



DDD CAS – CONTRACT ADMINISTRATION SYSTEM

NEW REQUEST FOR QUALIFIED VENDOR APPLICATION [RFQVA]



User Manual

Division of Developmental Disabilities

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Introduction

The Arizona Department of Economic Security Division of Developmental Disabilities (DES/DDD) Contract Administration System (CAS) enables existing Qualified Vendors to complete the Request for Qualified Vendor Application (DDD-2024). Qualified Vendors must have an existing QVA contract (DDD-710000) to submit a new RFQVA application and continue providing services to DDD members. CAS website may be used to apply for the new RFQVA as well as managing the current QVA contract (DDD-710000).

To complete the RFQVA process, Qualified Vendors must use the Contract Administration System (CAS) application to enter the information for submission as well as to upload the necessary documents.

Qualified vendors should review the RFQVA in its entirety and can check DDD's website for more information at des.az.gov/services/disabilities/developmental-disabilities/vendors-providers/qualified-vendor-agreement.

Qualified Vendors who have questions may submit their questions using the form available at [General Questions](#).

Qualified Vendors are solely responsible for complying with the RFQVA (DDD-2024). It is important that Qualified Vendors read the RFQVA (DDD-2024) and carefully review parts that are applicable to them, such as the service specifications for any services they provide. Qualified Vendor that believes their organization will have trouble complying with any of the requirements in this RFQVA, should contact the DDD Provider Network Support team at providernetworksupport@azdes.gov as soon as possible for technical assistance. Qualified Vendors that no longer wish to contract with DES/DDD after reviewing the RFQVA should contact Leah Schwab, QVA Contracts Manager, at DDDContractsManager@azdes.gov and include in the subject line QVA termination, the business name, and contract number.

Provider Resources

Note: You will need ADOBE ACROBAT READER or ADOBE ACROBAT DC to download and electronically sign the documents that need to be completed and electronically uploaded. **NOTE:** Acrobat Reader is a free application available for download at www.adobe.com.

Accessing the DES/DDD Website

To reach the DES/DDD Home Page, click the link below or cut and paste the following information into your web browser's address bar: <https://des.az.gov/ddd>.

Contract Administration System

The Division has provided access to the electronic Request for Qualified Vendor Application (DDD-2024) through the Contract Administration System (CAS) external user portal, or website. The CAS is for existing Qualified Vendors to apply for the new Request for Qualified Vendor Application (DDD-2024) or amend an existing QVA contract (DDD-710000). This manual is intended to assist Qualified Vendors in starting the application,

completing information, uploading documents, and submitting the new Request for Qualified Vendor Application (RFQVA) DDD-2024.

Purpose of the new RFQVA (DDD-2024)

The Department of Economic Security (Department) is making changes to the contract for services through the Division of Developmental Disabilities (DDD). This contract is called the Request for Qualified Vendor Application (DDD-2024) and is the contract between the Department and providers who meet the minimum requirements to be a Qualified Vendor and to deliver Home and Community-Based Services to eligible individuals with intellectual and developmental disabilities. The RFQVA (DDD-2024) includes improvements from previous RFQVA versions to make it clearer for Qualified Vendors and prospective applicants. The purpose was to streamline the RFQVA and ensure language is updated and accurate making the contract easier to read and understand.

Summary of RFQVA changes

For existing Qualified Vendors, business details from the existing QVA contract (DDD-710000) will be repopulated in the new RFQVA when the application process is started. In the new RFQVA the required documents for submitting an application must now be uploaded electronically from the CAS application. The documents that need to be completed and electronically signed by the applicant must be downloaded for completion and then uploaded in CAS. All documents must be in a PDF format.

Attestation Changes:

Attestations need to be provided for the following sections in the new RFQVA (DDD-2024).

- **Contacts** – Attest to any changes in accordance with the contact details established within the RFQVA.
- **Program Management** – Attest to minimum requirements set forth by DES in the new RFQVA.
- **Services** – Attest to minimum requirements set forth by DES within the new RFQVA (each service needs to be attested). An option to provide attestations to all the services at the same time is available in the **Services** tab.
- **Sites** – Attest to minimum requirements set forth by DES within the new RFQVA (each site needs to be attested). An option to provide attestations to all the sites at the same time is available in the **Sites** tab.
- **Dashboard** - There are additional options provided on the Dashboard and above tabs to provide attestations to multiple sites and services.

Assurance and Submittals Changes:

- The assurances and submittals have changed in the new RFQVA (DDD-2024). Please review and answer all the questions.

Document Changes:

- All required documents for submitting the new RFQVA (DDD -2024) can now be uploaded electronically from the CAS application. The documents that need to be completed and electronically signed by the applicant can be downloaded for completion and then uploaded in CAS. All documents must be in a **PDF format**.

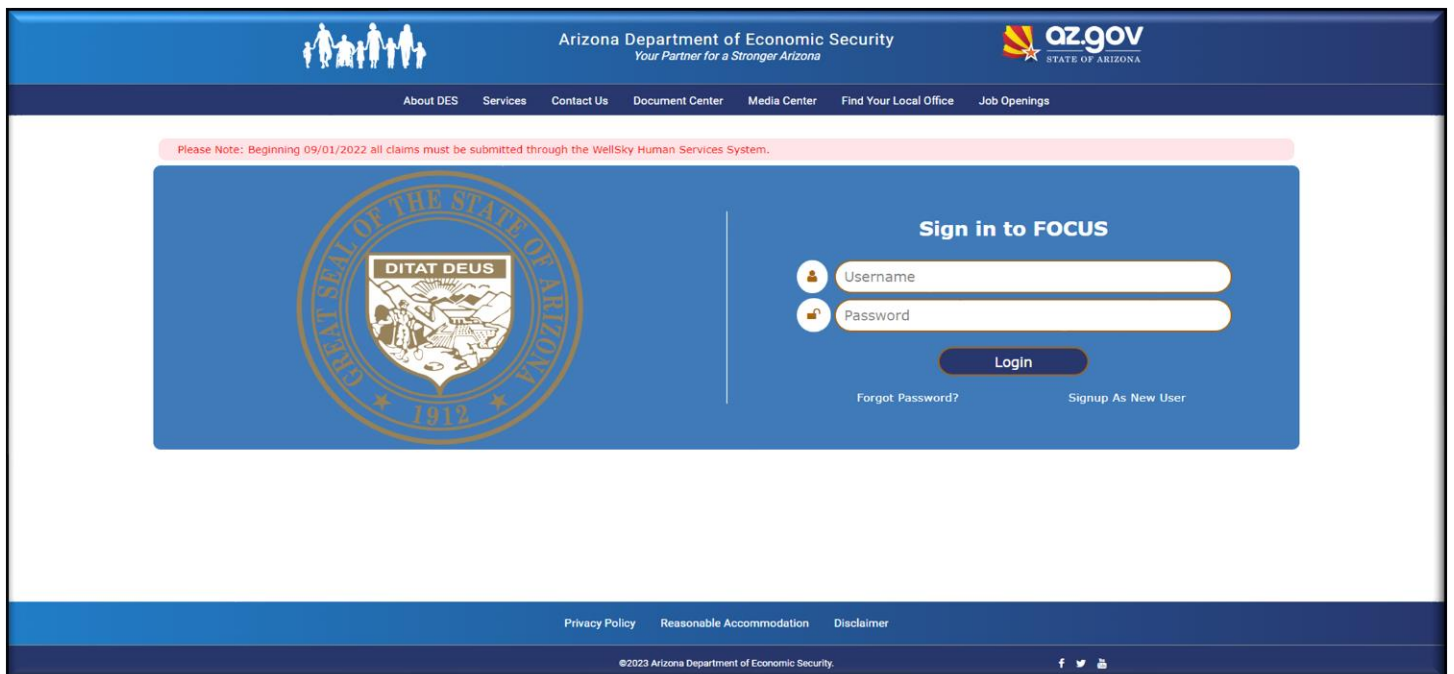
Access existing Focus Account and Roles

The new RFQVA application is accessed through the Focus management system. Applicants must have an active registered account and an existing QVA contract (DDD-710000) to apply for the new RFQVA application (DDD-2024) beginning September 1, 2023.

Please follow the below steps to access the Focus vendor account.

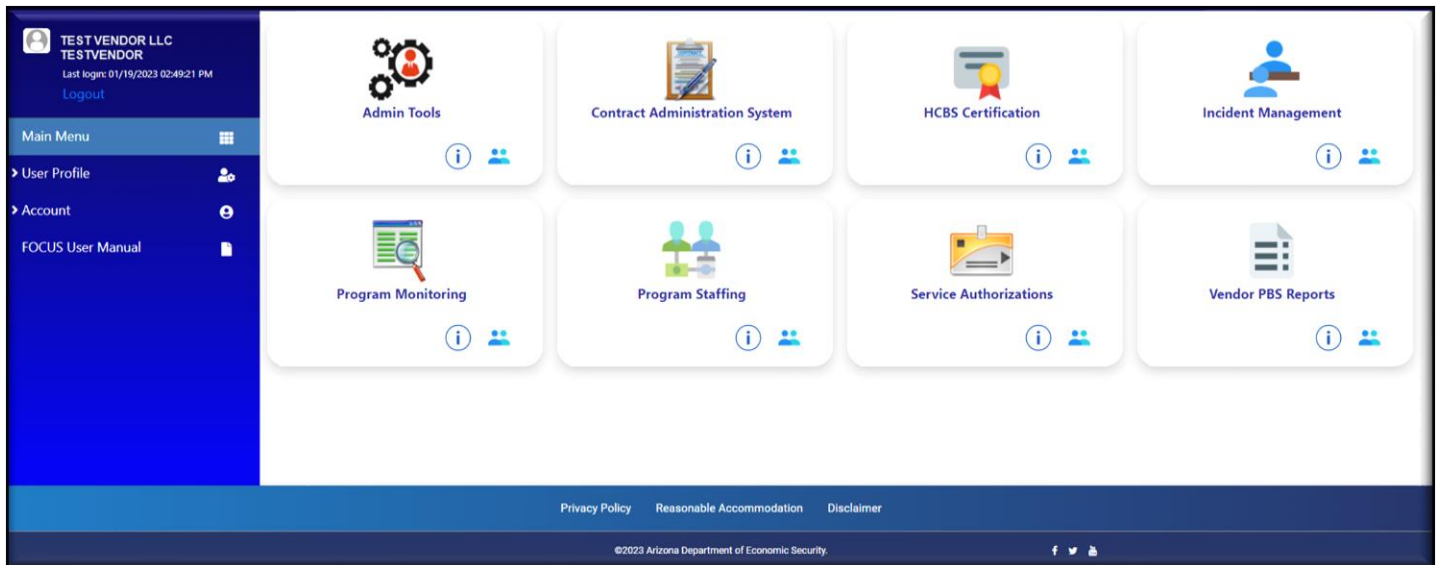
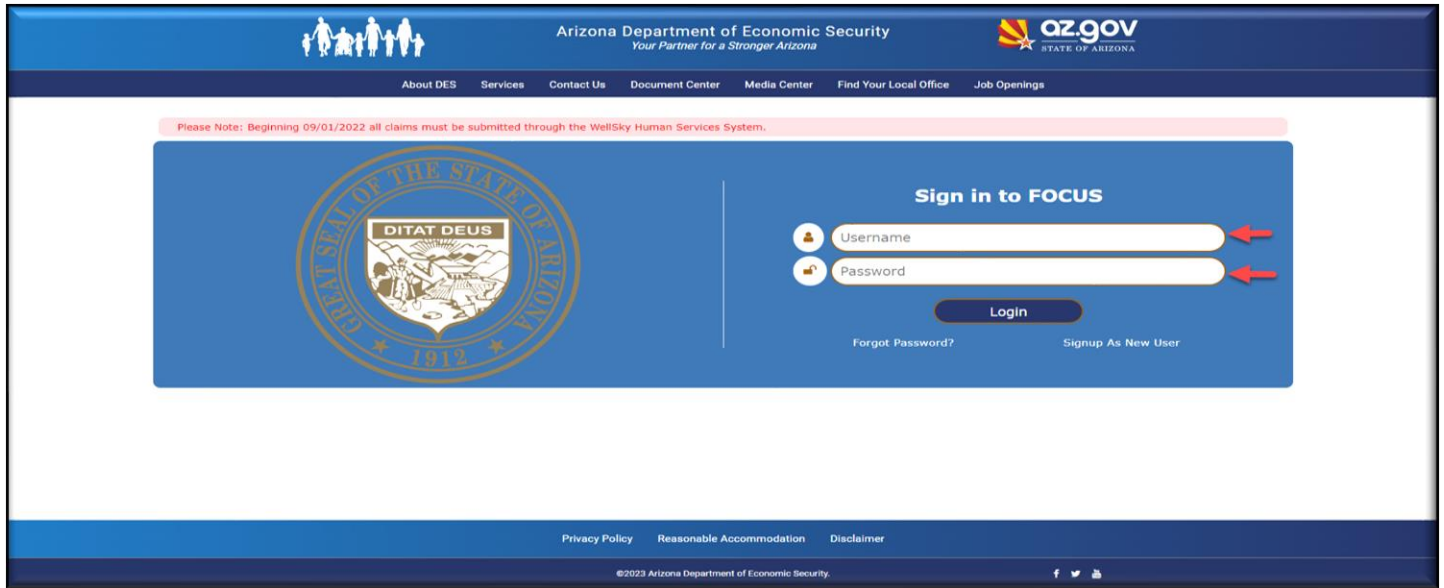
Step 1. Click the link below or cut and paste the URL into your web browser’s address bar.

https://dddfocustraining.azdes.gov/organization/ddd/focusdd/frm_Login.aspx



Contract Administration System (CAS) RFQVA DDD-2024 User Manual

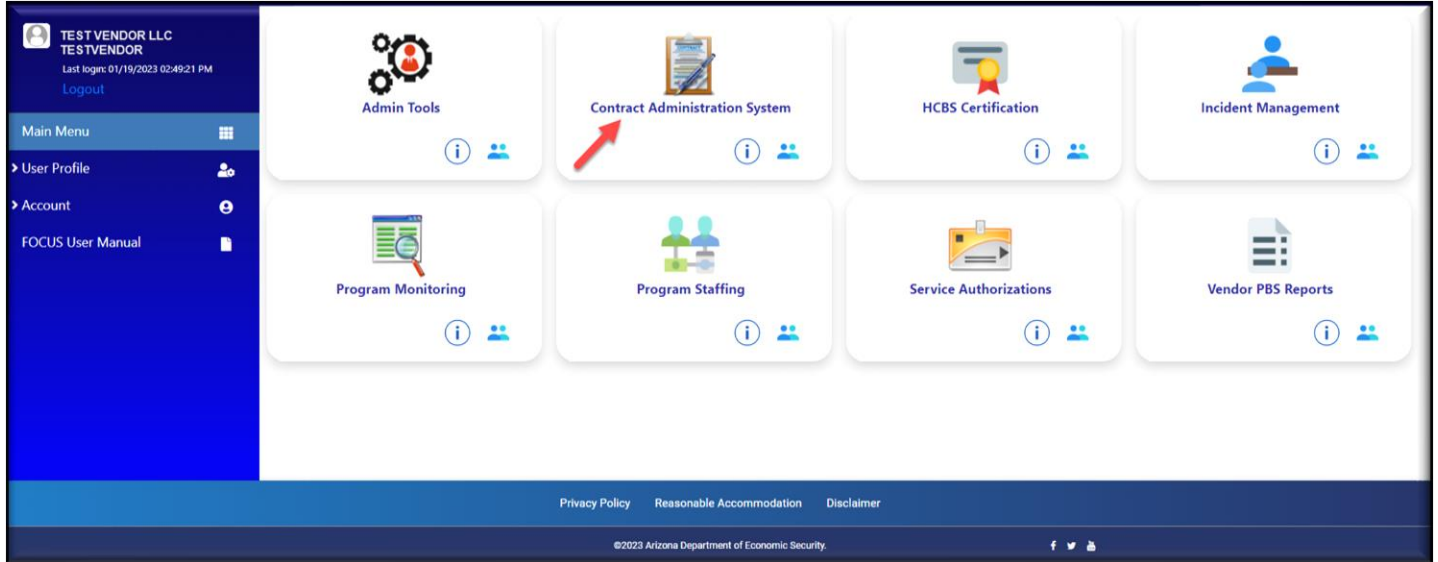
Step 2: Enter your username and password to access the FOCUS account page.



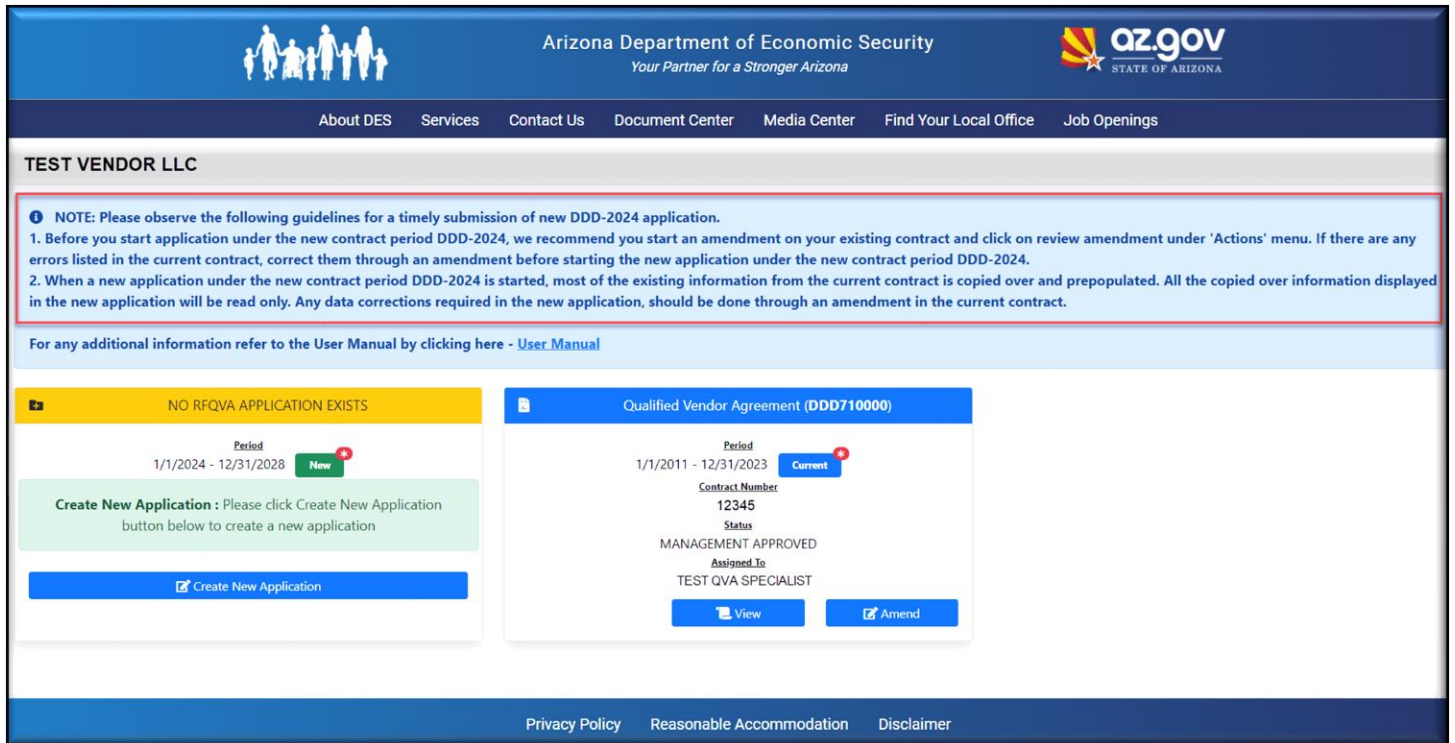
Access the User Manual from CAS

To access the User Manual from the CAS application, follow the steps below.

