CONTACT FIRST NAME | Fred | Barney |
| NOTICE CONTACT LAST NAME | Flintstone | Rubble |
| NOTICE CONTACT PHONE NUMBER | 5555555555 | 5656565656 |
| NOTICE CONTACT EMAIL ADDRESS | msalgian@azdes.gov | Barney@BRC.com |

Administrative & Service Sites

| Amendment Item | Old Value | New Value |
|-----------------------------------|-----------------------|-----------------------|
| VENDOR SITE ADD | BamBam's Medical Cave | |
| VENDOR SITE NAME | | BamBam's Medical Cave |
| ADMIN ADDRESS STREET | | 444 E Rock Lane |
| ADMIN ADDRESS CITY | | Bedrock |
| ADMIN ADDRESS STATE | | ARIZONA |
| ADMIN ADDRESS ZIP CODE | | 00003 |
| ADMIN ADDRESS PHONE BASE NUMBER | | 7777777777 |
| ASSIGNED DISTRICT | | District East |
| PRIMARY CONTACT FIRST NAME | | BamBam |
| PRIMARY CONTACT LAST NAME | | Flintstone |
| PRIMARY CONTACT PHONE BASE NUMBER | | 7777777777 |

| | |
|-------------------------------|----------------|
| PRIMARY CONTACT EMAIL ADDRESS | BamBam@BRC.com |
| VENDOR OFFICE TYPE | Service Type |
| SCHEDULE MONDAY FROM | 06:30AM |
| SCHEDULE MONDAY TO | 06:30AM |
| SCHEDULE TUESDAY FROM | 06:30AM |
| SCHEDULE TUESDAY TO | 06:15AM |
| SCHEDULE WEDNESDAY FROM | 06:30AM |
| SCHEDULE WEDNESDAY TO | 06:30AM |
| SCHEDULE THURSDAY FROM | 06:30AM |
| SCHEDULE THURSDAY TO | 06:30AM |
| SCHEDULE FRIDAY FROM | 06:45AM |
| SCHEDULE FRIDAY TO | 06:30AM |
| SCHEDULE SATURDAY FROM | 06:30AM |
| SCHEDULE SATURDAY TO | 06:45AM |

| Amendment Item | Old Value | New Value |
|--------------------|--------------------|----------------------------|
| VENDOR SITE UPDATE | Rubble's Roadhouse | |
| VENDOR SITE NAME | Rubble's Roadhouse | Rubble's Training Facility |

If you are ready to submit your proposed amendments for review, please click the [Submit Amendments] button.

Submit Amendment
Cancel

NOTE : Once the [Submit Amendment] button is selected, you cannot edit or make further changes to your contract until the amendment is processed.
If you wish to print proposed changes for your records, please select the Contract Documents tab.
'Proposed Changes' documents will be available on the Contract Documents page until the amendment has been processed.

Amendment Success

Your Amendment has been successfully submitted to the Division of Developmental Disabilities for review. You will be notified of the division's decision regarding your amendment by email.

Date: 11/24/2015
Time: 02:46 PM

This page closes in 02:44 [Or Click to continue ...](#)

CONGRATULATIONS!!

YOUR AMENDMENT HAS BEEN SUCCESSFULLY SUBMITTED

3.3 Amendment Review Process

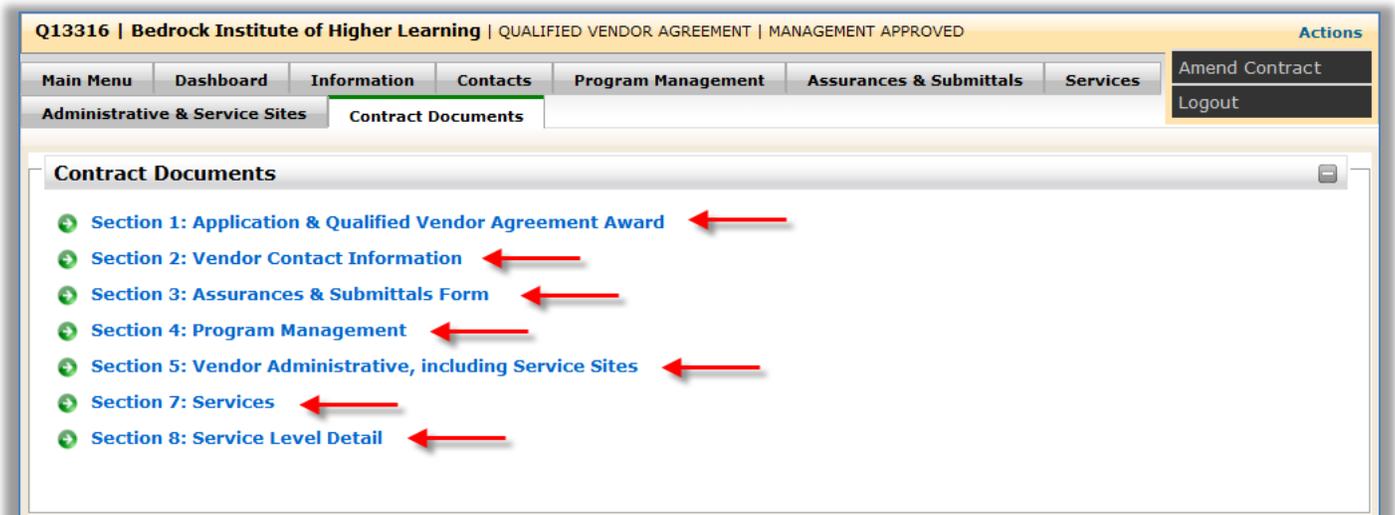
What happens now...

Since all of the changes are *pre-approved by DDD*, the values and additions have been written to the contract and the amendment has now been closed.

Contract Documents

Now that your amendment has been submitted and closed, the changes are a **permanent part of the agreement** and will be listed on the updated contract documents. To view and print the updated documents for your records, go to the Contracts Documents tab and select the document you desire.

The values replaced by the amendment are no longer part of your agreement and will not be available in the updated contract documents.