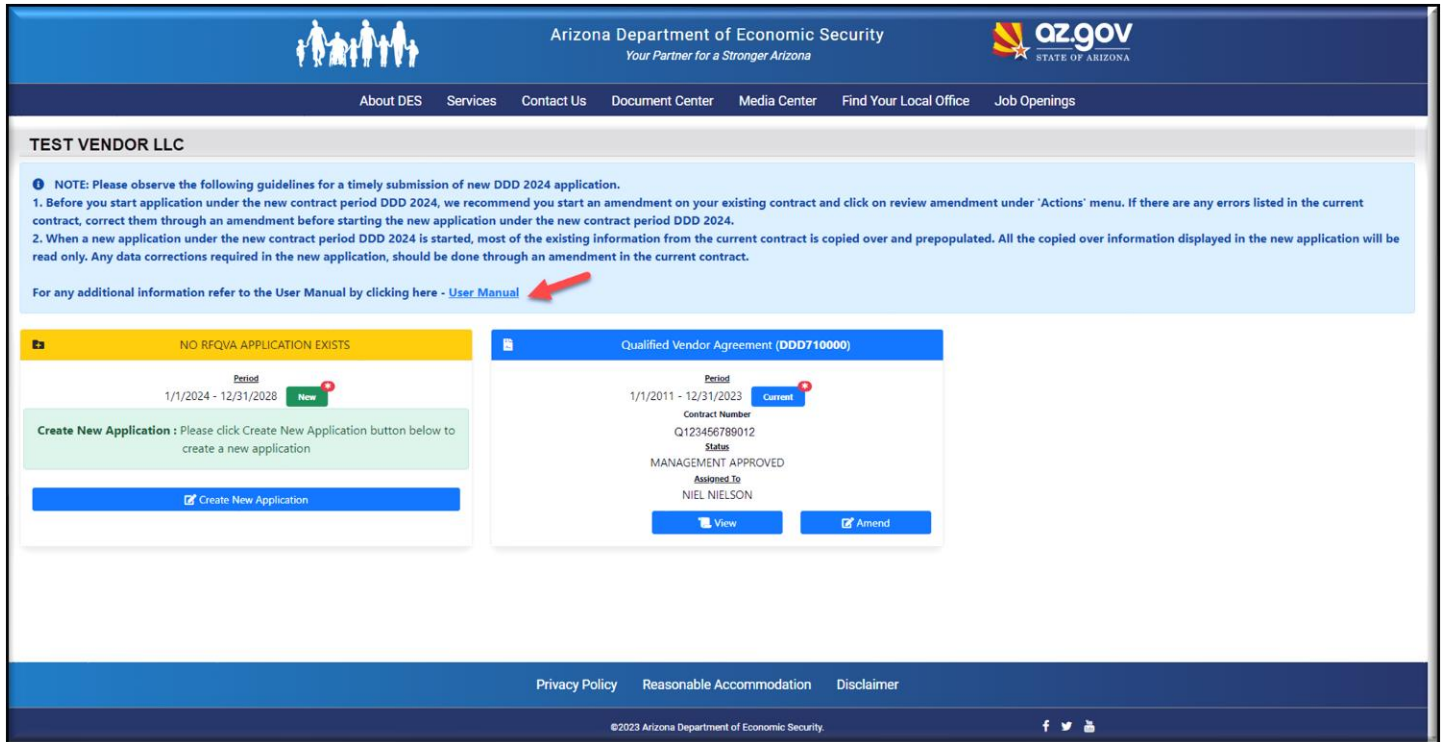
Step 1: After accessing your account click on the Contract Administration System.



Step 2: Please read the message as shown below and take necessary action.

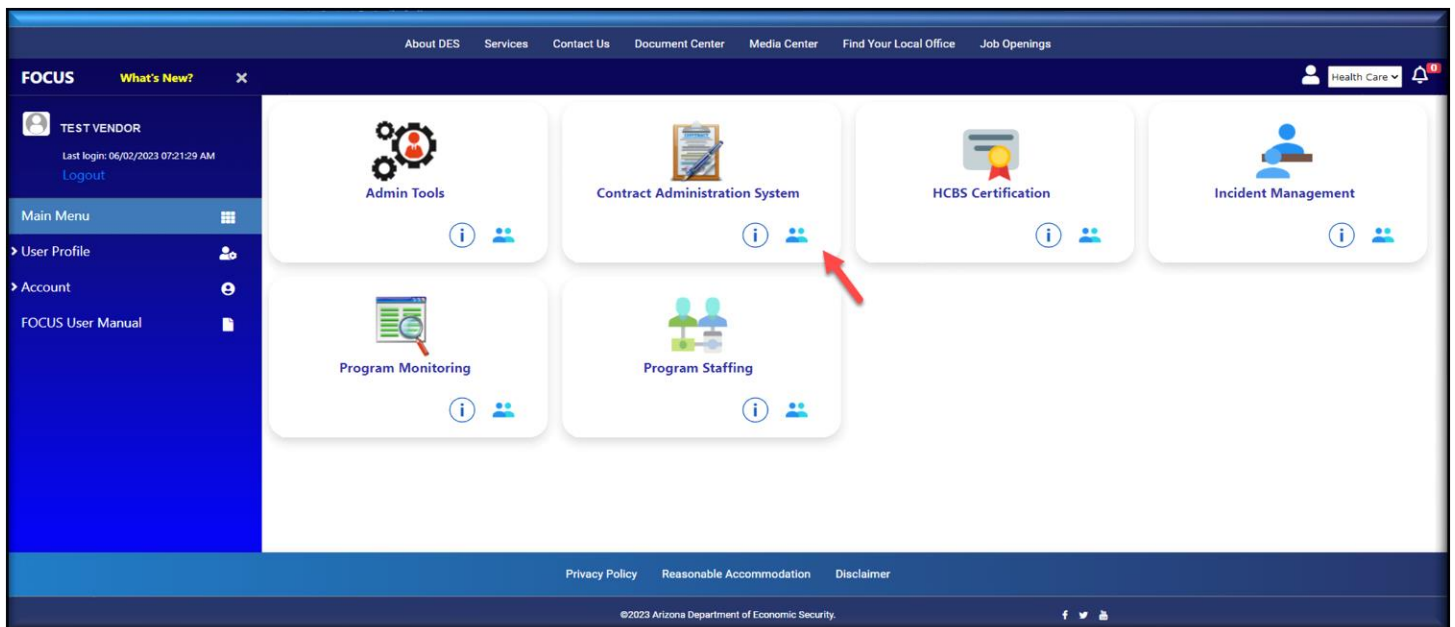


Step 3: Click the 'User manual' link to access this document from the application any time.

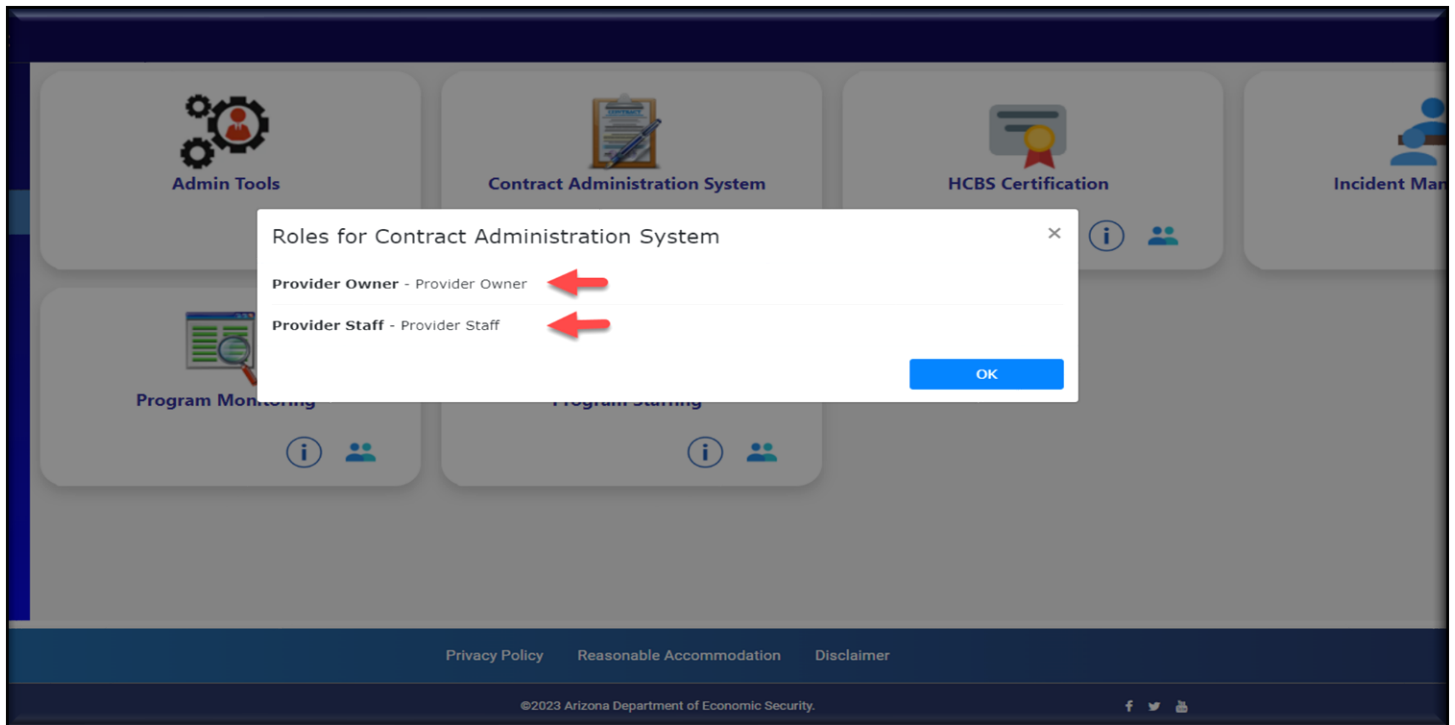


Check the User Role to Submit the New RFQVA Application

Step 1: Click on the icon displayed below for the Contract Administration system application on the FOCUS accounts page as shown below.



Step 2: View the roles provided for your username as shown below.

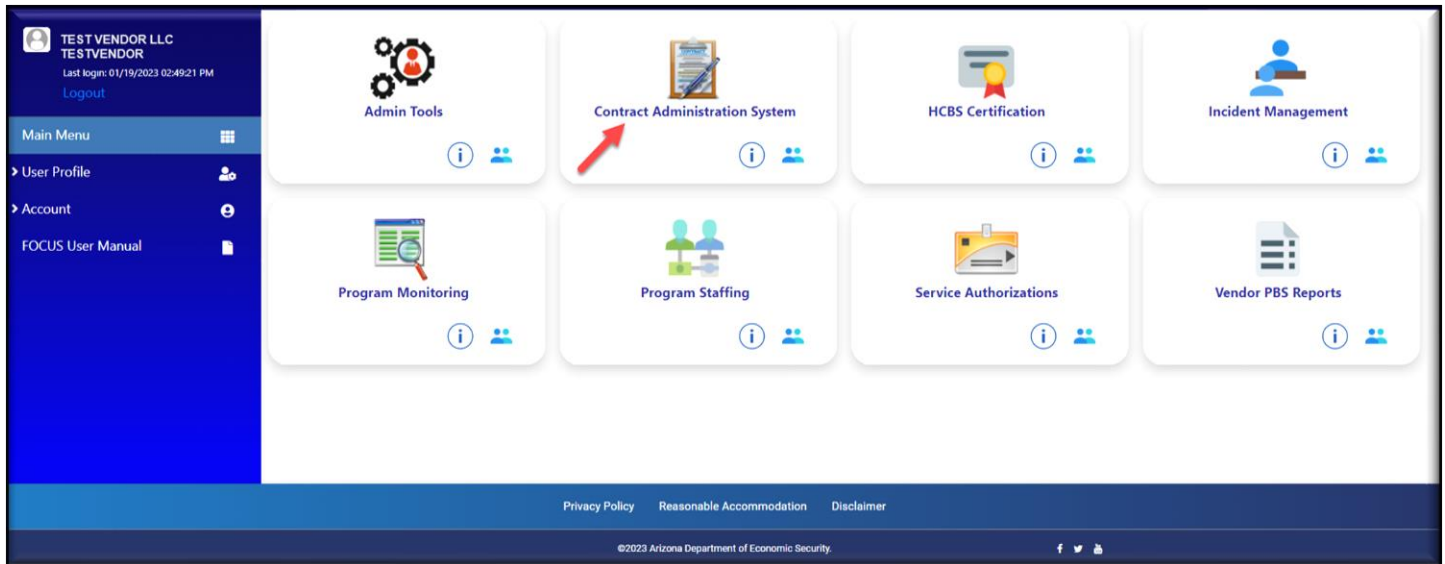


Step 3: You must have the “**Provider Owner**” or “**Signatory**” role to provide the attestation and submit RFQVA DDD-2024. If you do not have either of these roles, you will need to contact the administrator of your organization’s account. If you are not authorized to have one of those roles, a user from your organization with one of these roles will be required to complete the application process.

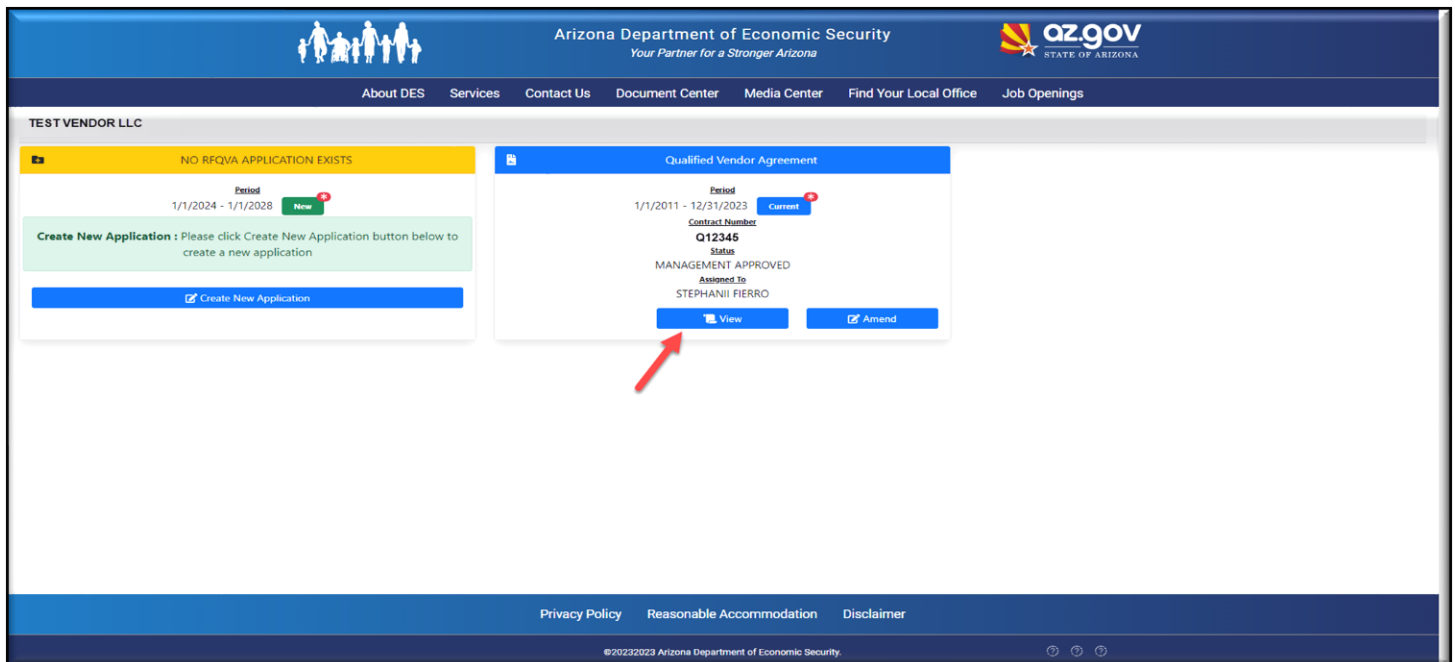
Step 4: Verify that in addition to having one of these roles “**Provider Owner**” or “**Signatory**”, your name is also be listed as having one of the roles below to provide attestation and submit the application.

- Executive Owner
- Primary Authorized Signatory
- Alternate Authorized Signatory

Step 5: Verify the requirements in **Step 4** have been met by going to the FOCUS account page and clicking the “**Contract Administration System**” (CAS) application.



Step 6: Next click on the “**VIEW**” button in the existing **QVA contract** as shown below.



Step 7: Click on the “**Information**” tab and verify if your name is listed as **Executive Owner** or in the **Authorized Signatory** as indicated. As mentioned above, only users with the role “**Provider Owner**” or “**Signatory**” and whose names are listed as **Executive Owner Information** or **Authorized Signatory Information** section can provide the attestation to continue the application. If your name does not appear in these designations, executive owner, authorized signatory, then an amendment for your existing contract must be submitted prior to November 1, 2023, to make any necessary changes.

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STATE OF ARIZONA

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Q02202014226 | Test Vendor | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED

Main Menu Dashboard **Information** Contacts Program Management Assurances & Submittals Services Administrative & Service Sites Insurances Contract Documents

Vendor Information

Legal Name: Test Vendor Vendor ID#: 12-3458789
 Vendor DBA Name: Vendor Phone Number*: 111-11-1111 Vendor Fax Number:
 Vendor Email Address: DDDTesting@LIVE.com Vendor Website Address (e.g., http://www.example.com or www.example.com): www.testvendor.com

Please identify the nature of your organization (Choosing 'Agency' will require you to have an FEEL and 1 or more additional employees):
 Agency Independent Professional Provider

Vendor Address

Executive/Owner Information

First Name*: TEST Middle Initial: Last Name*: VENDOR Suffix: Social Security Number (i.e., XXX-XX-XXXX):
 Date Of Birth: Phone Number*: 111-11-1111 Fax Number: Email Address*: TESTING@LIVE.COM

Authorized Signatory Information

Privacy Policy Reasonable Accommodation Disclaimer

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Q16602 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Main Menu Dashboard Information **Contacts** Program Management Assurances & Submittals Services Administrative & Service Sites Insurances Contract Documents

The following fields are required.

Vendor Information

Vendor Address

Executive/Owner Information

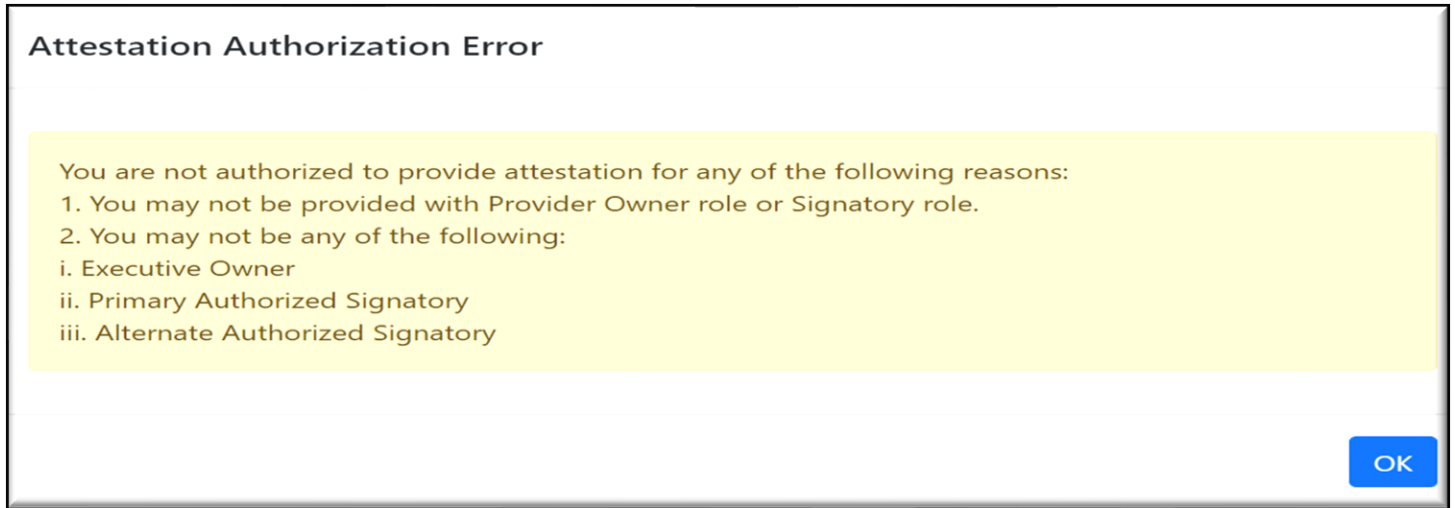
Authorized Signatory Information

First Name*	Last Name*	Title*	Phone Number*	Fax Number	Email Address*
Authorized Signatory First Name	Authorized Signatory Last Name	CEO	(444)81-4444		DDDTesting@LIVE.com
Alternate Authorized Signatory First Name	Alternate Authorized Signatory Last Name	CFO	(555)55-5555		DDDTesting@LIVE.com

Save Changes

Step 8: if you are **not "Provider Owner"** or **"Signatory"**, and if your name is not listed as one of the below, then you will not be able to provide attestation in the new RFQVA and the message will be displayed as shown in the image below.

- Executive owner
- Primary Authorized signatory
- Alternate Authorized signatory



****Once you have the required roles for starting the new Application, please continue to the next section to begin RFQVA DDD-2024 ****

Start the New RFQVA

After verifying all the necessary User Roles, follow these instructions to begin the new RFQVA. The new RFQVA can be created two ways in the CAS application.