Amendment Review

Since the amendment **with all pre-approved changes** is closed automatically once it is submitted, the amendment process also ends with the successful submission. Notice the changes to your QVA contract after the amendment has been completed and closed.

- A. The contract amendment status has been removed
- B. A new amendment may now be created for the contract.
- C. The new values have been made permanent.
- D. The contract is once again read-only and editing is restricted without an amendment.

THE SUBMIT AMENDMENT (PRE-APPROVED) SECTION IS COMPLETE – Please move on to the next section

4 REQUIRES APPROVAL

4.1 Update Contract

In this section, we go over how to make **required approval changes** to the current QVA contract. These changes will require **review by the Division** and will not update in the contract until DDD has approved them. Remember, all changes will be sent collectively as a single submission to the Division for review; however, each item will be reviewed and decided on individually.

Information

To update Requires Approval fields on the Information tab, follow the steps below...

1. On the **Information tab**, update any **requires approval field** from the list on Page 3.
2. When you have completed your entries, click the **[Save Changes]** button.

NOTE: Clicking the [Save Changes] button on any tab will only save the entry and DOES NOT submit the changes to the Division for review

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **A**

Administrative & Service Sites | **Contract Documents**

Data saved successfully ← **A**

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
99-9999992

Vendor DBA Name
BRC, Inc.

Vendor Email Address
FFlintstone@BRC.com

Vendor Website Address (e.g. - http://www.example.com or www.ex
www.BedrockRecreation.com

Vendor Organization Type ('Agency' = 1 or more additional employees / 'Independent' = No additional employees) *
 Agency **Independent Professional Provider**

Vendor Address

Street

Address Line 1 *
987 N Mountain Range Lane

Address Line 2
Address Line 1 *
321 E Rockington

City *
North Bedrock

State *
AZ

Zip Code *
00005

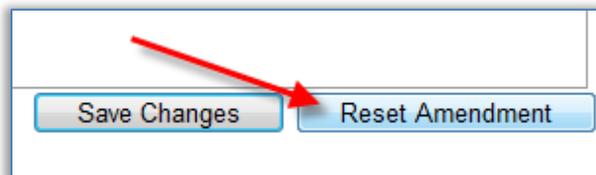
Zip4
County
OUT OF COUNTY

City *
Bedrock

Address District
GSA
Zone
Address District

- A.** The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B.** Hovering over the updated field will show the **former value** in a small popup.
- C.** The updated field is highlighted by filling in the field with a **light yellow background**.

NOTE: Clicking the [Rest Amendment] button will remove the current entry and will revert the field back to the original value before the amendment was started.



THE INFORMATION TAB SECTION IS COMPLETE – Please move on to the next section

Program Management

To update Requires Approval fields on the Program Management tab, follow the steps below...

1. On the **Program Management tab**, update **any field** on the page. (All field changes require approval by DDD)
2. When you have completed your entries, click the **[Save Changes]** button.

The screenshot shows the 'Program Management' tab in a web application. The 'Recruitment & Training Information' section is active. A confirmation message 'Data saved successfully' is displayed with a red arrow labeled 'A' pointing to it. A text area is highlighted in light yellow with a red arrow labeled 'B' pointing to it. A small popup box shows the former value 'This is a test. This is only a test. Thank you.' with a red arrow labeled 'C' pointing to it. The 'Save Changes' and 'Reset Amendment' buttons are visible.

- A. The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will show the **former value** in a small popup.

NOTE: Update any other field on any other Program Management sub tab and save the entry using the **[Save Changes]** button on the individual sub tab. Once you have made all changes, you may move onto the next section.

THE PROGRAM MANAGEMENT TAB SECTION IS COMPLETE – Please move on to the next section

Assurance & Submittals

To update Requires Approval fields on the Assurance & Submittals tab, follow the steps below...

1. On the **Assurance & Submittals tab**, update **any field** on the page. (All changes require approval by DDD)
2. When you have completed your entries, click the **[Save Changes]** button.

The screenshot shows a web application interface with a navigation menu at the top containing: Main Menu, Dashboard, Information, Contacts, Program Management, Assurance & Submittals (highlighted), and Services. Below the navigation menu are sub-menus: Administrative & Service Sites and Contract Documents. The main content area displays a green message: "Data saved successfully" with a red arrow labeled 'A' pointing to it. To the right are two buttons: "Save Changes" and "Reset Amendment". Below the message is an "INSTRUCTIONS:" section: "The Applicant must respond to each of the following items, then print and sign the document and attach hardcopies of the applicable submittals. The submittals shall indicate the item number to which it corresponds and include the Applicant's Federal Employer Identification Number (FEIN)." Below the instructions are two numbered questions, each with radio button options for "Yes" and "No". Red arrows labeled 'B' and 'C' point to the "No" radio button of the first question and the "Yes" radio button of the second question, respectively. The "No" radio button of the first question is highlighted in light yellow.

- A. The confirmation message “Data saved successfully” is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will **NOT** show the **former value** in a small popup because the original value is simply the opposite of the currently changed value.

NOTE: If any change made to the Assurance & Submittal page requires additional hardcopy documents, the required documents will need to be sent into the Division using 1 of the 2 methods below.

Two boxes provide mailing and hand-delivery addresses. The first box is titled "Mail Application to:" and contains the following text: "ATTN: Contracts", "DES/DDD", "Business Operations 791A", "P.O. Box 6123", "Phoenix, Arizona 85005-6123". The second box is titled "Hand Deliver Application to:" and contains the following text: "ATTN: Contracts", "DES/DDD", "1789 W. Jefferson", "4th Floor South West", "Phoenix, Arizona 85007". A central box with the word "OR" in red text is positioned between the two boxes.

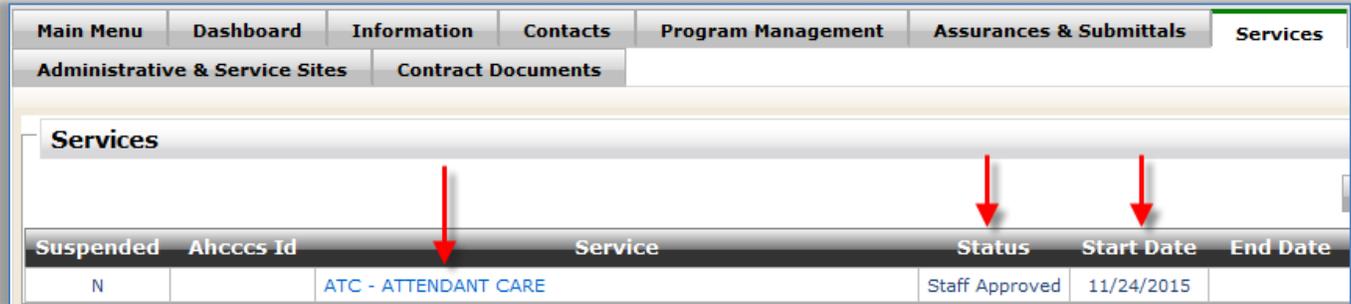
THE ASSURANCE & SUBMITTALS TAB SECTION IS COMPLETE – Please move on to the next section

Services

Edit Service

To update Requires Approval fields on the Service tab, follow the steps below...

1. On the **Service tab**, click on a current **Service** from the Services List.



| Suspended | Ahcccs Id | Service | Status | Start Date | End Date |
|-----------|-----------|----------------------|----------------|------------|----------|
| N | | ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 | |

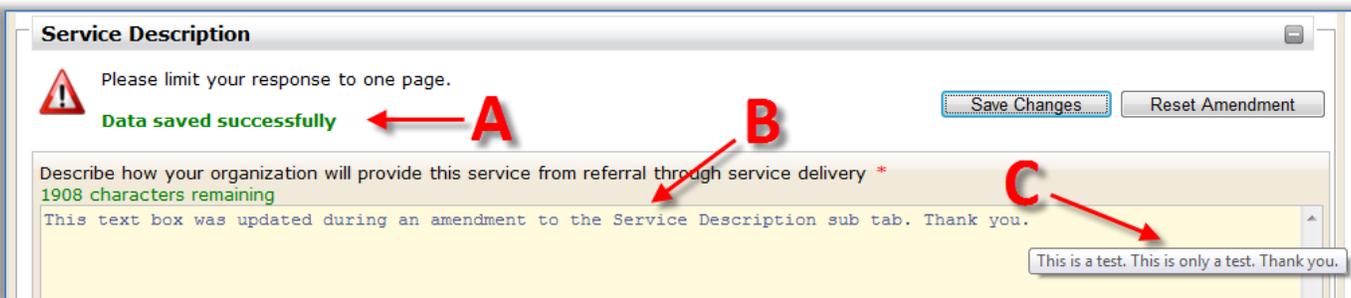
>>> **RESULTS:** This will open the Service's sub tabs to allow access to the service information and make changes to the service details.



| <u>Service Description</u> | <u>Transportation</u> | <u>AHCCCS ID</u> | <u>Recruitment & Training</u> | <u>Incident Reporting</u> | <u>Complaints & Grievances</u> |
|---|---------------------------|----------------------------|-----------------------------------|---------------------------|------------------------------------|
| <u>Member/Member Representative Input</u> | <u>Member Involvement</u> | <u>Quality Improvement</u> | | | |

ATC - ATTENDANT CARE

2. Update **any field** on any of the sub tab pages and click [Save Changes] on each page to save the entries. (All field changes require approval by DDD)



Service Description

Please limit your response to one page.

Data saved successfully ← **A**

Save Changes Reset Amendment

Describe how your organization will provide this service from referral through service delivery *
1908 characters remaining

This text box was updated during an amendment to the Service Description sub tab. Thank you.

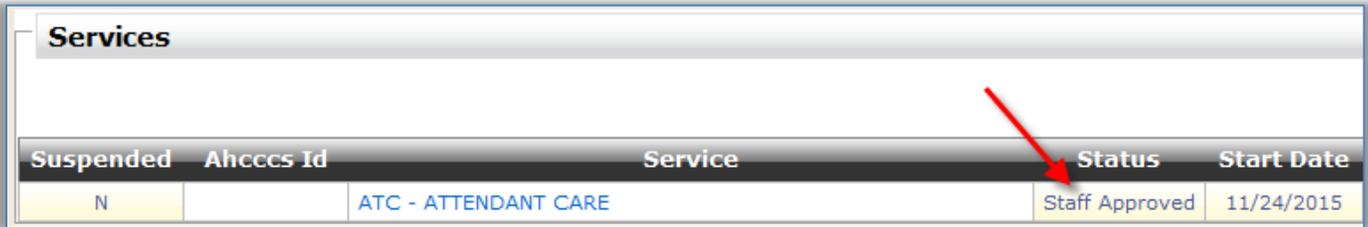
B → [Highlighted text area]

C → [Tooltip: This is a test. This is only a test. Thank you.]

- A.** The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B.** The updated field is highlighted by filling in the field with a **light yellow background**.
- C.** Hovering over the updated field will show the **former value** in a small popup.

3. Click the **[Back to Services List]** button.

>>> RESULTS: The service sub tabs are closed and you are returned to the Services List. The edited service has a yellow highlighted background to signify that a requested change has been made.



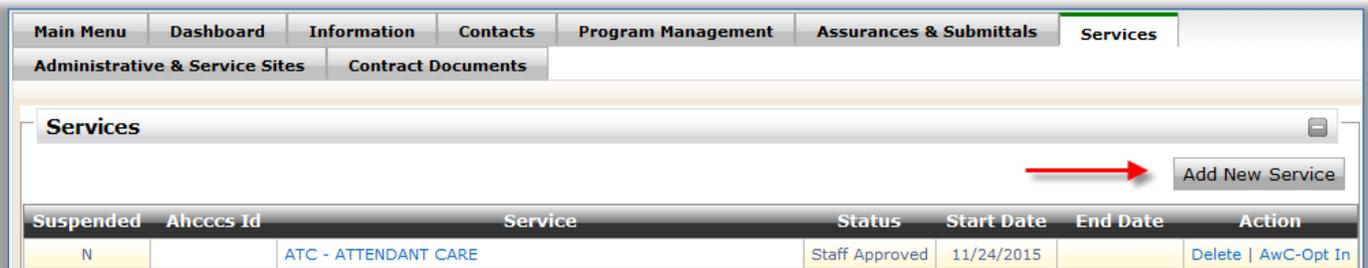
| Suspended | Ahcccs Id | Service | Status | Start Date |
|-----------|-----------|----------------------|----------------|------------|
| N | | ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 |