- Create new RFQVA from contract card
- Create new RFQVA from the existing QVA contract

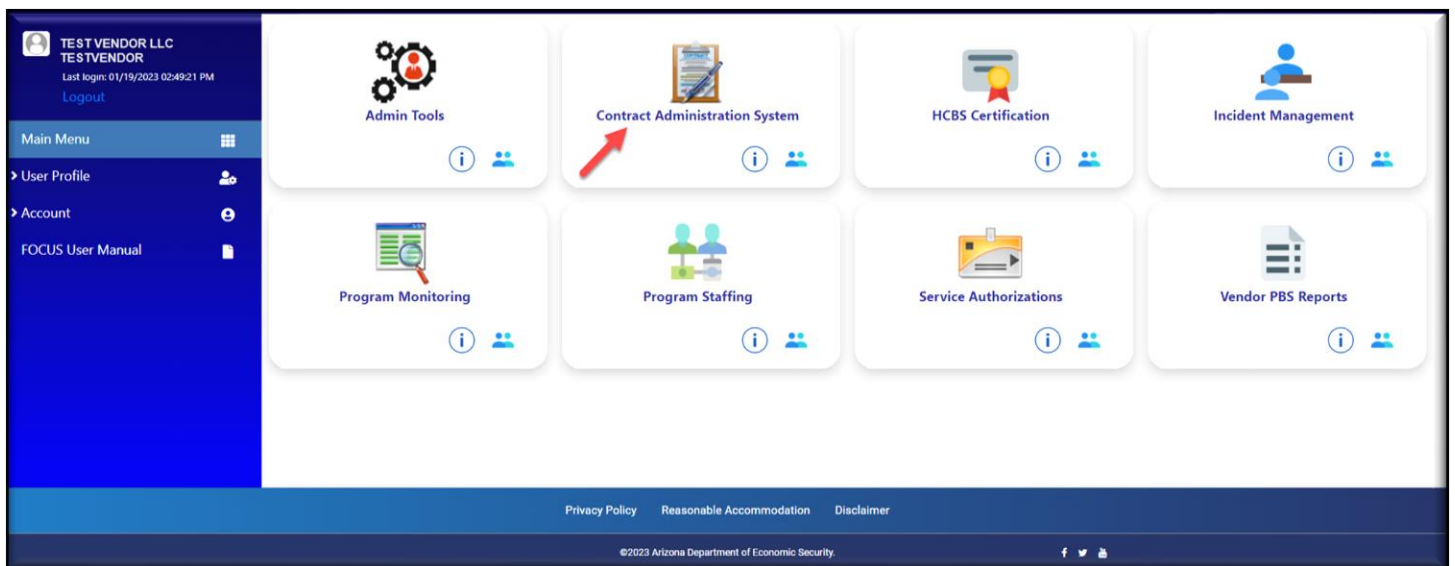
Start New RFQVA from the contract card

The “**Create New Application**” button will be enabled to begin the new **RFQVA** from contract cards only under the following conditions.

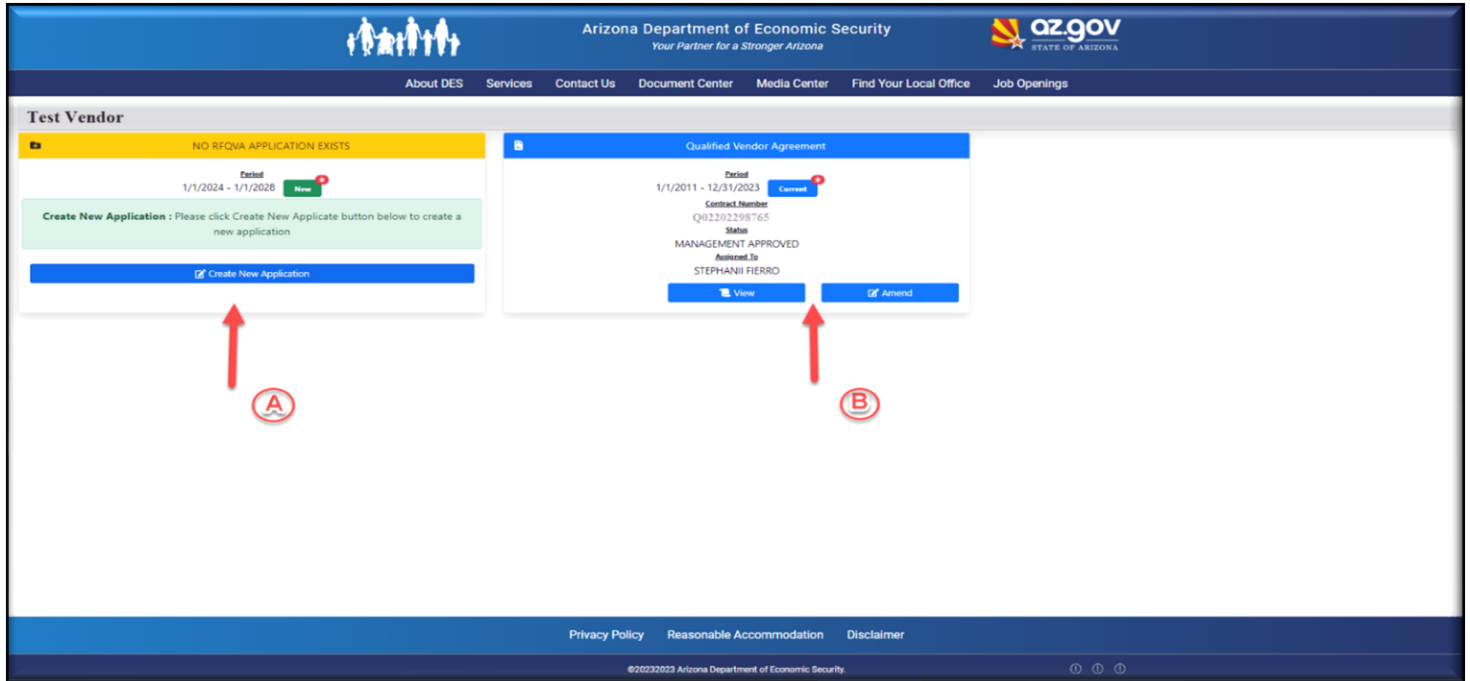
- The Qualified Vendor has an approved QVA contract, and the contract is in “**Management Approved**” status.
- The existing QVA contract has **valid, approved insurance**.

To create a new RFQVA, follow the steps below

Step 1: Click on the Contract Administration System (CAS) link on the Focus main menu where you will see the Contract Cards.



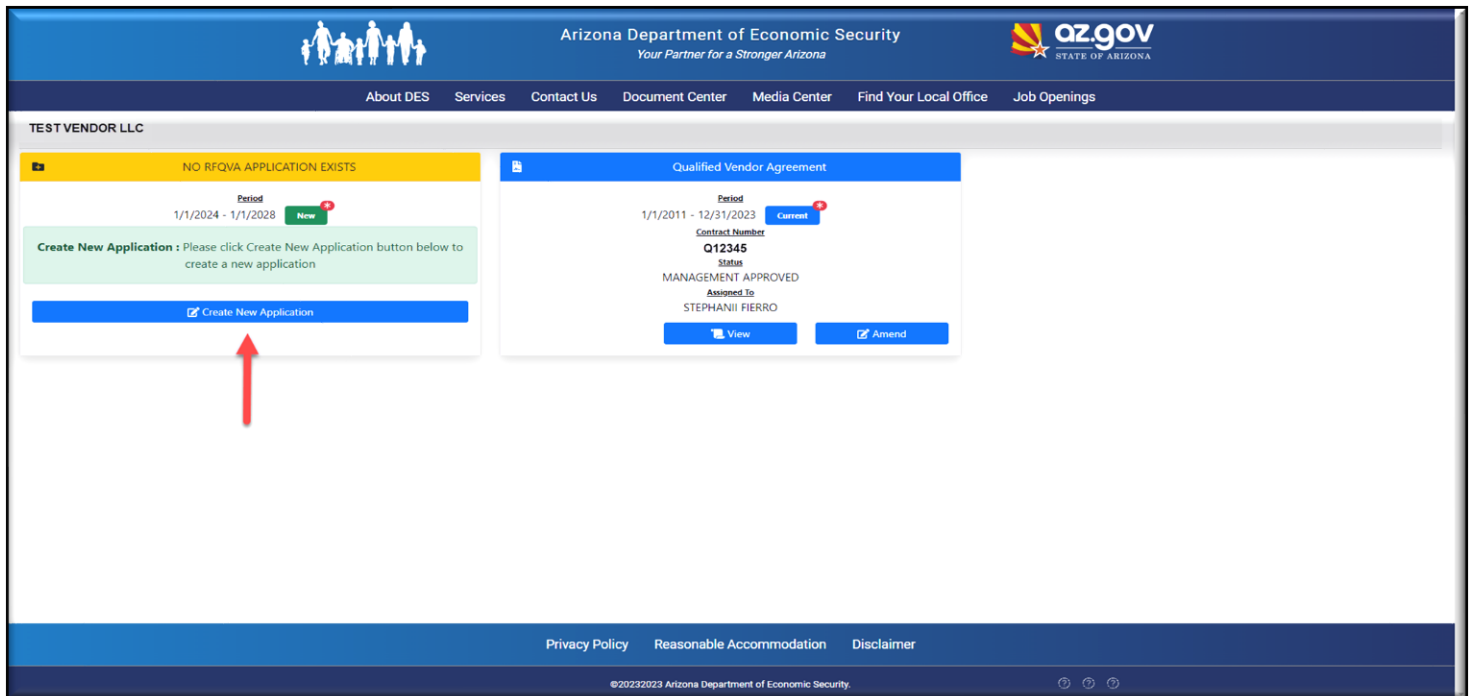
Below are the Contracts cards



A → New RFQVA contract

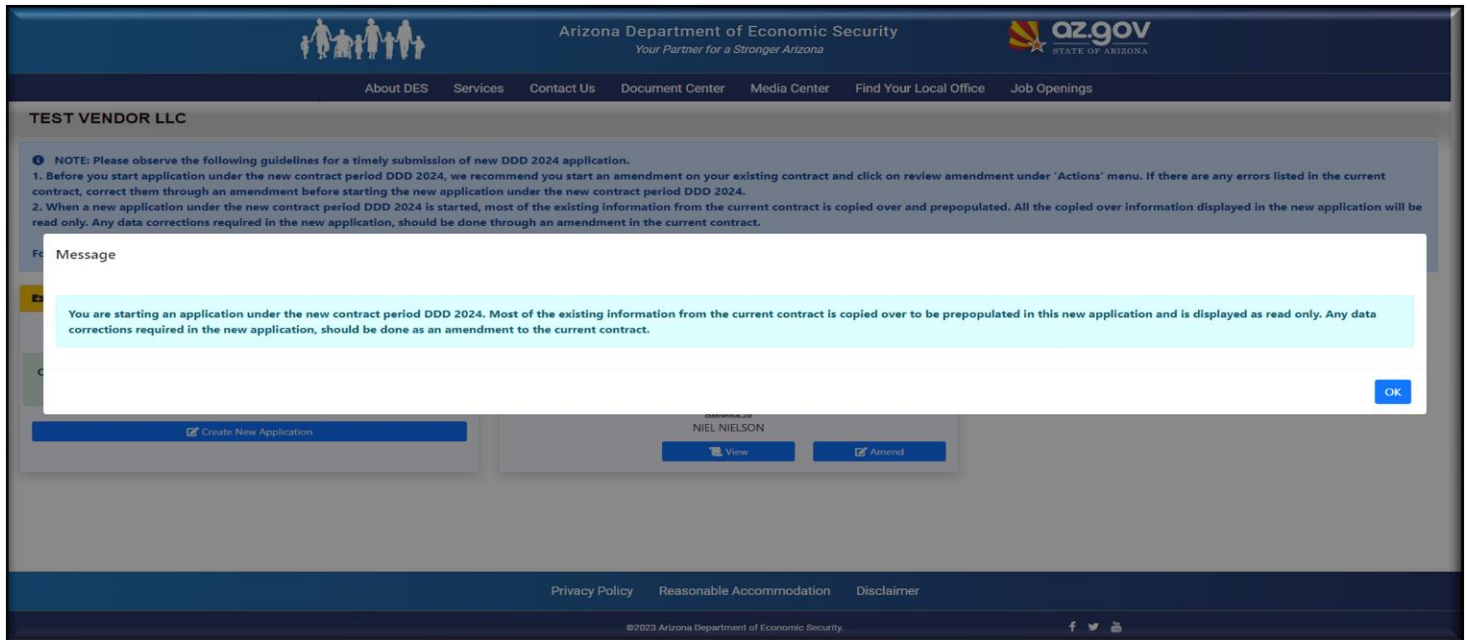
B → Existing QVA contract

Step 2: Click on the “Create New Application” button under the new RFQVA contract as shown below.

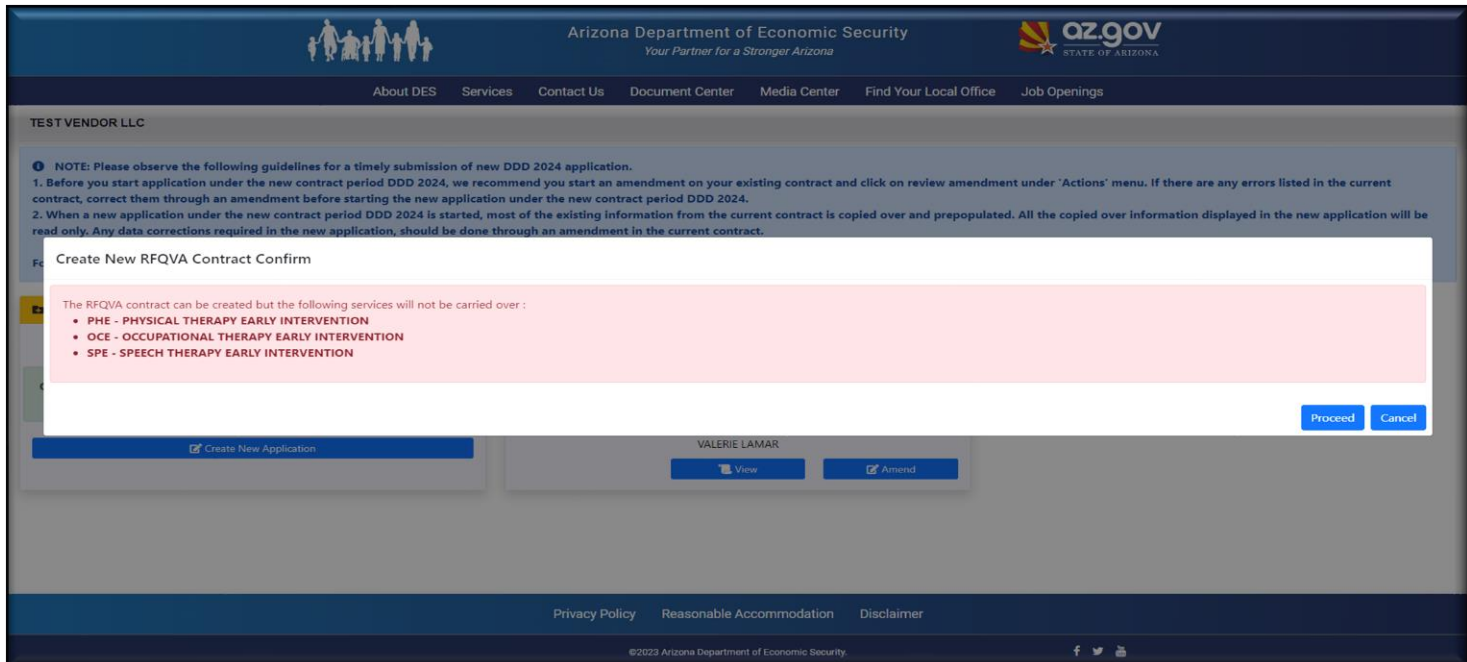


Contract Administration System (CAS) RFQVA DDD-2024 User Manual

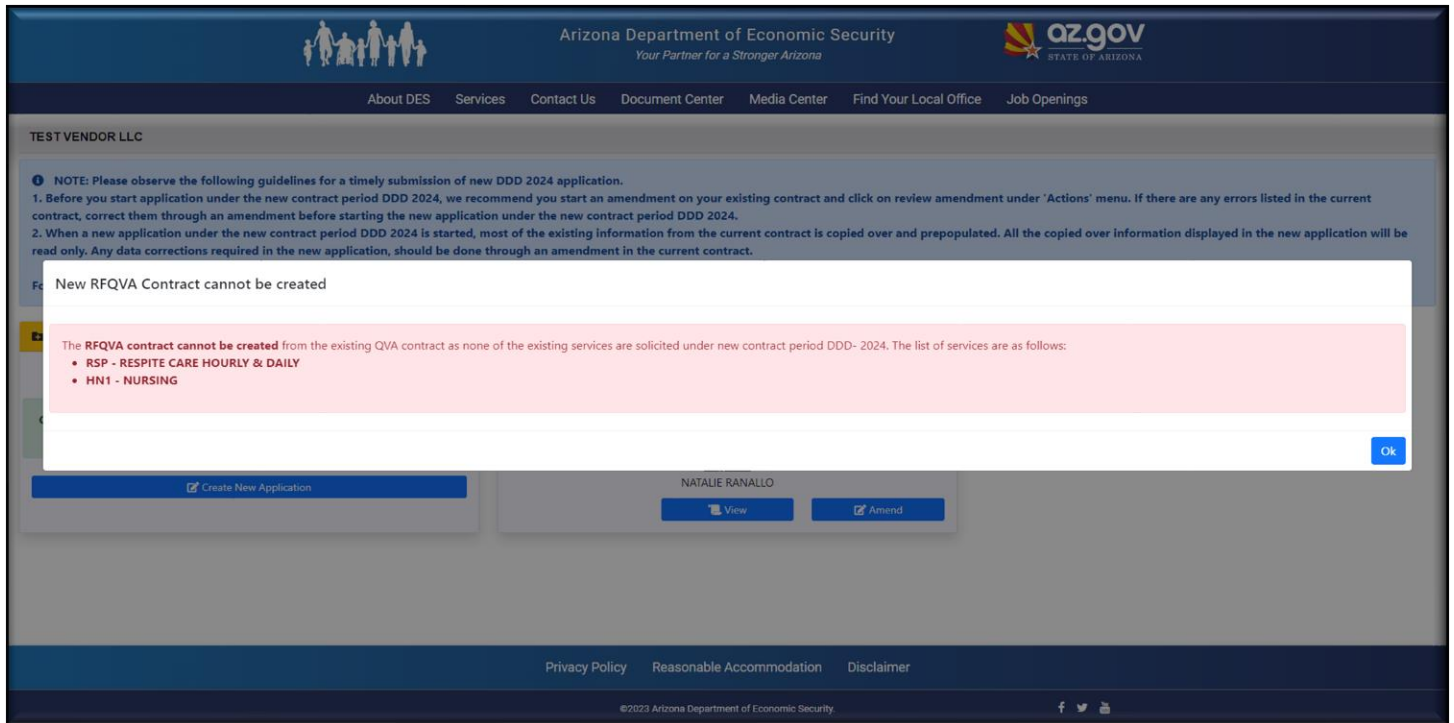
Step 3: A message will display as shown below. Click “ok”. A new RFQVA application will be created by copying all the details from the existing “**Management Approved**” QVA contract, if all your existing services are solicited for the new RFQVA DDD-2024.



Step 4: If there are some services in your existing contract that are no longer solicited for in the new RFQVA DDD-2024, you will see a message with the list of services that cannot be carried to the new contract. Click “**Proceed**” button to continue the new application without these services, or click the “**Cancel**” button, to cancel the application. Use the https://des.az.gov/sites/default/files/media/RFQVA-2024_Final.pdf?time=1684165574530 to see the list of services that will be solicited for RFQVA DDD-2024.



Step 5: If none of your existing services in the current contract are solicited for in the RFQVA DDD-2024, the below message will be displayed, and the new RFQVA application will not be created.

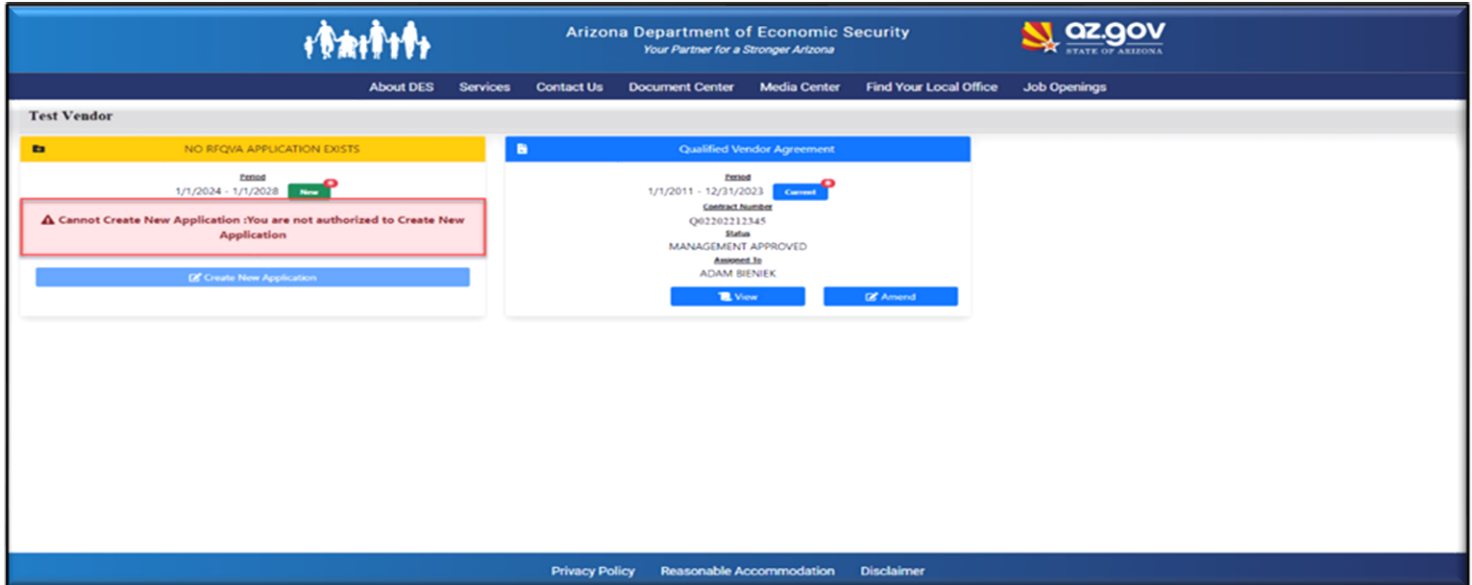


Step 6: If your existing contract has any DTS or TTE services, they will be replaced by DTT and PTW respectively, and you will see the following message. You can click on "Ok" and the new application will be created with the service names.