THE EDIT SERVICE SECTION IS COMPLETE – Please move on to the next section

Add New Service

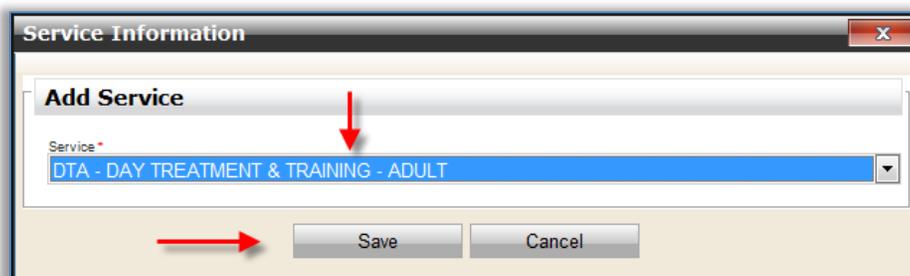
To add a Requires Approval service on the Services tab, follow the steps below...

1. On the **Services tab**, click the **[Add New Service]** button.



| Suspended | Ahcccs Id | Service | Status | Start Date | End Date | Action |
|-----------|-----------|----------------------|----------------|------------|----------|---------------------|
| N | | ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 | | Delete AwC-Opt In |

2. Chose a service from the dropdown list and click the **[Save]** button.



Service Information

Add Service

Service *

DTA - DAY TREATMENT & TRAINING - ADULT

Save Cancel

3. Fill in and save all required fields on the **Service Description** page.
4. Fill in and save all required fields on the **Transportation** page.
5. Fill in and save any optional fields on any of the available service sub tab pages.
6. Click the [**Back to Services List**] button.

The screenshot shows a table with columns: Suspended, Ahcccs Id, Service, Status, Start Date, End Date, and Action. Two rows are visible. The first row has 'ATC - ATTENDANT CARE' as the service, 'Staff Approved' as status, and '11/24/2015' as start date. The second row has 'DTA - DAY TREATMENT & TRAINING - ADULT' as the service and 'New Service Amendment' as status. Red arrows labeled A, B, and C point to the 'ATC - ATTENDANT CARE' link, the '11/24/2015' date, and the 'Delete | AwC-Opt In' link respectively.

| Suspended | Ahcccs Id | Service | Status | Start Date | End Date | Action |
|-----------|-----------|--|-----------------------|------------|----------|---------------------|
| N | | ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 | | Delete AwC-Opt In |
| N | | DTA - DAY TREATMENT & TRAINING - ADULT | New Service Amendment | | | Cancel |

- A.** The new service is added to the **Services List** as a hyperlink with the status of 'New Service Amendment'. (The service is not part of the contract until it is approved by DDD.)
- B.** The Start Date is not yet calculated. (The service start date is manually entered in by DDD when the service is registered with AHCCCS and the contact has valid insurance.)
- C.** The available action for a newly added service is "**Cancel**". A service may be cancelled ONLY when it has been added to an amendment and is not yet part of the agreement. Canceling it will remove it from the amendment.

THE ADD NEW SERVICE SECTION IS COMPLETE – Please move on to the next section

Request Service Delete

A currently active service may **NOT be deleted by the vendor** through the vendor portal. The vendor is only able to request a service deletion through the amendment process. The service must be **deleted by the Division** after a review of the request from the vendor.

To request a service be deleted, follow the steps below...

1. Click the '**Delete**' link in the **Action** column of the current service.

The screenshot shows the same table as above. A red arrow points to the 'Delete | AwC-Opt In' link in the Action column of the first row.

| Service | Status | Start Date | End Date | Action |
|--|-----------------------|------------|----------|---------------------|
| ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 | | Delete AwC-Opt In |
| DTA - DAY TREATMENT & TRAINING - ADULT | New Service Amendment | | | Cancel |

>>> RESULTS: The service sub tabs are closed and you are returned to the Services List. The edited service has a yellow highlighted

2. Fill in a valid reason in the textbox and click the [Save] button.

>>> **RESULTS:** The service deletion request is saved and will be part of the submitted amendment. Once the amendment reviewed by DDD, a decision will be made about removing the service and the vendor will be notified via email notification.

IMPORTANT: Active payment authorizations still attached to the service under review for deletion may have an effect on the Division’s decision to remove the active service from the contract. You may contact your Assigned Specialist for more information about a service before requesting a deletion.

| Suspended Ahcccs Id | Service | Status | Start Date | End Date | Action |
|---------------------|--|-----------------------|------------|----------|--|
| N | ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 | | Edit Reason Undo Delete AwC-Opt In |
| N | DTA - DAY TREATMENT & TRAINING - ADULT | New Service Amendment | | | Cancel |

- Once the service deletion request has been made during an amendment, the **Service Name** is crossed out to signify the removal requested.
- The options to “**Edit Reason**” and “**Undo Delete**” are available until the amendment has been submitted.

THE REQUEST SERVICE DELETE SECTION IS COMPLETE

Feel free to update any other *requires approval* fields in the contract. Once you are have made all your changes, you are ready to submit the amendment.

THE SERVICES SECTION IS COMPLETE – Please move on to the next section

4.2 Submit Amendment

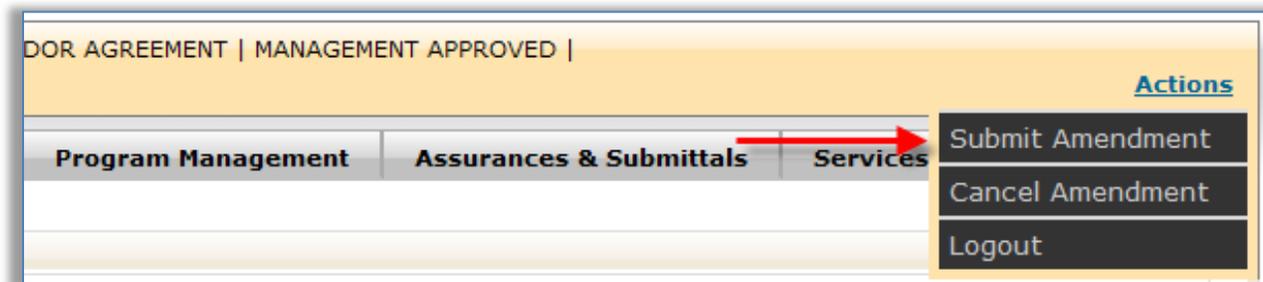
Once all of the desired changes have been entered and saved, the amendment may now be submitted to the Division for review.

IMPORTANT:

- ✓ When the amendment is submitted through the vendor portal, the changes are sent for review. **At this point**, the changes are not permanent and are not part of the current agreement.
- ✓ During DDD review, each “requires approval” item is reviewed individually and a decision is made for each item separately.
- ✓ While the amendment is in review by DDD, both the contract and amendment are locked and unable to be edited or updated.
- ✓ After the Division reaches a decision on all of the “requires approval” items, the contract will be updated with the approved items and the amendment will be closed.
- ✓ Denied amendment items will be discarded and will not get updated in the contract.
- ✓ After the amendment has been closed, a new and separate amendment may be started.
- ✓ While the amendment is under review by DDD, the proposed changes may be found in the Contracts Documents tab of the QVA contract in the vendor portal. *(Select the ‘Contract Amendment Changes’ link under the ‘View summary of changes’ section.)*

To submit a **Requires Approval** amendment, follow the steps below...

1. Click on the **Actions menu** in the contract header bar near the top of the page.
2. Select the **‘Submit Amendment’** action.



>>> RESULTS: The *Submit Amendment* section is created and temporarily displayed on the **Contract Documents** tab. Read through the page and follow the instructions to completely submit the amendment.

When you are ready to submit your proposed amendment for review, click either of the **[Submit Amendment]** buttons found on the page.

NOTE: Once the **[Submit Amendment]** button is selected on this page, you can no longer edit or make further changes to your contract until the amendment is processed.

- A. The instructions for submitting the amendment are listed for reference.
- B. A **[Submit Amendment]** button is available at the top of the page and the bottom of the page for convenience. Each button does exactly the same thing. You may choose either button to submit the amendment.
- C. Clicking the **[Cancel]** button will direct the user back to the **Dashboard tab**. It will NOT cancel the amendment. (To cancel the amendment, see the 'Cancel Amendment' section for details.)
- D. To **review the proposed changes**, expand each section by selecting the **[+]** sign on the right side of the section header bar.
- E. Each tab of the contract has a **designated section** listing the **amendment items** from their page.
- F. The **Old Values** and **New Values** for each change are listed in their respected sections.

The screenshot shows a web application interface with two tabs: "Administrative & Service Sites" and "Contract Documents". The "Contract Documents" tab is active. At the top, there is a "Submit Amendment" button labeled 'A'. Below it, there is instructional text: "When you are ready to submit your proposed amendment for review, please click the [Submit Amendment] button." followed by a "NOTE" and instructions on how to review changes. To the right of the text, there are two buttons: "Submit Amendment" (labeled 'B') and "Cancel" (labeled 'C'). Below the text is a section titled "Amendment Information (Please click to expand list.)" with a plus sign on the right (labeled 'D'). Underneath this is an "Information" section with a plus sign on the right (labeled 'E'). This section contains a table with three columns: "Amendment Item", "Old Value", and "New Value". The table lists four items: STREET ADDRESS STREET, STREET ADDRESS CITY, STREET ADDRESS ZIP CODE, and VENDOR NAME, each with its corresponding old and new values. A red arrow labeled 'F' points to the "Old Value" column header.

| Amendment Item | Old Value | New Value |
|-------------------------|----------------------------|--------------------------------------|
| STREET ADDRESS STREET | 321 E Rockington Drive | 987 N Mountain Range Lane |
| STREET ADDRESS CITY | Bedrock | North Bedrock |
| STREET ADDRESS ZIP CODE | 00001 | 00005 |
| VENDOR NAME | Bedrock Recreation Company | Bedrock Institute of Higher Learning |

Program Management



| Amendment Item | Old Value | New Value |
|-------------------------|---|--|
| VENDOR RECRUITMENT PLAN | This is a test. This is only a test. Thank you. | This data box has been updated during an amendment test. Thank you |



Assurances & Submittals

| Amendment Item | Old Value | New Value |
|---------------------------|-----------|-----------|
| 1. MAINTAIN CERTIFICATION | True | False |
| 2. CERTIFICATION PAYMENT | True | False |
| 3. LICENSURE REVOCATION | True | False |

Services



| Amendment Item | Old Value | New Value |
|-----------------------------|----------------------------------|---|
| SERVICE ADD | DAY TREATMENT & TRAINING - ADULT | |
| SERVICE PROGRAM DESCRIPTION | | This is a test of a new site added through an amendment. Thank you. |
| TRANSPORT NONE | | True |

| Amendment Item | Old Value | New Value |
|--------------------------|----------------|--|
| SERVICE DELETE | ATTENDANT CARE | |
| SERVICE TERMINATE REASON | | This is a test. This is a note for a request to delete a service during an amendment. Thank you. |