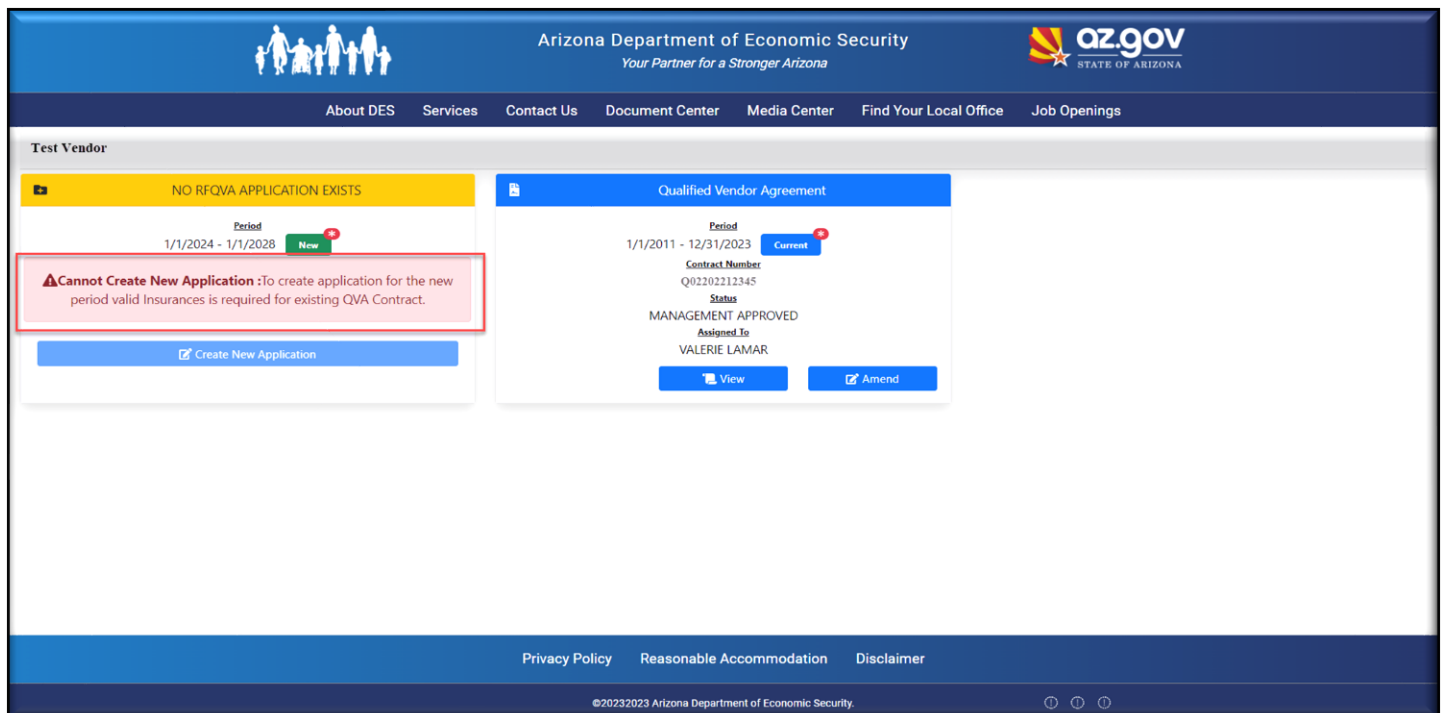


Step 7: There are multiple reasons why you may find the “**Create New Application**” button **disabled**.

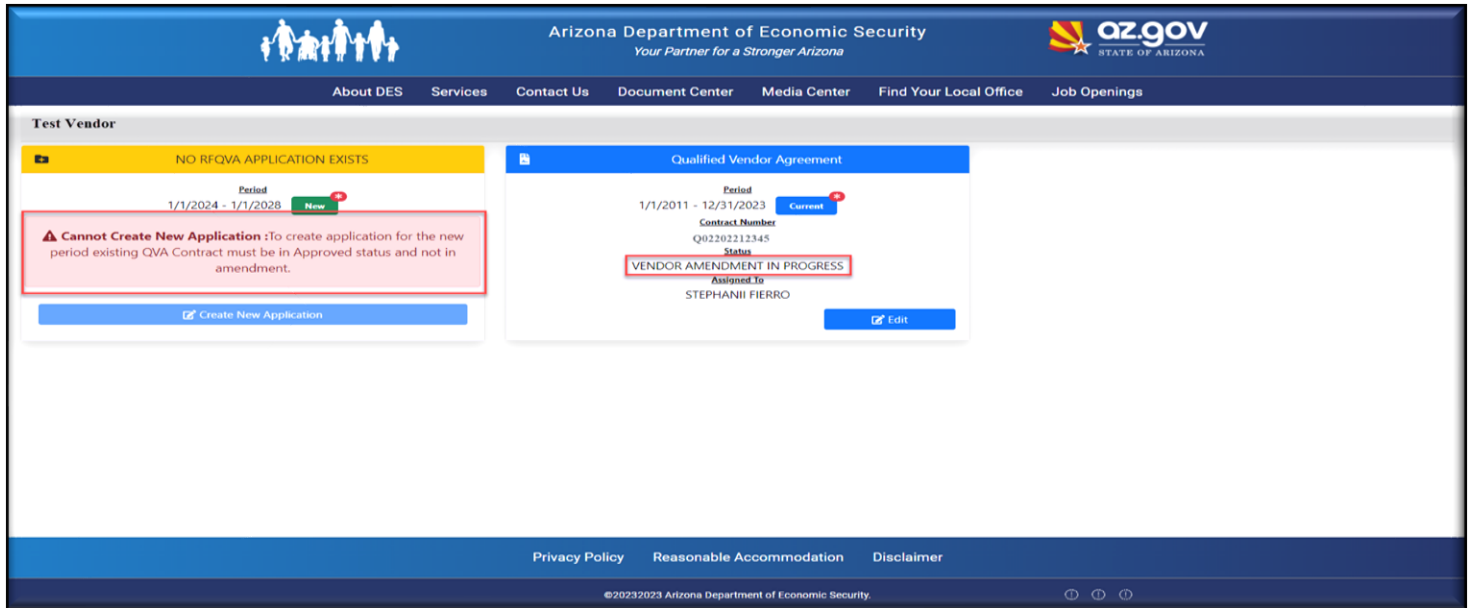
- If you are not the **Executive owner** or the **Authorized Signatory**, the **Create New Application** button will be disabled. Contact the administrator of your organization.



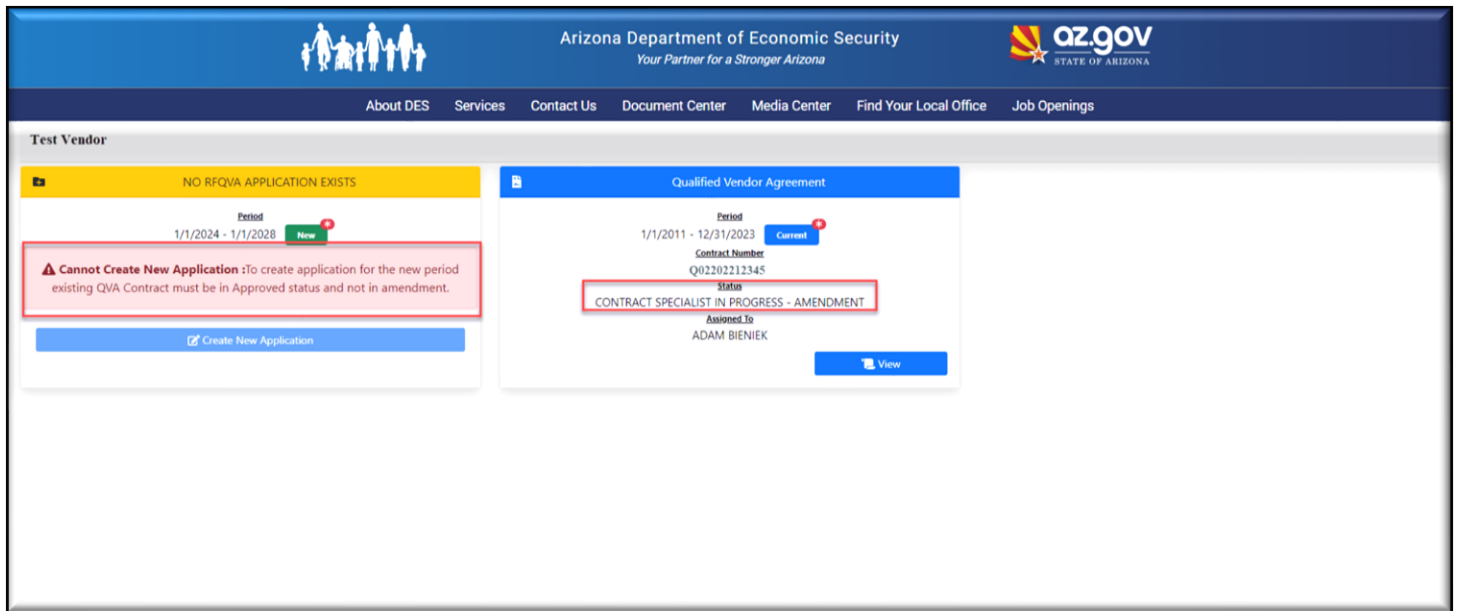
- If you don't have valid insurance, contact your assigned Contract Management Specialist to update the insurance on the existing QVA contract to begin a new RFQVA.



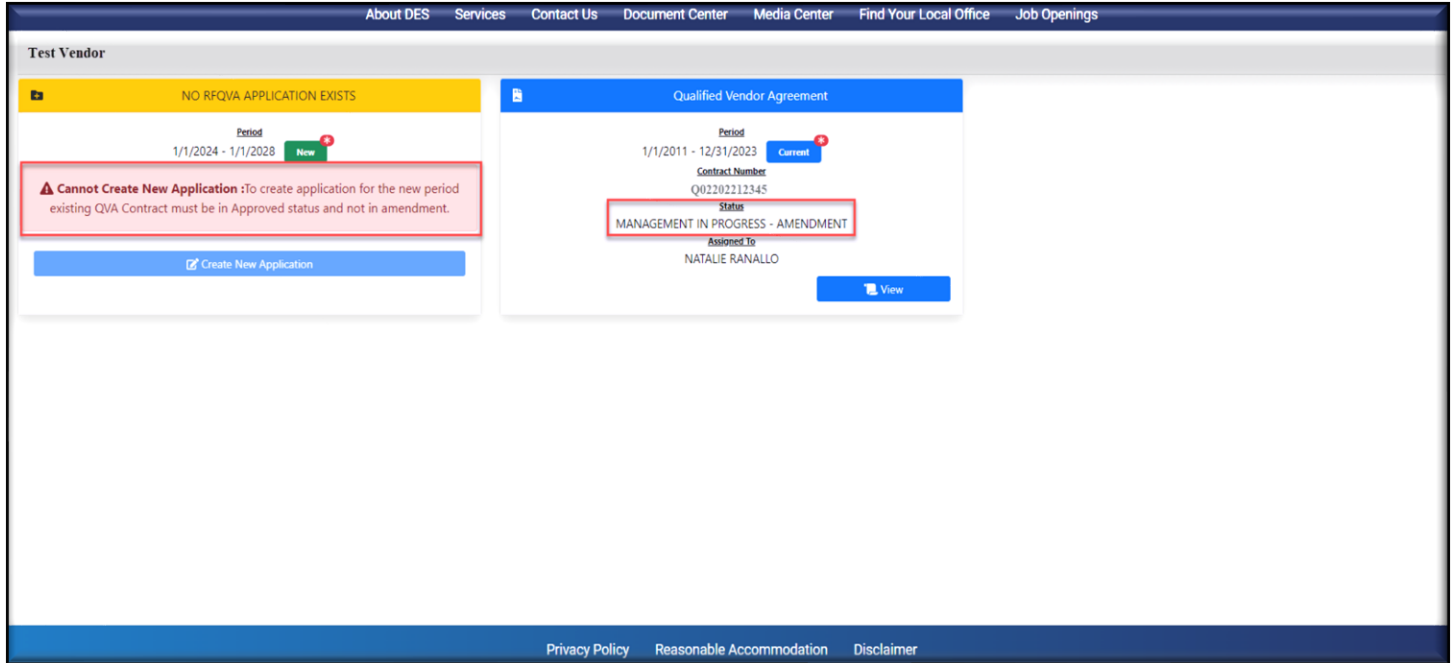
- If your existing QVA contract is in the process of an amendment, the **Create New Application** will be disabled. To submit the new RFQVA, one of the processes can be followed.
 1. Submit the existing QVA contract amendment. Once the amendment is approved by the Division, you can create a new RFQVA.
 2. If you do not want to proceed with the amendment with all the existing contract details as is, you can cancel the amendment and create a new RFQVA.



- If your existing contract is in "**Contract Specialist in Progress-Amendment**" status, the **Create New Application** button will be disabled. You must wait for the approval of your amendment and then create the new RFQVA.



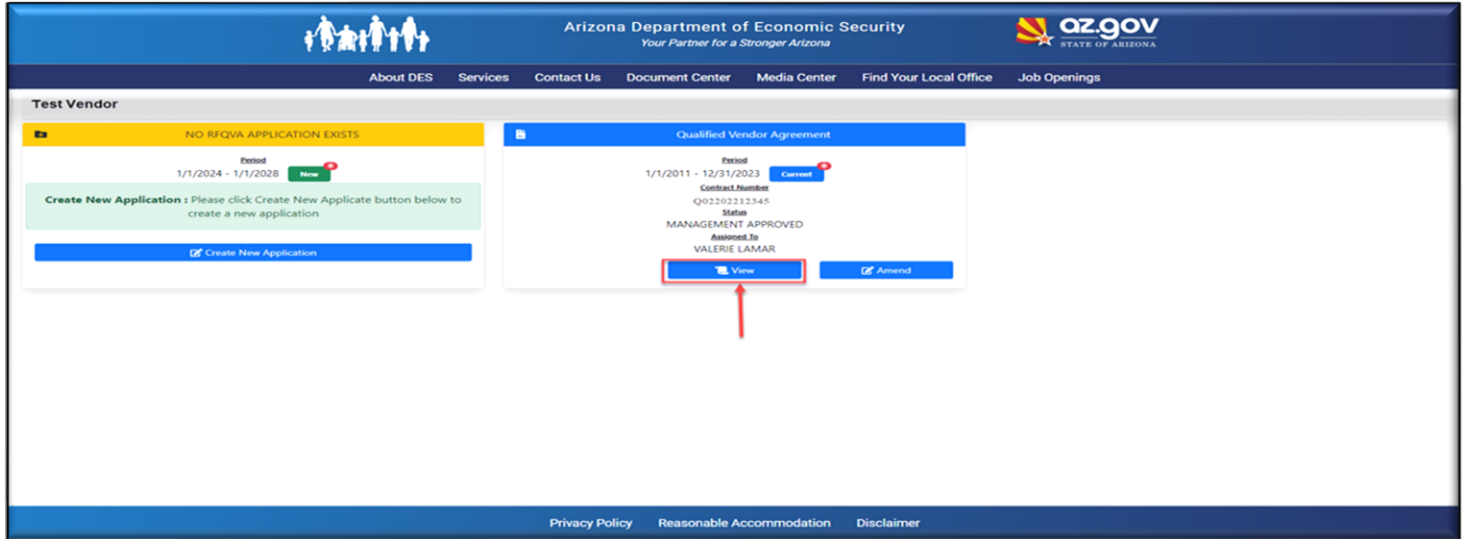
- If your existing contract is in “**Management in Progress-Amendment**” status, the **Create New Application** button will be disabled. You must wait for the approval of your amendment and then create the new RFQVA.



Start new RFQVA Application from the existing QVA contract

Please follow the below steps to create the new RFQVA from the existing Management Approved QVA contract.

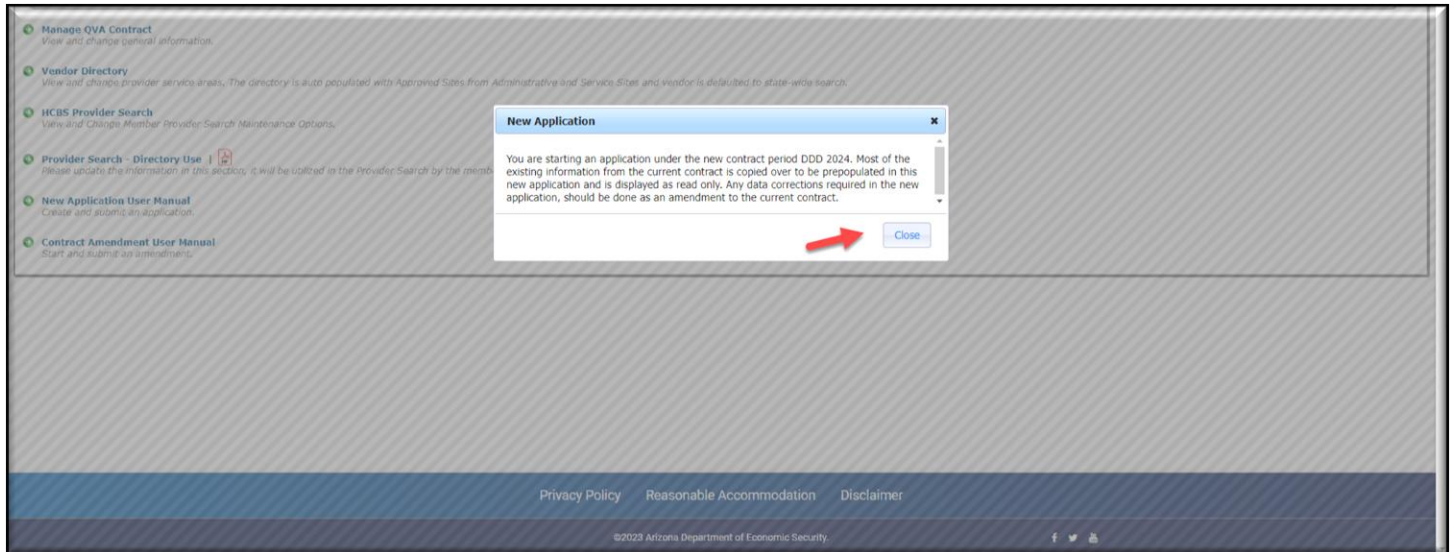
Step 1: Click on the “View” button on the existing QVA contract as shown below.



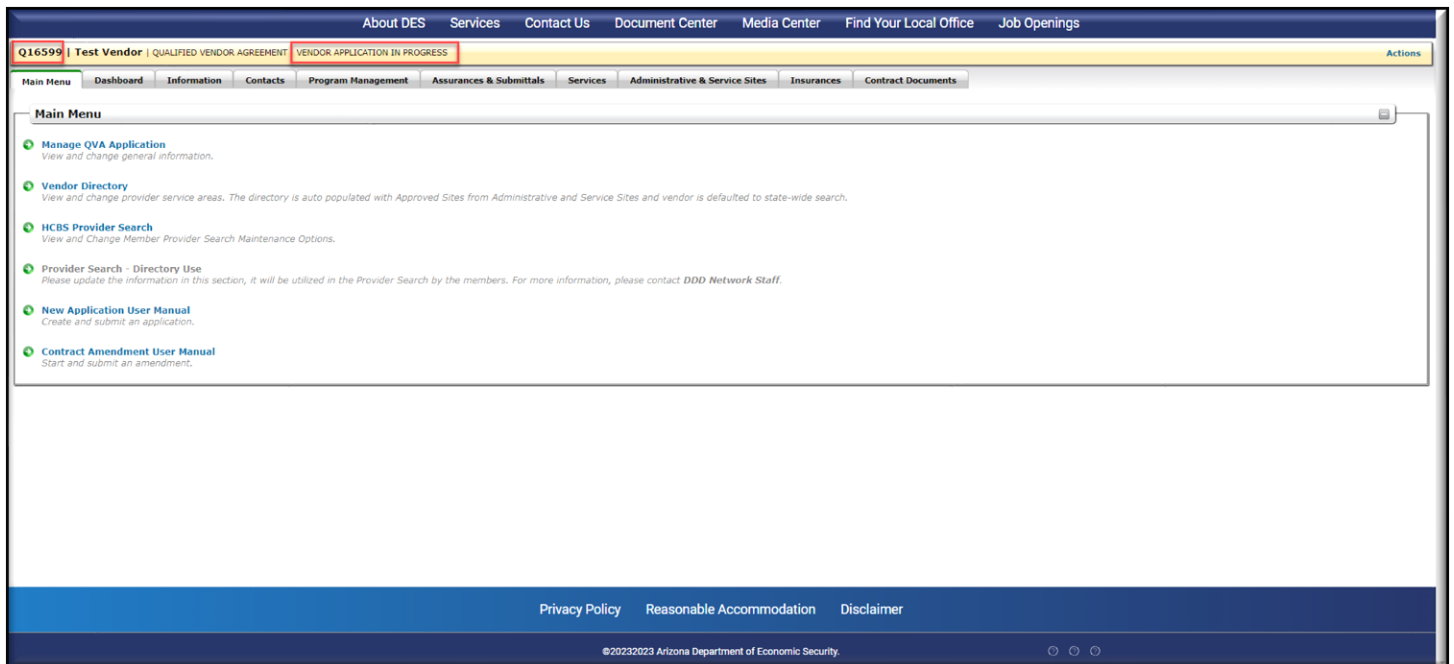
Step 2: The Main Menu page of the existing QVA contract will display. Click on the “Begin New RFQVA Application” link under the “Actions” on the right side of the page as shown below.