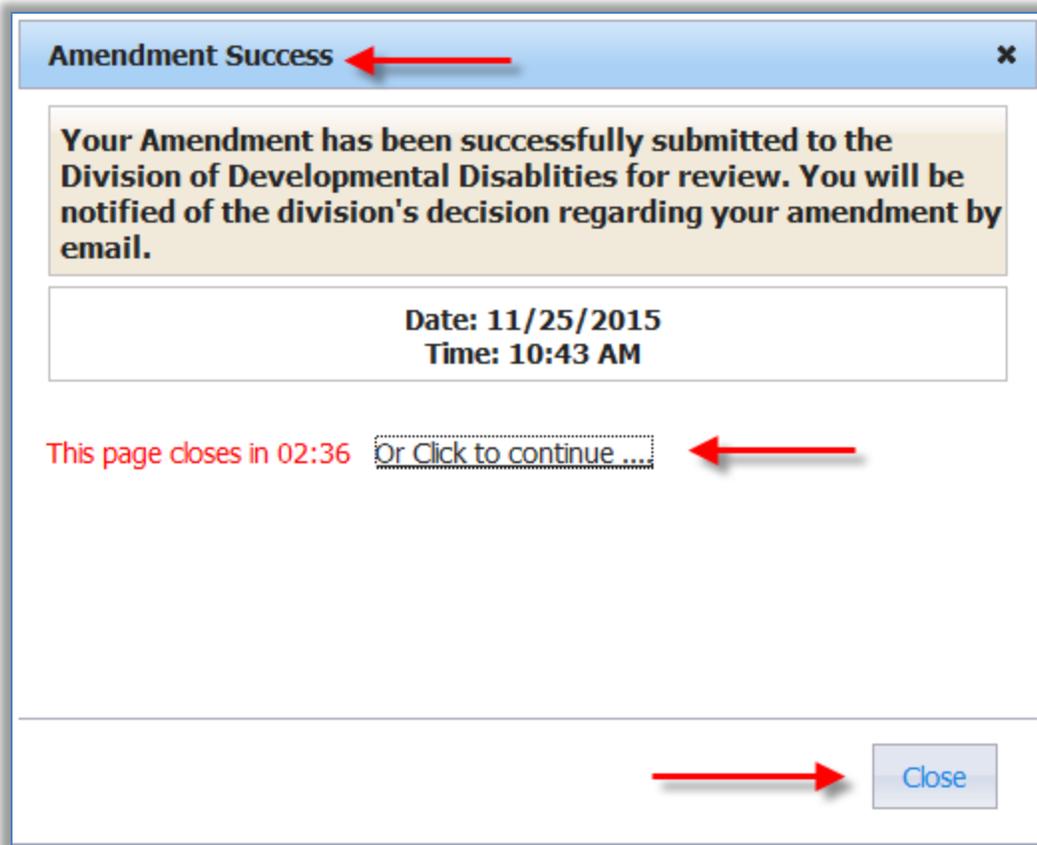
| Amendment Item | Old Value | New Value |
|-----------------------------|---|--|
| SERVICE UPDATE | ATTENDANT CARE | |
| SERVICE PROGRAM DESCRIPTION | This is a test. This is only a test. Thank you. | This text box was updated during an amendment to the Service Description sub tab. Thank you. |



If you are ready to submit your proposed amendments for review, please click the [Submit Amendments] button.



NOTE : Once the [Submit Amendment] button is selected, you cannot edit or make further changes to your contract until the amendment is processed.
 If you wish to print proposed changes for your records, please select the Contract Documents tab.
 'Proposed Changes' documents will be available on the Contract Documents page until the amendment has been processed.



CONGRATULATIONS!!

YOUR AMENDMENT HAS BEEN SUCCESSFULLY SUBMITTED

NO FURTHER ACTION IS REQUIRED BY THE VENDOR AT THIS TIME

You may proceed to the **Post Submit Amendment** section for important information

4.3 Amendment Review Process

What happens now ...?

The "requires approval" changes have been submitted to the DES Department of Developmental Disabilities for review. A decision will be made by the Division and the vendor will be notified of that decision via email notification sent to the Notices Contact – Email Address on file.

Contract Documents

Now that your amendment has been submitted, you may view the proposed changes, as well as the current terms, on the **Contract Documents tab**. Any of the listed documents may be **printed and kept for your records**.

Once the amendment has been completed and closed by DDD, the **Proposed Amendment Documents** section and the **View Summary of Changes** section, and the documents under them both will no longer be available or displayed.

Administrative & Service Sites | **Contract Documents**

Contract Documents

Print all modifications or additions you have made to the contract (requiring approval or not) by selecting the pertinent links below. ---in "PDF" format

Proposed Amendment Documents ←

- [Section 2: Vendor Contact Information](#)
- [Section 3: Assurances & Submittals Form](#)
- [Section 4: Program Management](#)
- [Section 5: Vendor Administrative, including Service Sites](#)
- [Section 7: Services](#)
- [Section 8: Service Level Detail](#)

Current Contract Documents ←

- [Section 1: Application & Qualified Vendor Agreement Award](#)
- [Section 2: Vendor Contact Information](#)
- [Section 3: Assurances & Submittals Form](#)
- [Section 4: Program Management](#)
- [Section 5: Vendor Administrative, including Service Sites](#)
- [Section 7: Services](#)
- [Section 8: Service Level Detail](#)

View summary of changes. ←

- [Contract Amendment Changes](#)

Amendment Review

Your QVA contract is now in an amendment processing phase. At this point, it is being processed by the **Assigned Specialist** found on the Dashboard tab of the QVA in the vendor portal. Notice the changes to your contract during this **amendment review process**.

Q13316 | Bedrock Recreation Company | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
CONTRACT SPECIALIST IN PROGRESS - AMENDMENT

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **Assurances & Submittals** | **Services** | **Logout**

Administrative & Service Sites | **Contract Documents**

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
99-9999992

Vendor DBA Name
BRC, Inc.

Vendor Phone Number *
(555) 555-5555

Vendor Fax Number
(333) 333-3333

Vendor Email Address
FFlintstone@BRC.com

Vendor Website Address (e.g. - http://www.example.com or www.example.com)
www.BedrockRecreation.com

Vendor Organization Type ('Agency' = 1 or more additional employees / 'Independent' = No additional employees) *
 Agency **Independent Professional Provider**

Vendor Address

Street

Address Line 1 *
987 N Mountain Range Lane

Address Line 2

City *
North Bedrock

State *
AZ

Zip Code *
00005

Zip4

County
OUT OF COUNTY

Mailing Same as Street

Address Line 1 *
321 E Rockington Drive

Address Line 2

City *
Bedrock

State *
AZ

Zip Code *
00001

Zip4

County
OUT OF COUNTY

- A.** The contract amendment status has been updated to **CONTRACT SPECIALIST IN PROGRESS** while under the review of the **Assigned Specialist** to your contract.
- B.** The proposed changes are listed on the contract in the **yellow highlighted background** signifying a proposed change pending DDD approval.
- C.** The contract fields have been locked and may not be updated or edited during the amendment review process.
- D.** The only **available action** for the vendor in the vendor portal is to **Logout**.

Once the amendment has been processed by the Assigned Specialist, it is moved to the **Contracts Manager** for the final decision. Notice the changes to your contract during this **amendment review process**.

Q13316 | Bedrock Recreation Company | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
MANAGEMENT IN PROGRESS - AMENDMENT

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **Assurances & Submittals** | **Services** | **Logout**

Administrative & Service Sites | **Contract Documents**

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
99-9999992

Vendor DBA Name
BRC, Inc.

Vendor Phone Number *
(555) 555-5555

Vendor Fax Number
(333) 333-3333

Vendor Email Address
FFlintstone@BRC.com

Vendor Website Address (e.g. - http://www.example.com or www.example.com)
www.BedrockRecreation.com

Vendor Organization Type ('Agency' = 1 or more additional employees / 'Independent' = No additional employees) *
 Agency **Independent Professional Provider**

Vendor Address

Street

Address Line 1 *
987 N Mountain Range Lane

Address Line 2

City *
North Bedrock

State *
AZ

Zip Code *
00005

Zip4

County
OUT OF COUNTY

Mailing Same as Street

Address Line 1 *
321 E Rockington Drive

Address Line 2

City *
Bedrock

State *
AZ

Zip Code *
00001

Zip4

County
OUT OF COUNTY

- E.** The contract amendment status has been updated to **MANAGEMENT IN PROGRESS - AMENDMENT** while under the review of the **Contracts Manager**.
- F.** The only **available action** for the vendor in the vendor portal is to **Logout**.

When the amendment has been processed by the Contracts Manager, the contract will be updated with the approved changes and the amendment will be completed and considered closed. Notice the changes to your contract during this **amendment review process**.

- G.** The contract amendment status has been updated and the amendment status appendage has been removed. The current status of **MANAGEMENT APPROVED** remains.
- H.** The contract has been updated with the **approved changes** and they are now seen in the Qualified Vendor Portal. Changes are now a permanent part of the agreement.
- I.** The fields remain locked and unavailable for editing or updating.
- J.** The available actions for the vendor in the vendor portal are “Amend Contract” and “Logout”. A new and separate amendment to the contract may now be started.

- K.** The contract documents will reflect the **approved changes**. These documents may be printed out for your records.

Start Services

Even though the added service in the amendment has been approved by DDD and is now part of your contract, **your services have not yet started.**

IMPORTANT:

- ✓ Valid insurance is need on the awarded contract before services can be started. *(Disregard if you currently have valid insurance in the contract.)*
- ✓ The added service needs to be registered with AHCCCS and OLCR before the service can be started. *(Disregard if the service is already registered with AHCCCS and OLCR.)*
- ✓ The DDD Contract Specialist assigned to your contract needs to **manually set the service start date** after the service meets the requirements above.

| Suspended | Ahcccs Id | Service | Status | Start Date | End Date | Action |
|-----------|-----------|---|-------------------|------------|----------|--------|
| N | | ATC - ATTENDANT CARE | Staff PreApproved | | | |
| N | | CBE - CENTER BASED EMPLOYMENT | Staff PreApproved | | | |

Services History
No Services denied or terminated within the last 90 days

| Suspended | Ahcccs Id | Service | Status | Start Date | End Date | Action |
|-----------|-----------|---|----------------|------------|----------|--------|
| N | 00001 | ATC - ATTENDANT CARE | Staff Approved | 11/23/2015 | | |
| N | 00001 | CBE - CENTER BASED EMPLOYMENT | Staff Approved | 11/19/2015 | | |

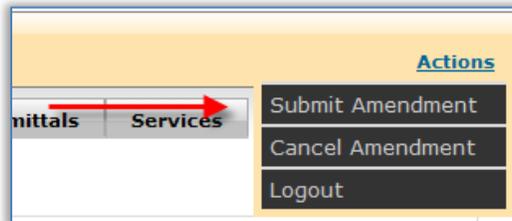
Services History
No Services denied or terminated within the last 90 days

5 Submit Error – Missing Data Fields

If any required fields have been left blank when the amendment is submitted, the system will stop the submission process. The **Missing Data Fields** window will display a list of fields that need to be addressed.