Step 3: A message will display as shown below. Click on the “Close” button.



Step 4: Once you click on the “Close” button in step 3 above, a new RFQVA will be created with all the details from the existing QVA contract. Also, you can see a new RFQVA Contract number at the top and the status of the application.

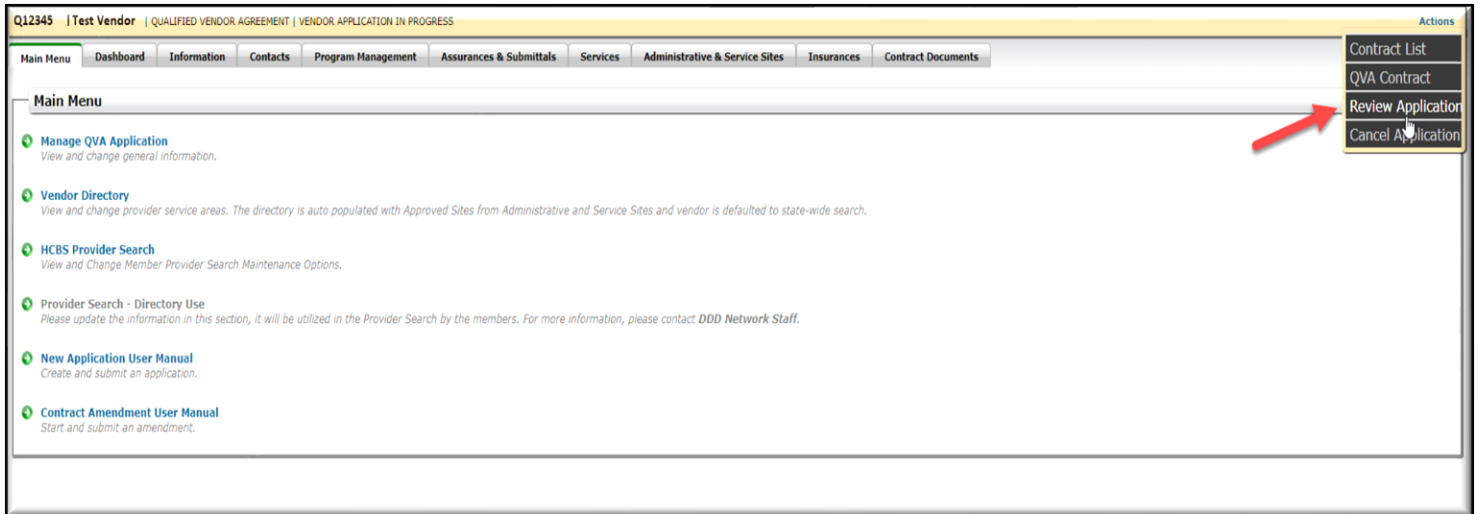


**** You have started the new RFQVA application, now go to next section to Review the details in the application****

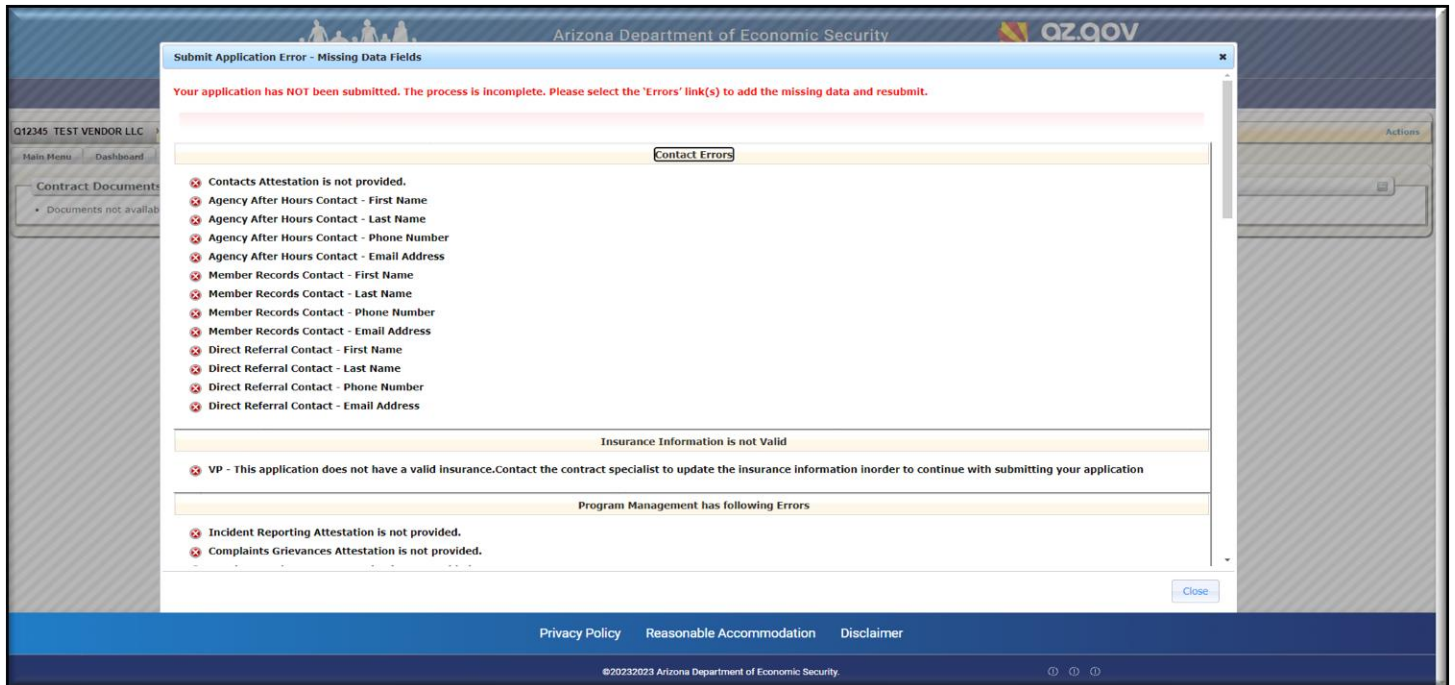
Review your application.

Please follow the below steps to review your application and complete any missing information.

Step 1: Click on the “Review Application” button on the right side in the “Actions” menu to review your application.



Step 2: All the missing information that needs to be completed will be listed on this page. Click the name of the tab to go to the specific tab to complete the missing information.



**** You have Reviewed the new RFQVA application, now go to next section to fill the missing details****

Information Tab

The Information tab provides information about the Qualified Vendor, the **Executive/Owner, and Authorized Signatories**.

- All the details provided in the existing QVA contract will be copied over to the Information Tab in the new RFQVA. You will not be able to make any changes to the existing details in this Information tab. If any changes to the details in this page are required, an amendment to the existing QVA contract (DDD-71000) should be submitted on or before November 1, 2023, using the amendment approval process.
- All the mandatory and missing information on this page will be highlighted with red asterisks (“*”) so the details must be completed before submitting the application.
- Provide all the missing information and click the “**Save**” button. You can return to this page anytime and complete the application once it has been saved.

Please reference the below steps to complete the details in the Information tab

Step 1: Click on the “**Information**” tab in the new RFQVA to see the details of this page.



Vendor Information and Vendor Address section

Step 2: Review all the details mentioned in the “Vendor Information” and “Vendor Address” sections. As mentioned earlier, no changes can be made in this section. Please follow the amendment process for the existing QVA contract to make any required changes.

Vendor Information

Legal Name *
Test Vendor

Vendor FEI *
12-3456789

Vendor DBA Name

Vendor Phone Number *
(111) 11-1111

Vendor Fax Number

Vendor Email Address

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

Please specify the nature of your organization (Choosing Agency will require you to have an FEIN and 1 or more additional employees) *

Agency Independent Professional Provider

Vendor Address

Street

Address Line 1 *
1789 W Jefferson St

Address Line 2

City *
Phoenix

State *
AZ

Zip Code *
85007

Zip4
3202

County
MARICOPA

Address District
District South

GSA
GSA 50

Zone
GSA 50 Zone 3

Mailing Same as Street

Address Line 1 *
1789 W Jefferson St

Address Line 2

City *
Phoenix

State *
AZ

Zip Code *
85007

Zip4
3202

County
MARICOPA

Address District
District South

GSA
GSA 50

Zone
GSA 50 Zone 3

Executive/Owner Information section

Step 3: Review all the details mentioned in the “Executive/Owner Information” section. If the new RFQVA has any mandatory information that is missing in this section, it will be highlighted in red on the top section as shown below. You will be able to enter the missing information.

Q12345 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | Administrative & Service Sites | Insurances | Contract Documents

The following fields are required.

- Executive/Owner - Birthdate
- Executive/Owner - Social Security

Vendor Information

Legal Name *
Test Vendor

Vendor FEI *
12-3456789

Vendor DBA Name

Vendor Phone Number *
(111) 11-1111

Vendor Fax Number

Vendor Email Address

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

Please specify the nature of your organization (Choosing Agency will require you to have an FEIN and 1 or more additional employees) *

Agency Independent Professional Provider

Vendor Address

Street

Address Line 1 *
1789 W Jefferson St

Address Line 2

City *
Phoenix

State *
AZ

Zip Code *
85007

Zip4
3202

County
MARICOPA

Address District
District South

GSA
GSA 50

Zone
GSA 50 Zone 3

Mailing Same as Street

Address Line 1 *
1789 W Jefferson St

Address Line 2

City *
Phoenix

State *
AZ

Zip Code *
85007

Zip4
3202

County
MARICOPA

Address District
District South

GSA
GSA 50

Zone
GSA 50 Zone 3

Executive/Owner Information

First Name *
Executive Owner First Name

Middle Initial

Last Name *
Executive Owner Last Name

Suffix

Birthdate *
Date of Birth *

Phone Number *
(333) 333-3333

Fax Number

Email Address *
DDDTesting@Live.com

Social Security Number (e.g. - XXXXX-XX-XXXX) *

Step 4: Provide the details for the missing information. If date of birth and SSN are missing, then enter the information.

Q12345 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | Administrative & Service Sites | Insurances | Contract Documents

The following fields are required.

- Executive/Owner - Birthdate
- Executive/Owner - Social Security

Vendor Information

Legal Name * Test Vendor Vendor FEI * 12-3456789
 Vendor DBA Name Vendor Phone Number * (111) 11-1111 Vendor Fax Number
 Vendor Email Address Vendor Website Address (e.g. - http://www.example.com or www.example.com) WWW.TESTVENDOR.COM

Please specify the nature of your organization (Choosing 'Agency' will require you to have an FEI and 1 or more additional employees.)
 Agency Independent Professional Provider

Vendor Address

Street Address Line 1 * 1789 W Jefferson St Address Line 2
 City * Phoenix State * AZ Zip Code * 85007 Zip4 * 3202 County * MARICOPA
 Address District GSA Zone GSA 50 Zone GSA 50 Zone 3

Mailing Same as Street
 Address Line 1 * 1789 W Jefferson St Address Line 2
 City * Phoenix State * AZ Zip Code * 85007 Zip4 * 3202 County * MARICOPA
 Address District GSA Zone GSA 50 Zone GSA 50 Zone 3

Executive/Owner Information

First Name * Executive/Owner First Name Middle Initial Executive/Owner Last Name Suffix
 Date of Birth * Phone Number * (333) 333-3333 Fax Number Email Address * DDDTesting@Live.com
 Social Security Number (e.g. - XXX-XX-XXXX) *

Authorized Signatory Information section

Step 5: Review the contacts information mentioned in the “Authorized Signatory” and “Alternate Authorized Signatory” sections. All the information for these fields will be copied from the existing QVA contract. If you want to make any changes to this information, please follow the amendment approval process for the existing QVA contract.

Q16602 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | Administrative & Service Sites | Insurances | Contract Documents

The following fields are required.

Vendor Information

Vendor Address

Executive/Owner Information

Authorized Signatory Information

First Name * Authorized Signatory First Name	Last Name * Authorized Signatory Last Name	Title * CEO	Phone Number * (444) 44-4444	Fax Number	Email Address * DDDTesting@Live.com
Alternate First Name Alternate Authorized Signatory First Name	Alternate Last Name Alternate Authorized Signatory Last Name	Title CFO	Phone Number (555) 55-5555	Fax Number	Email Address DDDTesting@Live.com

Save Changes

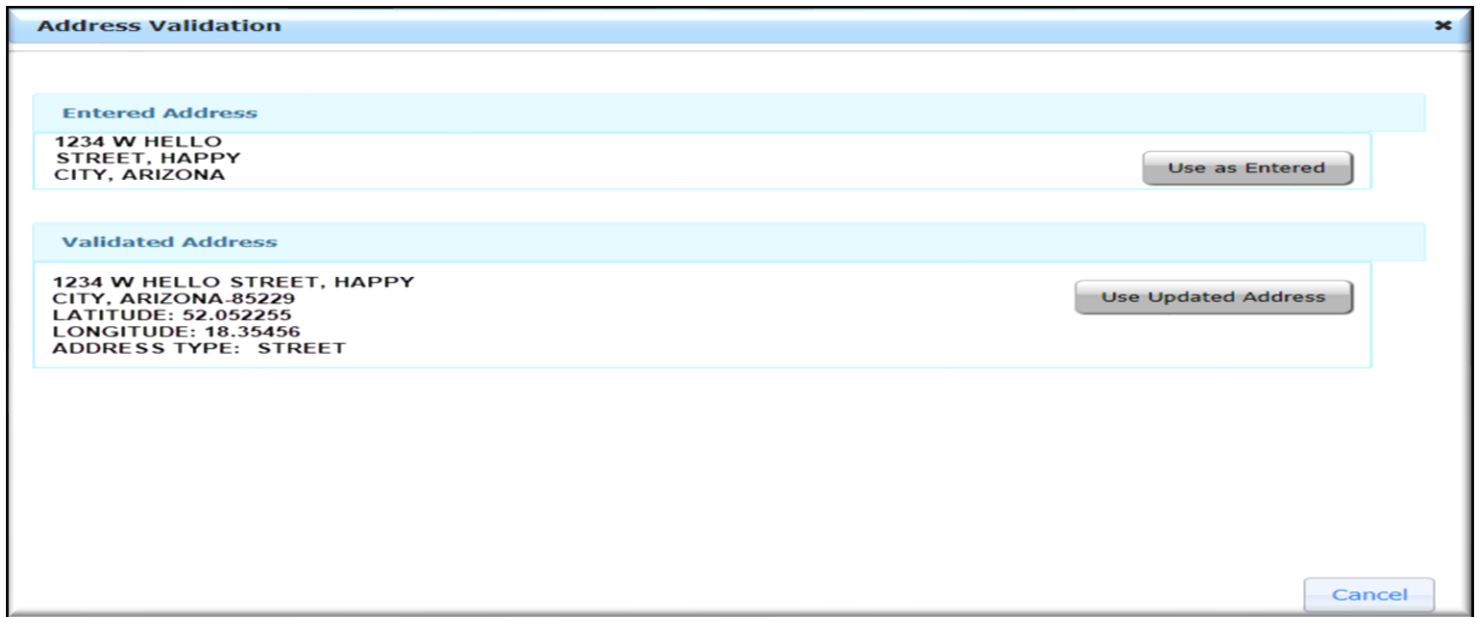
Step 6: If the new RFQVA has any mandatory information that is missing in this section, it will be highlighted in red on the top of the section as shown below. You will be able to enter the missing information.

The screenshot shows the 'Information' tab of the 'Test Vendor' application. At the top, a message states 'The following fields are required.' with a list of six items: Executive/Owner - Birthdate, Executive/Owner - Social Security, Authorized Signatory - Phone, Authorized Signatory - Email Address, Alternate Authorized Signatory - Phone, and Alternate Authorized Signatory - Email Address. Below this, the form is divided into sections: Vendor Information, Vendor Address, Executive/Owner Information, and Authorized Signatory Information. In the Executive/Owner Information section, the 'Executive Owner First Name' and 'Date Of Birth' fields are highlighted in red. In the Authorized Signatory Information section, the 'Phone Number' and 'Email Address' fields for both the Authorized Signatory and the Alternate Authorized Signatory are highlighted in red. A red box labeled 'A' is positioned above the Authorized Signatory fields, and another red box labeled 'B' is positioned below them. A 'Save Changes' button is located at the bottom right of the form.

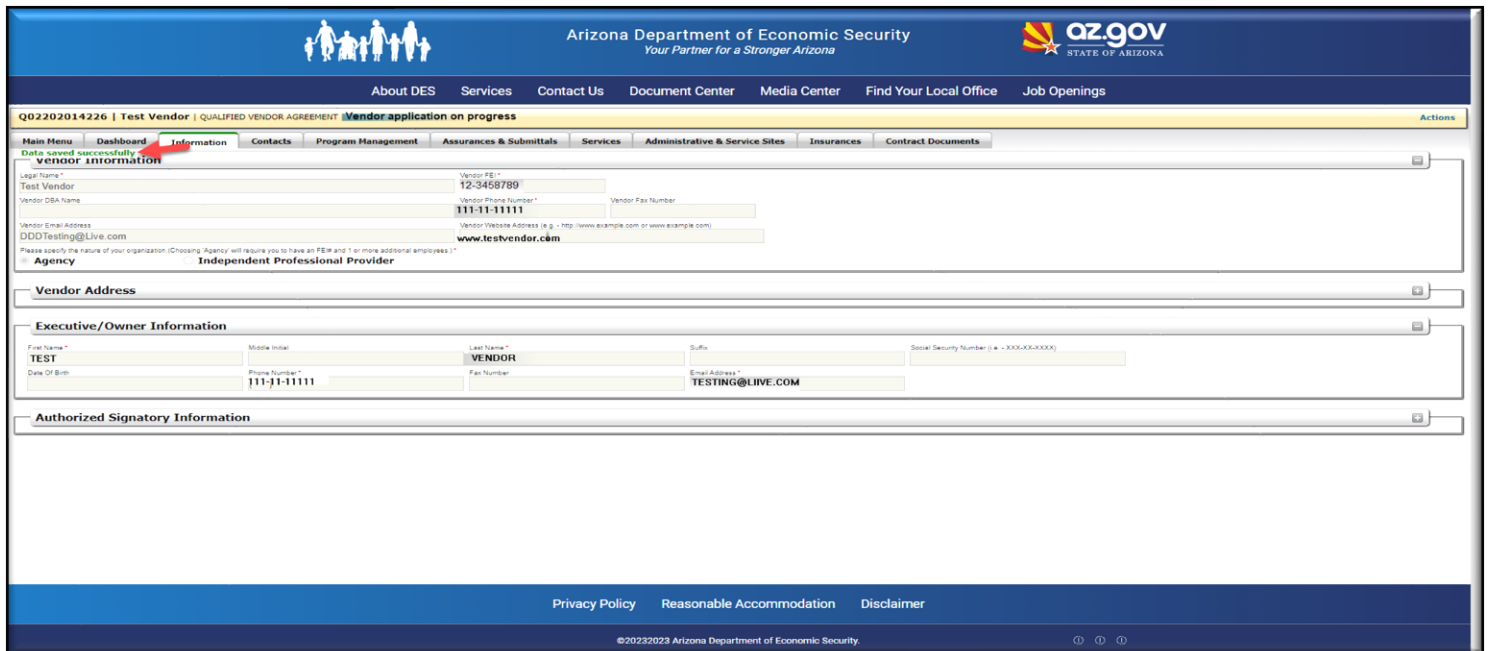
Step 7: After entering all the missing and mandatory information for this tab, click the “Save Changes” button on the bottom right side. A message window will be displayed asking you to confirm. Click “Ok” to save the information or click “Cancel” to edit or reenter the information.

This screenshot shows the same RFQVA application form as in Step 6, but with a confirmation dialog box open. The dialog box is titled 'RFQVA Application Save' and contains a yellow warning message: 'To edit or re-validate the data click on Cancel. Click on Ok to save the data. Once the data is saved, it cannot be modified until the contract is approved by the Contracts Management team.' The dialog box has 'Ok' and 'Cancel' buttons. In the background, the 'Executive/Owner Information' section is visible, with the 'Date Of Birth' field now containing the value '01/04/2005' and the 'Social Security Number' field containing '159-95-1595'. The 'Save Changes' button at the bottom right is also visible.

Step 8: If you click “Ok”, the the “Address Validation” window will be displayed to validate the address. Review the address and click on “Use as Entered” or “Use Updated Address” in the address validator window as shown below.



Step 9: Once the address is saved, the “Data saved successfully” message will appear on the top of this page.

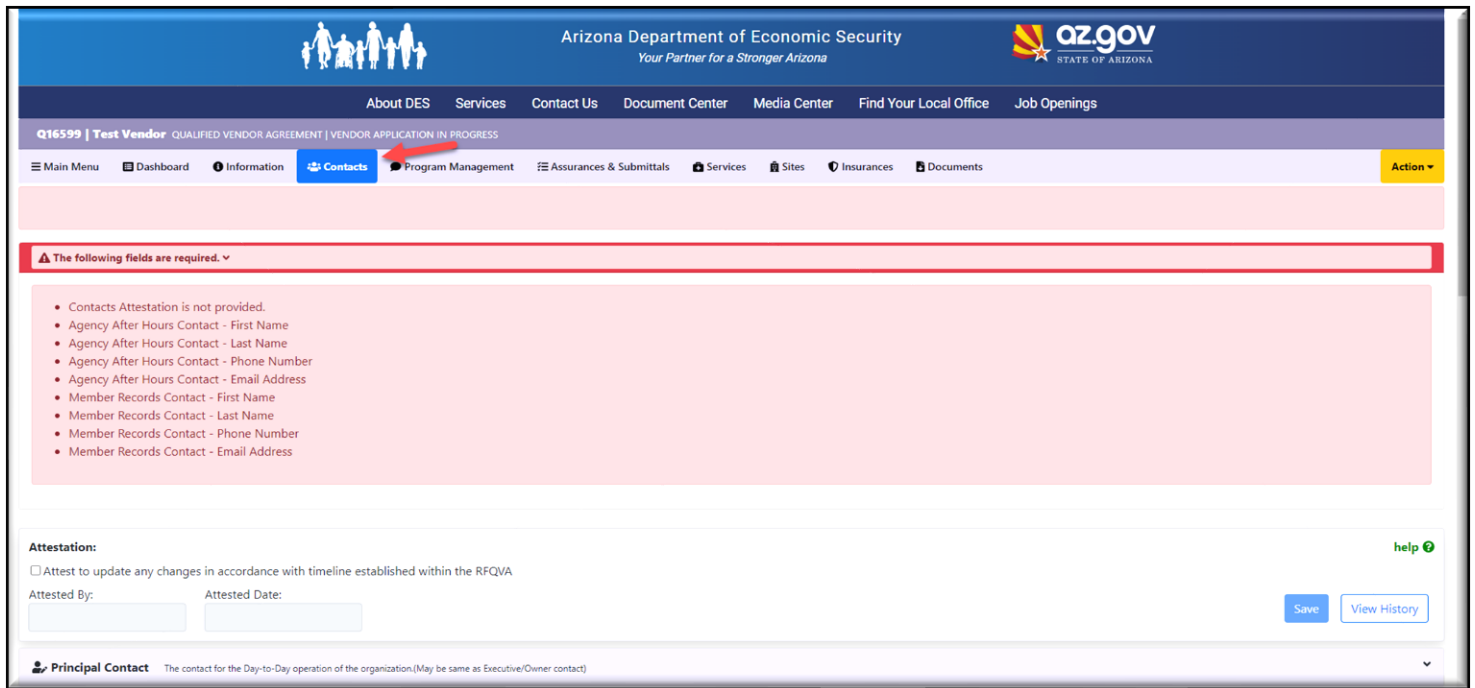


****You have completed the Information tab details. Please go to the next Tab****

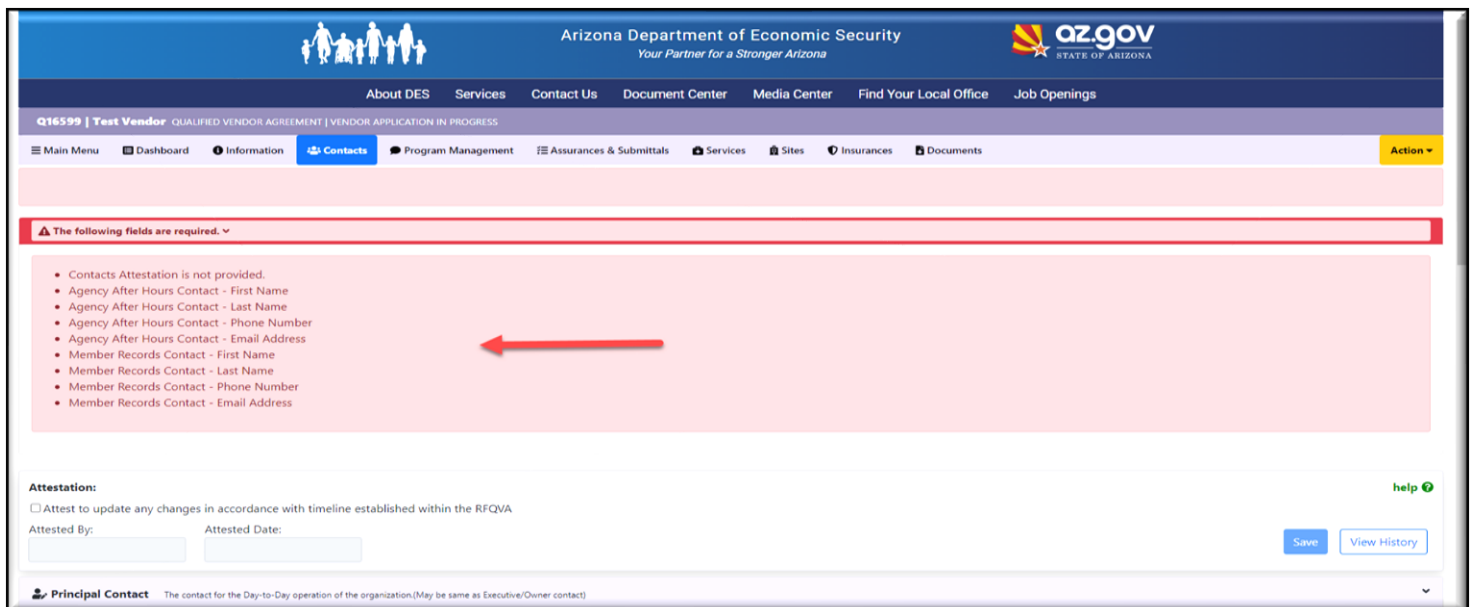
Contacts Tab

The Contacts tab provides information for the different contacts at your organization.

Step 1: Click on the “Contacts” tab, to view the details in this tab.



Step 2: Provide information for any missing details or blank fields. Any missing details or blank fields will be highlighted in red as shown below. No changes can be made in the new RFQVA for the details that are copied from the existing QVA contract. If you want to make any changes to the copied information, please follow the amendment approval process for the existing QVA contract before November 1, 2023.



Step 3: Review all the contact details.

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

First Name * Test Last Name * User1 Phone Number * (611) 111-1111 Fax Number Email Address * Testing@Live.com

Notice Contact The contact for correspondence from DDD Business Operations and from the HCBS Certification application. (May be same as Executive/Owner contact)

First Name * Test Last Name * User1 Phone Number * (611) 111-1111 Fax Number Email Address * Testing@Live.com

Electronic Visit Verification Contact The contact for all correspondence related to EVV services. Required when an EVV service is added to the contract.

First Name * Test Last Name * User1 Phone Number * (611) 111-1111 Fax Number Email Address * Testing@Live.com

Quality Management Contact The contact responsible for review, oversight, and improvement of the program.(May be same as Executive/Owner contact)

First Name * Test Last Name * User1 Phone Number * (611) 111-1111 Fax Number Email Address * Testing@Live.com

Payment/Billing Office Contact The contact for all claims and other billing correspondence to the organization.(May be same as Executive/Owner contact)

First Name * Test Last Name * User1 Phone Number * (611) 111-1111 Fax Number Email Address * Testing@Live.com

Address Line 1 * 4811 E Grant Rd Ste 141 Address Line 2

City * Tucson State * AZ Zip Code * 85712 Zip4 * 2775 County * PIMA

Step 4: There are 3 contacts in the new RFQVA application for which you need to provide the details. Click on the “same as owner” button on the right side if you want the details to match the owner contact details or enter the information for each contact.

- Direct Referral
- Agency After Hours
- Member Records

Direct Referral The contact used for emergent service needs during business hours and direct referrals & placements

First Name * Last Name * Phone Number * Fax Number Email Address * Same as Owner

Agency After Hours The contact for emergent service needs for after hours

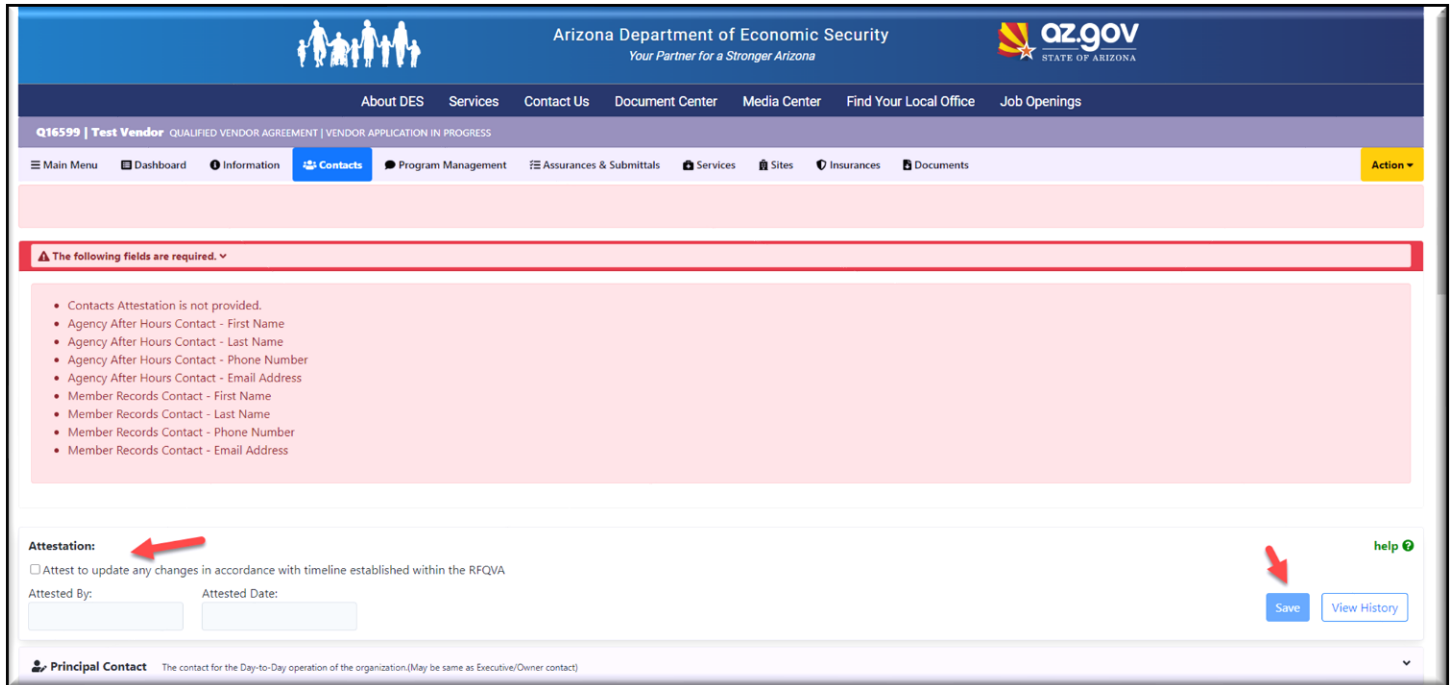
First Name * Last Name * Phone Number * Fax Number Email Address * Same as Owner

Member Records The contact used as a point of contact for the member documents(planning/ progress reports/CPOC etc)

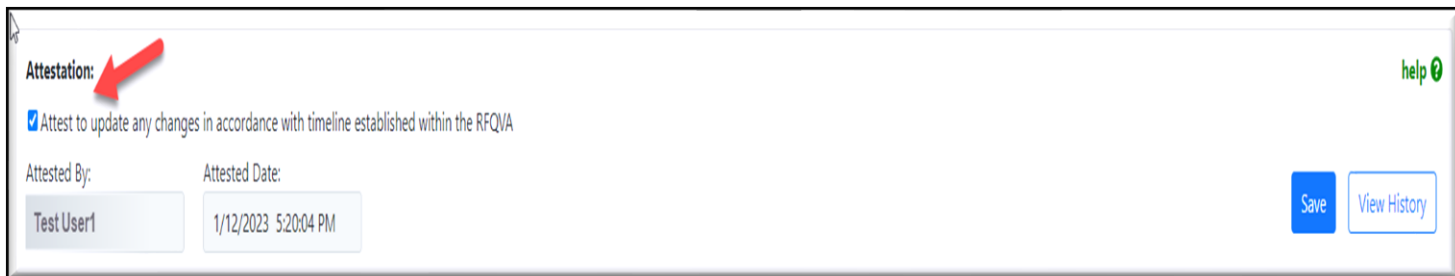
First Name * Last Name * Phone Number * Fax Number Email Address * Same as Owner

Step 5: After providing all the details, click on the “**Attestation**” check box to provide the attestation and click the “**Save**” button on the right side. As mentioned earlier in this manual, you will only be able to provide the attestation if you are a “**Provider Owner**” or “**Signatory**” and if your name is listed as one of the following.

- Executive owner
- Primary Authorized signatory
- Alternate Authorized signatory



Step 6: You can see now the “**Attested By**” and “**Attested Date**” is populated with the details as shown below.



Step 7: Click the “Help” button on the right side to see who can provide the attestation.

The screenshot shows the Arizona Department of Economic Security website. The header includes the logo and navigation links. The main content area displays a red error message: "The following fields are required." followed by a list of required fields: Agency After Hours Contact (First Name, Last Name, Phone Number, Email Address) and Member Records Contact (First Name, Last Name, Phone Number, Email Address). Below the error message is an "Attestation" section with a checkbox, "Attested By:" and "Attested Date:" fields, and "Save" and "View History" buttons. A red arrow points to a "help" button with a question mark icon in the bottom right corner of the form area.

Attestation Information

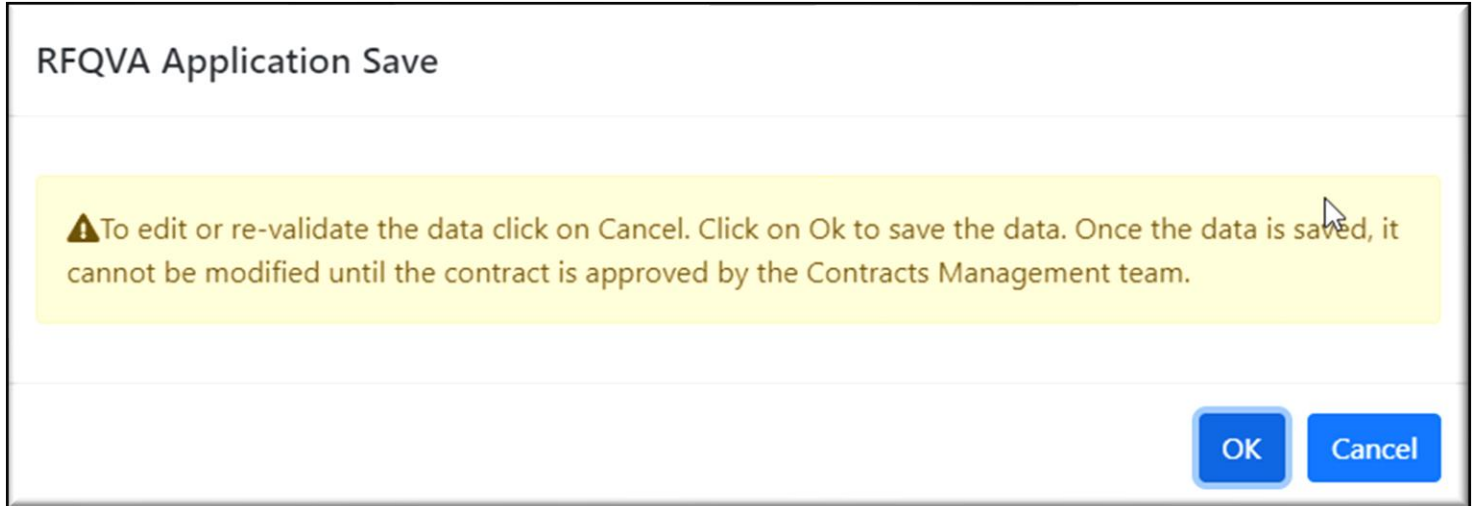
To provide the attestation, click on the check box. Verify the Attested By and Attested Date information shown and click on 'Save'.

You can click on the check box to provide attestation, only when:

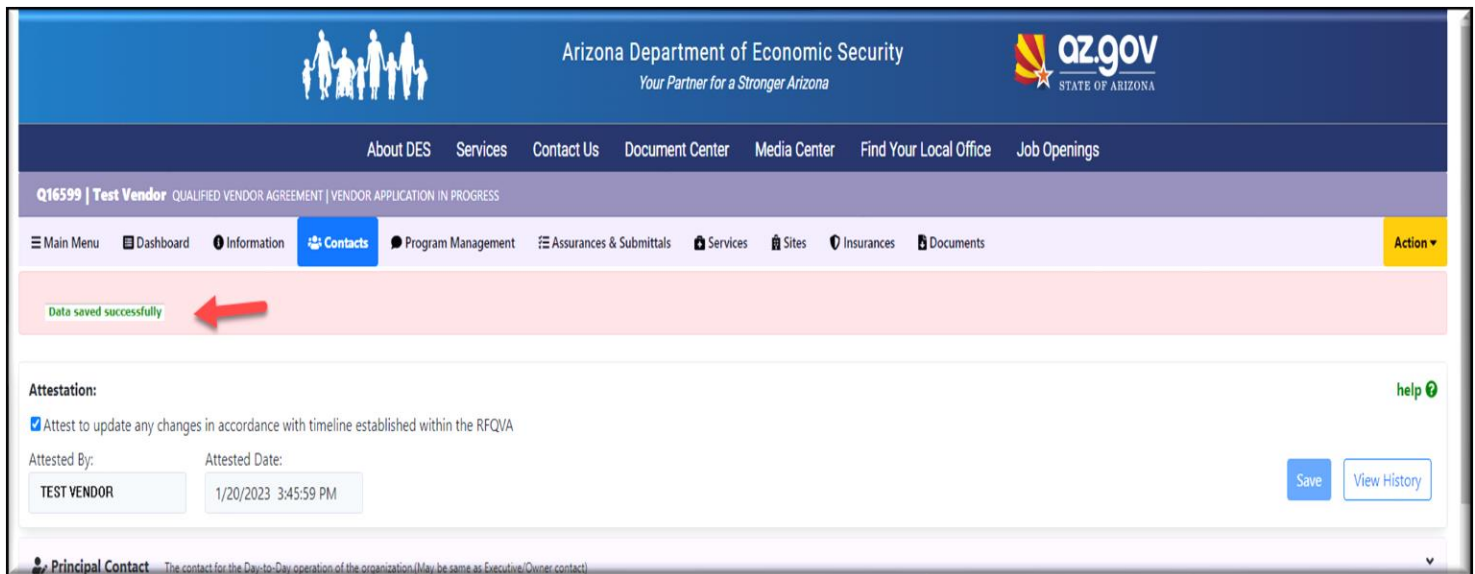
1. You have been provided with Provider Owner role or Signatory role to attest.
2. You are provided any of the above roles still unable to provide the attestations then you are not any of the following:
 - i. Executive Owner
 - ii. Primary Authorized Signatory
 - iii. Alternate Authorized Signatory

OK

Step 8: After providing all the details including the attestation, click the “Save” button on the bottom right side of the tab. You will see the below message asking you to confirm the details. Click “Ok” to save the details provided or click “Cancel” to edit and re-enter the details.



Step 9: Now all the details are provided and saved. You will see the below message that all the data was saved successfully.



Step 10: Click on the “View History” button on the attestation section as shown below to check the attestation history.

The screenshot shows the Arizona Department of Economic Security (DES) website interface. At the top, there is a blue header with the DES logo and the text "Arizona Department of Economic Security Your Partner for a Stronger Arizona" and the "az.gov STATE OF ARIZONA" logo. Below the header is a navigation menu with links: "About DES", "Services", "Contact Us", "Document Center", "Media Center", "Find Your Local Office", and "Job Openings". A secondary navigation bar shows the current page: "Q16599 | Test Vendor QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS". Below this is a main menu with icons for "Main Menu", "Dashboard", "Information", "Contacts", "Program Management", "Assurances & Submittals", "Services", "Sites", "Insurances", and "Documents". A yellow "Action" button is on the right. A pink notification bar says "Data saved successfully". The main content area is titled "Attestation:" and contains a checked checkbox "Attest to update any changes in accordance with timeline established within the RFQVA". Below this are fields for "Attested By:" (TEST VENDOR) and "Attested Date:" (1/20/2023 3:45:59 PM). To the right of these fields are "Save" and "View History" buttons. A red arrow points to the "View History" button. A "help" icon is also visible. At the bottom, there is a "Principal Contact" section with a small text description.

The screenshot shows the "Attestation History" section. It features a table with the following columns: "Attested By", "Attestation Start Date", and "Attestation End Date". The table contains one entry: "TEST VENDOR" with an attestation start date of "1/20/2023 3:45:59 PM". Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are "OK" and "Cancel" buttons.