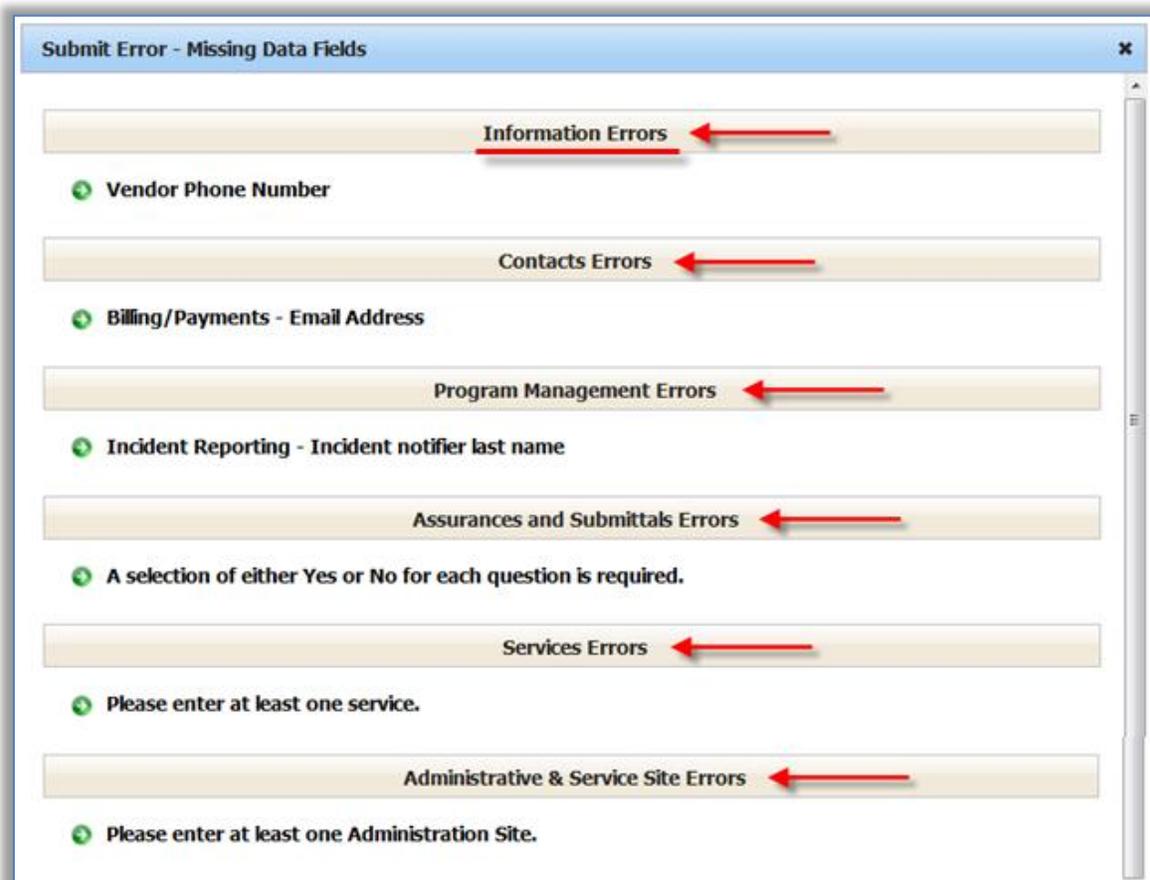
To correct missing data issues, follow the steps below...

1. With missing required data in the application, click the **Actions** link in the upper right corner of the application header bar and select the **'Submit Application'** action item.



When the **Submit Error - Missing Data Fields** window opens, a list of blank required fields will display under each category. The category titles are hyperlinks which will take the user **directly to the application tab** with the blank required field.

2. Click on each one of the **section titles** and fix the missing data issue for each page. Once all missing fields have been populated with valid data, the amendment will be ready to be submitted.



6 CANCEL AMENDMENT

If you decide that you no longer want to proceed with the amendment, you may cancel the amendment before it has been submitted to the Division for processing. Once the amendment has been submitted, the Division will need to process it.

IMPORTANT:

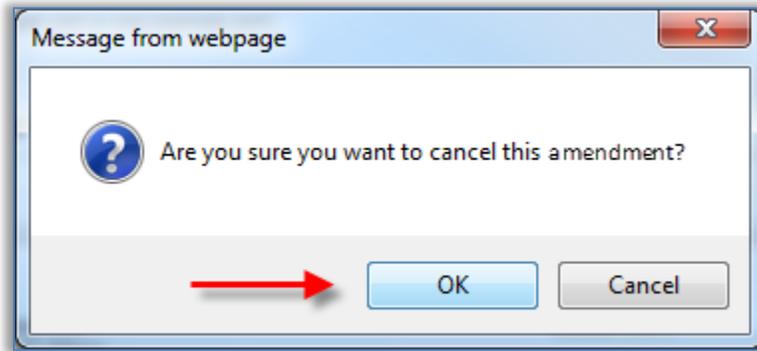
- ✓ The amendment must be in the **VENDOR AMENDMENT IN PROGRESS** status to be cancelled.
- ✓ The amendment will **no longer exist** once it has been cancelled and all entries created in the amendment will be **lost permanently**.
- ✓ A **new amendment** may be created after the old amendment has been cancelled.
- ✓ Data from the cancelled amendment will not carry over to the new amendment.
- ✓ Only the vendor may cancel an amendment through the vendor portal.
- ✓ The Division is not able to cancel an amendment. They will deny the amendment during the amendment review process if the amendment needs to be stopped after the vendor submits it.
- ✓ Contact the Assigned Specialist listed on the Dashboard tab of QVA in the vendor portal if you have questions regarding cancelling an amendment after it has been submitted for review.

To cancel an amendment, before it has been submitted, follow the step below...

1. Login to the Qualified Vendor Portal to access your **unsubmitted** amendment. The amendment status should be **VENDOR AMENDMENT IN PROGRESS**.
2. Click on the **Actions** link in the contract header and select **"Cancel Amendment"**.

The screenshot displays the Vendor Portal interface for a contract titled "Q13316 | Bedrock Institute of Higher Learning | QUALIFIED VENDOR AGREEMENT | MANAGEMENT". The contract status is "APPROVED | VENDOR AMENDMENT IN PROGRESS". The interface includes a navigation menu with tabs for "Main Menu", "Dashboard", "Information", "Contacts", "Program Management", "Assurances & Submittals", and "Service". Below the navigation menu, there are links for "Administrative & Service Sites" and "Contract Documents". The "Service" tab is active, and a dropdown menu is open, showing options for "Submit Amendment", "Cancel Amendment", and "Logout". A red arrow points to the "Cancel Amendment" option. The "Main Menu" section is visible below the navigation menu, containing links for "Manage QVA Contract" and "Vendor Directory".

3. Click the **[OK]** button on the confirmation pop up window.



>>> **RESULTS:** The amendment is immediately cancelled. The vendor may now start a new amendment through the vendor portal.

- A.** The amendment status is removed and the current status of **MANAGEMENT APPROVED** remains.
- B.** All fields on the contract have been set back to **read-only** and updates are not allowed to the contract without an amendment.
- C.** The available actions for the vendor are: **“Amend Contract”** and **“Logout”**

The End

This concludes the Qualified Vendor Portal User Manual – Contract Amendments. Contact the *DES Department of Developmental Disabilities* **FOCUS Help Desk at (602) 771-1444** if you have any questions, comments or concerns regarding this manual or the Qualified Vendor Agreement.

Thank You