****You have completed the Contacts tab details. Please go to the next Tab****

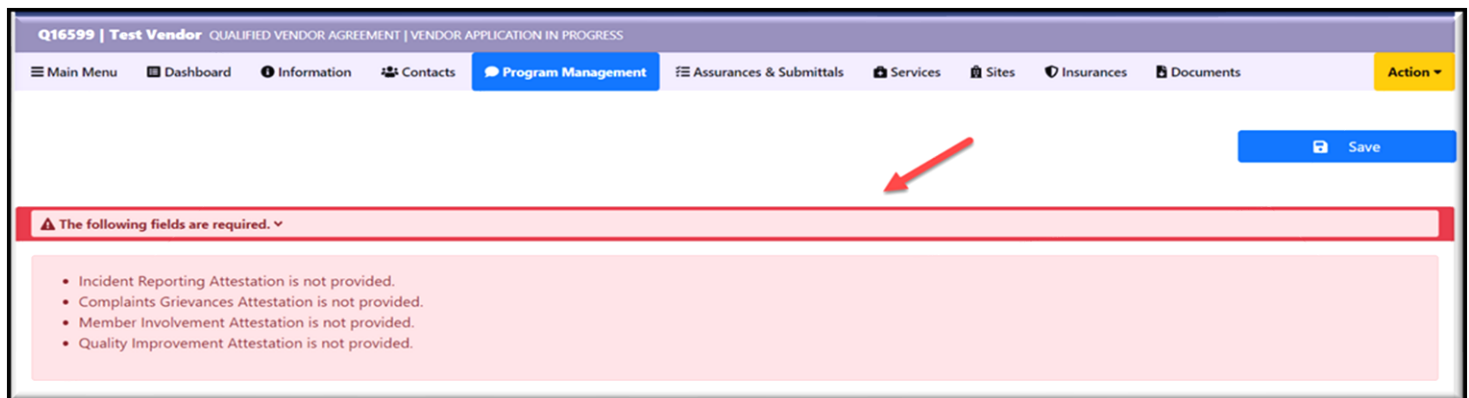
Program Management Tab

The Program Management tab provides information about the names and positions of the people in the organization who are responsible for the management of different tasks in the existing QVA contract like recruitment, training, incident management, etc.

- To submit the new RFQVA, the attestation needs to be provided for all the sections In the Program Management tab.
- You can review and attest individual sections or attest all the sections together and save.
- No changes can be made to the **First name, Last name and title** from this tab in the new RFQVA.
- If there are any changes in the **First name, Last name and title** then you must submit an amendment to the existing QVA contract (RFQVA DDD-710000) and follow the **amendment approval process**.

Please follow the below steps to complete the details in the Program Management tab.

Step 1: All the sections that need the attestation will be displayed in the red highlighted section as shown below.



Step 2: Attestation can only be provided by the users who have the "Provider Owner" and "Signatory" roles. Also, the name should be listed as one of the below.

- Executive owner
- Primary Authorized signatory
- Alternate Authorized signatory

Step 3: If you see the below message in the Program Management tab near the attestation box, you are not authorized to provide attestation as shown below. Click on the **“More Info”** link to see why you are not able to provide the attestation. Please contact your organization’s administrator to provide you with the necessary role to provide the attestation.

The screenshot shows the 'Incident Reporting Information' form. It contains two sections for identifying responsible personnel. The first section asks for the position responsible for final review, with fields for First Name (Test Firstname), Last Name (Test Lastname), and Title (Director). The second section asks for the position responsible for notifying members, with similar fields. Below these is an 'Attestation' section with a red warning message: 'Attestation: ⚠ You are not authorized to provide attestation. More info'. A red arrow points to the 'More info' link. There is also a 'help' icon with a question mark. At the bottom right are 'Save' and 'View History' buttons.

Step 4: The **“Help”** option is available at the right side of each section. Click on the **“Help”** button for any clarification in providing attestation

The screenshot shows the 'Complaints & Grievances Information' form. It contains a section for identifying the responsible person for resolving the complaint, with fields for First Name (Test Firstname), Last Name (Test Lastname), and Title (Speech Language Path). Below this is an 'Attestation' section with a checkbox for 'Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement'. At the bottom right, there is a 'help' icon with a question mark, which is highlighted by a red arrow. There are also 'Save' and 'View History' buttons.

Please follow the below steps to provide attestation to the individual sections.

Step 5: Scroll down to the **Incident Reporting Information section** and review the **First Name, Last Name and Title** to make sure the details are correct. After reviewing the information click on the check box in the **Attestation** section as shown below.

The screenshot shows the 'Incident Reporting Information' form. It contains two sections for organizational roles, each with fields for First Name, Last Name, Title, and Speech Language Path. Below these is the 'Attestation' section, which includes a checkbox labeled 'Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement'. A red box highlights this checkbox, and a red arrow points to it from a text box that says 'Click on the check box to provide the attestation'. There are also 'Attested By' and 'Attested Date' fields, and 'Save' and 'View History' buttons on the right.

Step 6: After clicking the check box, the attestation will be provided, and the **“Attested by”** and **“Attested Date”** will be populated. Then click the **“Save”** button on the right side. The attestation will be saved.

This screenshot shows the same 'Incident Reporting Information' form as the previous one, but with the 'Attestation' section updated. The checkbox is now checked. The 'Attested By' field is populated with 'Test Firstname Test Lastname' and the 'Attested Date' field is populated with '1/10/2023 9:18:24 AM'. A red box highlights the entire 'Attestation' section. A red arrow points to the 'Save' button on the right side of the form.

Step 7: Next, scroll down to the **Complaints & Grievances Information** section and review the **First Name, Last Name and Title** to make sure the details are correct. After reviewing the details click on the check box in the **Attestation** section as shown below.

The screenshot shows the 'Complaints & Grievances Information' section of a web form. It includes three input fields for 'First Name' (containing 'Test Firstname'), 'Last Name' (containing 'Test Lastname'), and 'Title' (containing 'Speech Language Path'). Below these is the 'Attestation' section, which features an unchecked checkbox with the text 'Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement'. A red callout box with the text 'Click on the check box to provide the attestation' and an arrow points to the checkbox. To the right of the checkbox is a 'help' icon. Below the checkbox are two input fields for 'Attested By:' and 'Attested Date:'. At the bottom right of the form are 'Save' and 'View History' buttons.

Step 8: After clicking the check box, the attestation will be provided and the **“Attested by”** and **“Attested Date”** will be populated. Then click on the **“Save”** button on the right side. The Attestation will be saved.

This screenshot shows the same 'Complaints & Grievances Information' form, but the 'Attestation' checkbox is now checked. The 'Attested By:' field is populated with 'Test Firstname Test Lastname' and the 'Attested Date:' field is populated with '1/10/2023 9:41:05 AM'. A red arrow points to the 'Save' button, indicating the next step in the process.

Step 9: Next, scroll down to the **Member/Member Representative Input** section and review the **First Name, Last Name and Title** to make sure the details are correct. After reviewing the details click on the check box in the **Attestation** section as shown below.

The screenshot shows the 'Member/Member Representative Input' form. At the top, there is a header with a dropdown arrow. Below the header, the question 'Which position is feedback forwarded to within the organization?' is followed by three input fields: 'First Name' (containing 'Test Firstname'), 'Last Name' (containing 'Test Lastname'), and 'Title' (containing 'Speech Language Path'). Below these fields is the 'Attestation' section. It features a checkbox labeled 'Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement'. A red box highlights this checkbox, and a callout box with a red arrow pointing to it contains the text 'Click on the check box to provide the attestation'. Below the checkbox are two input fields: 'Attested By:' (containing 'Test Firstname Test Lastname') and 'Attested Date:' (containing '1/10/2023 9:48:00 AM'). To the right of these fields are two buttons: 'Save' and 'View History'. A 'help' icon is also visible in the top right corner of the form area.

Step 10: After clicking the check box, the attestation will be provided and the “**Attested by**” and “**Attested Date**” will be populated. Then click the “**Save**” button on the right side. The Attestation will be saved.

This screenshot shows the same 'Member/Member Representative Input' form as the previous one, but with the 'Attestation' section updated. The checkbox 'Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement' is now checked. The 'Attested By:' field now contains 'Test Firstname Test Lastname' and the 'Attested Date:' field contains '1/10/2023 9:48:00 AM'. A red box highlights the entire 'Attestation' section. A red arrow points to the 'Save' button, which is now highlighted in blue. The 'View History' button and the 'help' icon remain visible.

Step 11: Next, scroll to the **Quality Improvement Information** section, and click on the check box in the **Attestation** section as shown below. After clicking the check box, the attestation will be provided and the **“Attested by”** and **“Attested Date”** will be populated.

Quality Improvement Information

Attestation: Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

Save View History help

Quality Improvement Information

Attestation: Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

Test Firstname Test Lastname 1/10/2023 9:58:07 AM

Save View History help

Step 12: Once all the sections are attested and saved, you will see the message indicating the data was saved successfully as shown below.

Arizona Department of Economic Security
Your Partner for a Stronger Arizona

az.gov STATE OF ARIZONA

About DES Services Contact Us Document Center Media Center Find Your Local Office Job Openings

Q12345 | TEST VENDOR QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Main Menu Dashboard Information Contacts Program Management Assurances & Submittals Services Sites Insurances Documents Action

Program Management data saved successfully

Save

Incident Reporting Information

Which position in the organization is responsible for the final review of the incident prior to submission to the Division?

First Name: Last Name: Title:

Test Firstname Test Lastname Test Lastname Speech Language Path

Which position in the organization is responsible for notifying a member/member representative of incidents?

First Name: Last Name: Title:

Test Firstname Test Lastname Test Lastname Speech Language Path

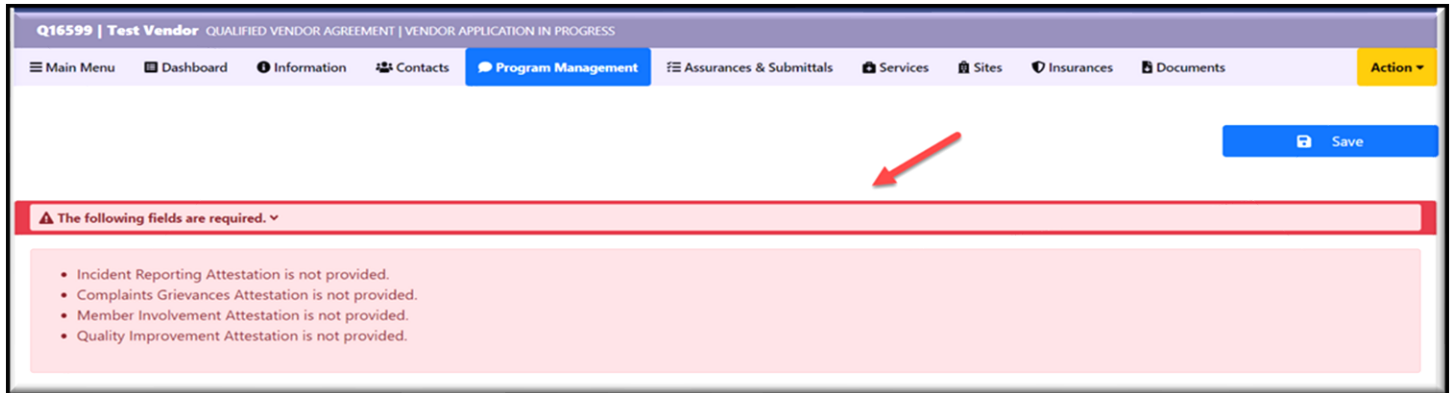
Attestation: Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

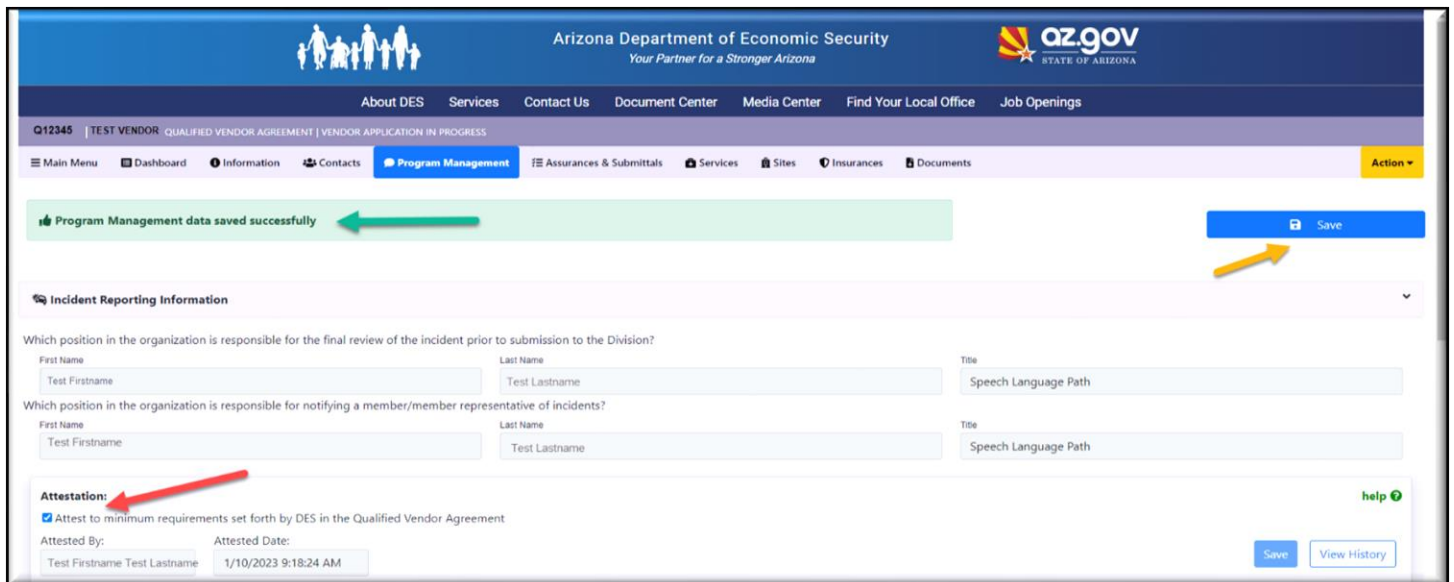
Test Firstname Test Lastname 1/10/2023 9:18:24 AM

Save View History help

Step 13: if you want to attest all the sections together, click the Program Management tab.



Step 14: Review the **First name, Last name and Title** and then click the **Attestation check box** in all the sections where the **red arrow** is pointing below. Then click the **“Save”** button on the right side where the **Yellow arrow** is pointing. After saving, you will see the message as shown below where the **green arrow** is pointing.

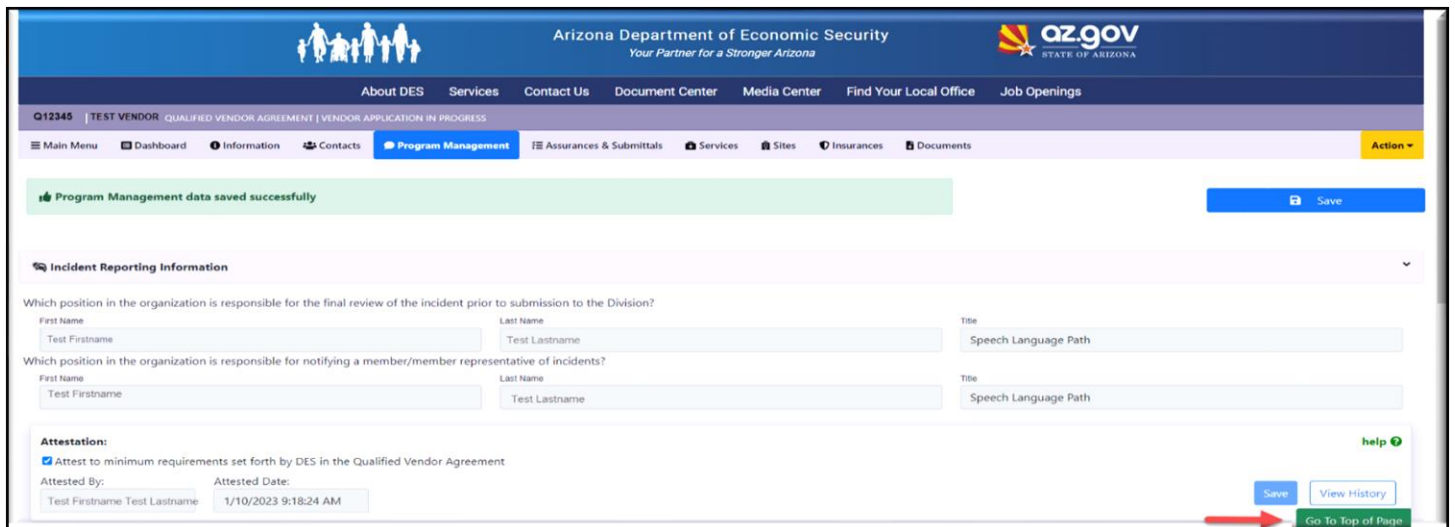


Contract Administration System (CAS) RFQVA DDD-2024 User Manual

Step 15: For your convenience, the “Save” button will be available both at the top and bottom right side of the page.



Step 16: As you scroll down, the “GO TO TOP OF PAGE” button can be seen at the right side. Click on this button if you want to return to the top of the page anytime while reviewing or providing attestation.



Step 17: Click “View History” at the right side of each section to see all your attestation details including the name of the person who attested as well as the date and time when the attestation was provided.

Arizona Department of Economic Security
Your Partner for a Stronger Arizona

Q12345 | TEST VENDOR | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Program Management data saved successfully

Incident Reporting Information

Which position in the organization is responsible for the final review of the incident prior to submission to the Division?

First Name: Test Firstname, Last Name: Test Lastname, Title: Speech Language Path

Which position in the organization is responsible for notifying a member/member representative of incidents?

First Name: Test Firstname, Last Name: Test Lastname, Title: Speech Language Path

Attestation:

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Test Firstname Test Lastname, Attested Date: 1/10/2023 9:18:24 AM

Buttons: Save, View History (highlighted with red arrow), help

Step 18: Click “Ok” or “Cancel” to return to the Program Management tab. Click on “Excel” to download the attestation history details in a Microsoft Excel format or click “PDF” to see the attestation history details in PDF format.

Attestation History

Buttons: Excel, PDF (highlighted with red arrows), Search: [input], help

Showing 1 to 1 of 1 entries

Attested By	Attestation Start Date	Attestation End Date
Test Firstname Test Lastname	1/10/2023 9:18:24 AM	

Navigation: < Previous, 1, Next >, Show 10 entries

Buttons: OK, Cancel (highlighted with red arrow)

****You have completed the Program Management tab details. Please go to the next Tab****

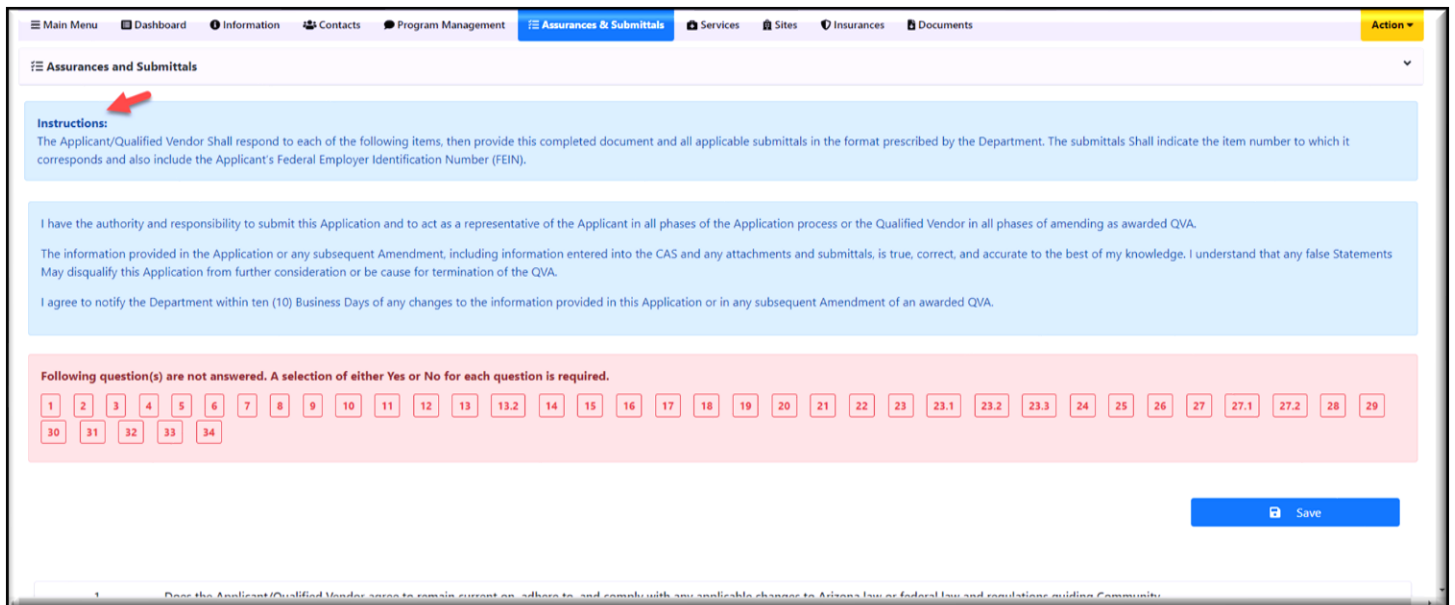
Assurances & Submittals Tab

The Assurances & Submittals tab contains information about various types of assurances and supporting documents that must be provided before submitting the application.

- You will need to provide an answer for each question in the Assurances and Submittals tab.
- The questions which require assurances in the RFQVA DDD-2021 have changed and many questions are new. Review each question carefully.
- Based on your answers, you may need to provide supporting documentation. Those documents can now be uploaded electronically from the “**Documents**” tab. Please follow the instructions in the “**Documents**” tab section of this manual and upload the documents.

Please follow the below steps to answer the questions in the Assurance & Submittals tab.

Step1: Click on the “**Assurances & Submittals**” tab, all the questions that need to be answered will be visible. Please read and understand the “**Instructions**” section at the top before answering any questions.



Step 2: All the question numbers that are required to be answered will be highlighted at the top as shown in the below picture. Please scroll down and provide the answers one by one. If your answer for the question is 'Yes', then click the "Yes" button. If your answer for the question is 'No', then click the "No" button. If you clicked the 'Yes' button first and then are not sure about your answer, click the "Not Set" button, which will remove your previous answer. You can review and answer the question again.

Assurances and Submittals

Instructions:
The Applicant/Qualified Vendor Shall respond to each of the following items, then provide this completed document and all applicable submittals in the format prescribed by the Department. The submittals Shall indicate the item number to which it corresponds and also include the Applicant's Federal Employer Identification Number (FEIN).

I have the authority and responsibility to submit this Application and to act as a representative of the Applicant in all phases of the Application process or the Qualified Vendor in all phases of amending as awarded QVA.

The information provided in the Application or any subsequent Amendment, including information entered into the CAS and any attachments and submittals, is true, correct, and accurate to the best of my knowledge. I understand that any false Statements May disqualify this Application from further consideration or be cause for termination of the QVA.

I agree to notify the Department within ten (10) Business Days of any changes to the information provided in this Application or in any subsequent Amendment of an awarded QVA.

Following question(s) are not answered. A selection of either Yes or No for each question is required.

1 2 3 4 5 6 7 8 9 10 11 12 13 13.2 14 15 16 17 18 19 20 21 22 23 23.1 23.2 23.3 24 25 26 27 27.1 27.2 28 29
30 31 32 33 34

Save

1. Does the Applicant/Qualified Vendor agree to remain current on, adhere to, and comply with any applicable changes to Arizona law or federal law and regulations guiding Community Developmental Disability Services, Department rules or policy, AHCCCS rules or policy, and Division Rate Book and billing process that apply to the provision of each developmental disability services applied for and awarded? **Yes** **No** Not Set

2. Does the Applicant/Qualified Vendor agree to maintain information within designated Department systems (e.g., Qualified Vendor Contract Administration System or the CAS) to reflect current Applicant/Qualified Vendor operations and information? **Yes** **No** Not Set

3. Does the Applicant/Qualified Vendor understand and agree that the Department May terminate the QVA based upon inactivity? For example, the Applicant/Qualified Vendor has not obtained authorizations and/or provided services to eligible Members during a six (6) month period. **Yes** **No** Not Set

4. Does the Applicant/Qualified Vendor agree to maintain and comply with any licensing, certification, credentialing and/or registration requirements set forth under federal or Arizona law, rules, or policy for the provision of each developmental disability service applied for and awarded? **Yes** **No** **Not Set**

5. Does the Applicant/Qualified Vendor understand that payment will not be made for services delivered prior to the Contract Effective Date of any licensing, certification, credentialing and/or registration as required by federal or Arizona law, rules, or policy? **Yes** **No** Not Set

6. Has the Applicant/Qualified Vendor or any of its Key Personnel had a Community Developmental Disability Service or similar service license(s), certification(s) and/or registration(s) revoked, denied, or suspended in Arizona or in any other state within the past seven (7) years? **Yes** **No** Not Set

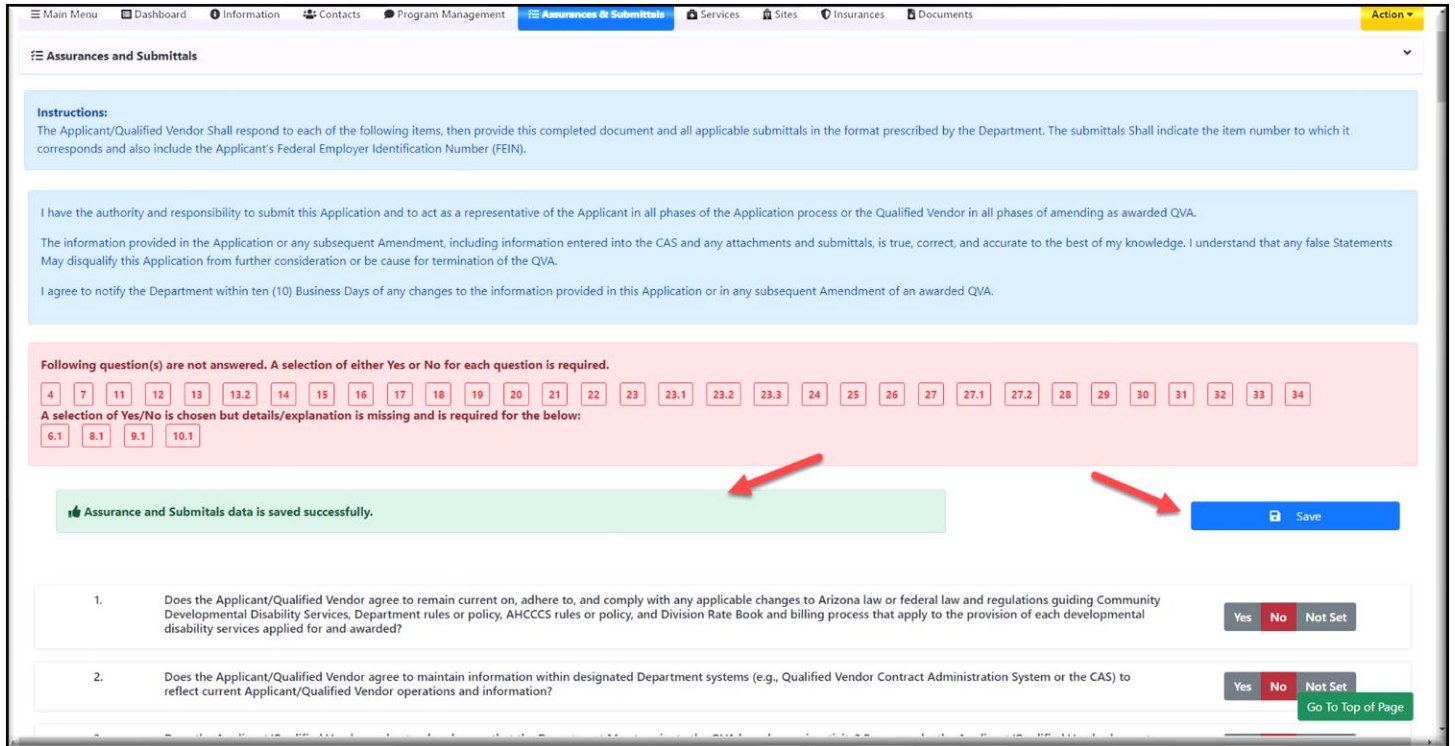
6.1. If yes, submit an explanation and current status.

7. Has the Applicant/Qualified Vendor or any of its Key Personnel been a party to any Contract terminated for cause relating to Community Developmental Disability Services or similar services in Arizona or in any other state within the past seven (7) years? **Yes** **No** **Not Set**

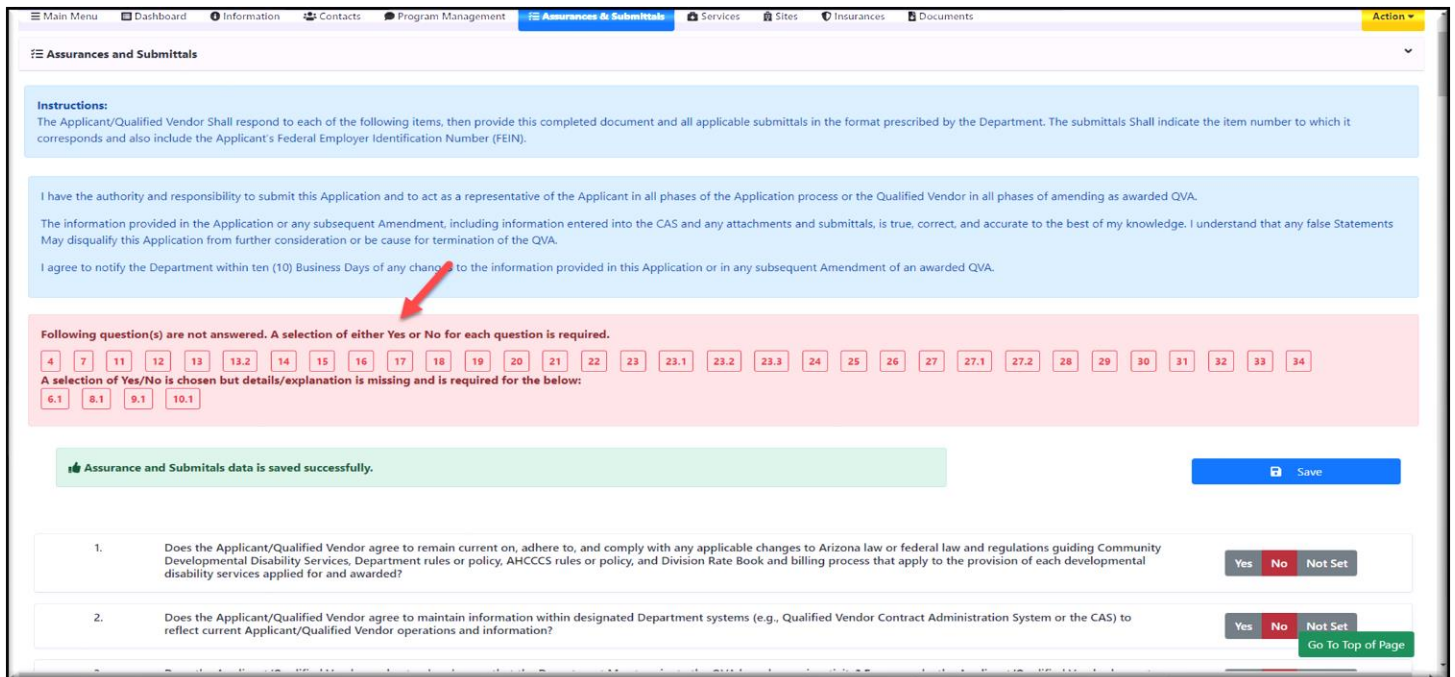
7.1. If yes, submit a detailed description of such terminations.

Go To Top of Page

Step 3: After answering all questions, click the **“Save”** button located at either the top or bottom right side of the page. After clicking **“Save”**, all the responses provided will be saved and a message that the data was saved successfully will be visible.



Step 4: If you did not answer any required questions, those question numbers will be shown at the top. Answer the incomplete questions and then click the **“Save”** button.



Step 5: Use the “Go To Top of Page” button at the right side anytime if you want to return to the top of the page while answering the questions.

Main Menu | Dashboard | Information | Contacts | Program Management | **Assurances & Submittals** | Services | Sites | Insurances | Documents | Action

Assurances and Submittals

Instructions:
The Applicant/Qualified Vendor Shall respond to each of the following items, then provide this completed document and all applicable submittals in the format prescribed by the Department. The submittals Shall indicate the item number to which it corresponds and also include the Applicant's Federal Employer Identification Number (FEIN).

I have the authority and responsibility to submit this Application and to act as a representative of the Applicant in all phases of the Application process or the Qualified Vendor in all phases of amending as awarded QVA.
The information provided in the Application or any subsequent Amendment, including information entered into the CAS and any attachments and submittals, is true, correct, and accurate to the best of my knowledge. I understand that any false Statements May disqualify this Application from further consideration or be cause for termination of the QVA.
I agree to notify the Department within ten (10) Business Days of any changes to the information provided in this Application or in any subsequent Amendment of an awarded QVA.

Following question(s) are not answered. A selection of either Yes or No for each question is required.
4 7 11 12 13 13.2 14 15 16 17 18 19 20 21 22 23 23.1 23.2 23.3 24 25 26 27 27.1 27.2 28 29 30 31 32 33 34
A selection of Yes/No is chosen but details/explanation is missing and is required for the below:
6.1 8.1 9.1 10.1

Assurance and Submittals data is saved successfully. Save

1. Does the Applicant/Qualified Vendor agree to remain current on, adhere to, and comply with any applicable changes to Arizona law or federal law and regulations guiding Community Developmental Disability Services, Department rules or policy, AHCCCS rules or policy, and Division Rate Book and billing process that apply to the provision of each developmental disability services applied for and awarded? Yes No Not Set

2. Does the Applicant/Qualified Vendor agree to maintain information within designated Department systems (e.g., Qualified Vendor Contract Administration System or the CAS) to reflect current Applicant/Qualified Vendor operations and information? Yes No Not Set Go To Top of Page

****You have completed the Assurance & Submittals tab details. Please go to the next Tab****

Services Tab

- The “**Services**” tab provides information about the services your Agency is authorized to provide under the existing QVA contract. These services are populated to the application for the new RFQVA.
- You need to provide attestation to all authorized services to submit the new RFQVA.
- Attestation can only be provided by the users in the “**Provider Owner**” and “**Signatory**” roles. Also, your name must be listed as one of the below.
 1. Executive owner
 2. Primary Authorized signatory
 3. Alternate Authorized signatory

Please follow the below steps to complete the details for the Services tab.

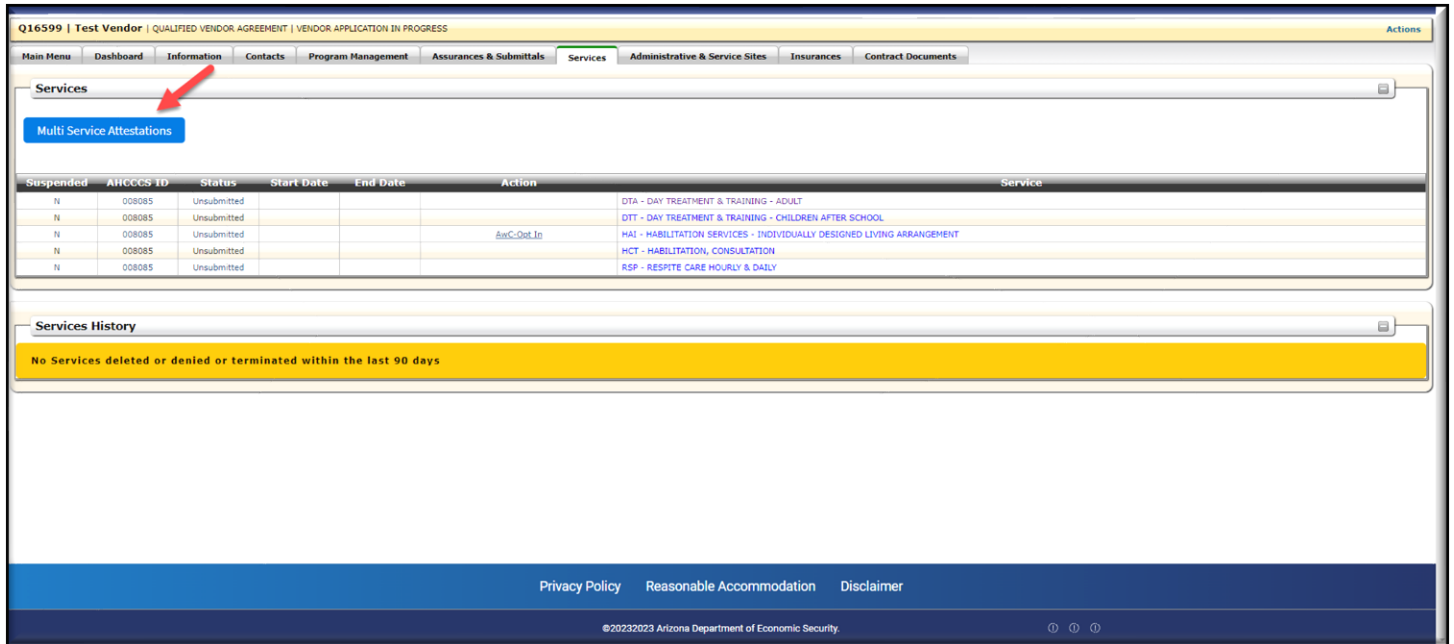
Step 1: Click on the “**Services**” tab in the new RFQVA. You will see all the authorized services that were transferred from your existing QVA contract.

The screenshot shows the 'Services' tab selected in the navigation menu. The main content area displays a table of services. The table has the following columns: Suspended, AHCCCS ID, Status, Start Date, End Date, Action, and Service. The data rows are as follows:

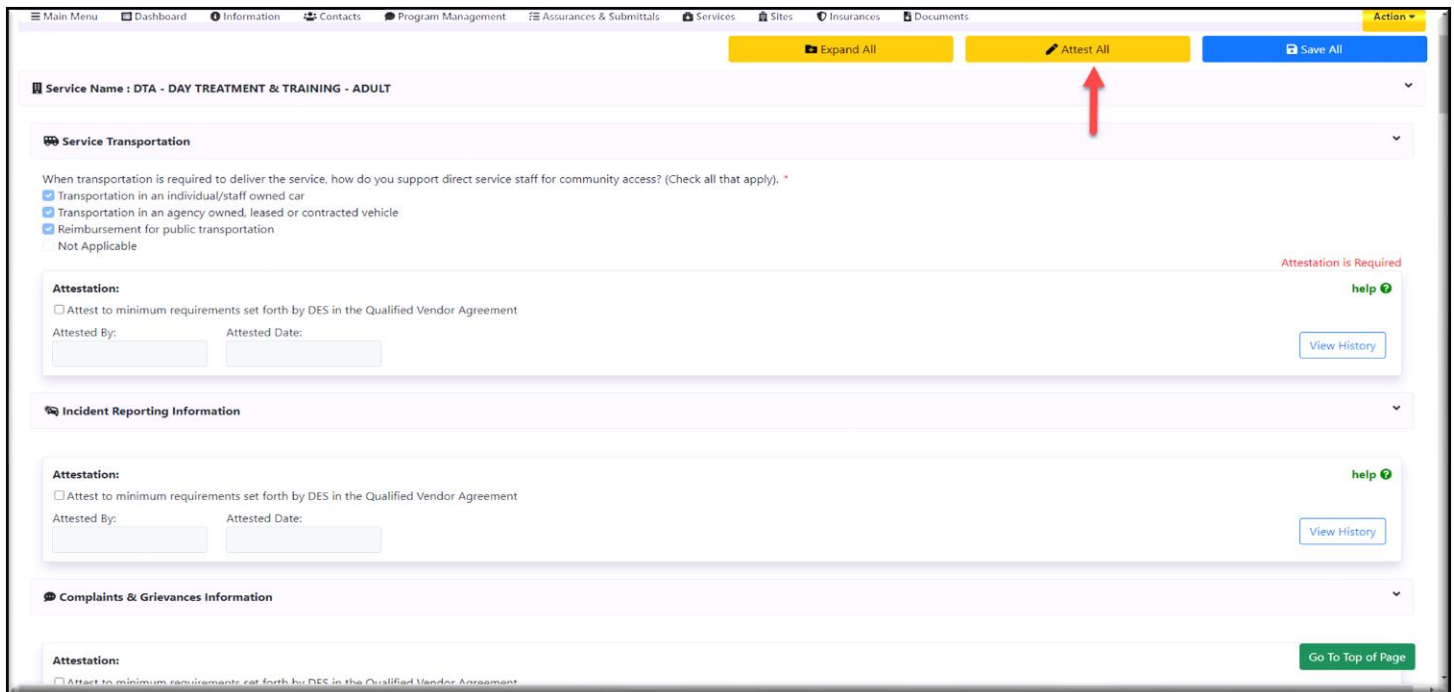
Suspended	AHCCCS ID	Status	Start Date	End Date	Action	Service
N	008085	Unsubmitted				DTA - DAY TREATMENT & TRAINING - ADULT
N	008085	Unsubmitted				DTT - DAY TREATMENT & TRAINING - CHILDREN AFTER SCHOOL
N	008085	Unsubmitted			&wC-Dot_In	HAI - HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT
N	008085	Unsubmitted				HCT - HABILITATION, CONSULTATION
N	008085	Unsubmitted				RSP - RESPITE CARE HOURLY & DAILY

Below the table is a 'Services History' section with a yellow message: 'No Services deleted or denied or terminated within the last 90 days'.

Step 2: Click on the “Multi Service Attestations” button as shown below on the Services page.



Step 3: After clicking “Multi Service Attestations” you will see all the services and details as shown below. Review all the available details and click the “Attest All” button.



Contract Administration System (CAS) RFQVA DDD-2024 User Manual

Step 4: When you click the “Attest All” button, the attestation is provided to all the services at the same time, and you will see a message that your attestation has been provided. You will be prompted to save.

The screenshot shows the top navigation bar with 'Main Menu', 'Dashboard', 'Information', 'Contacts', 'Program Management', 'Assurances & Submittals', 'Services', 'Sites', 'Insurances', and 'Documents'. A green notification bar at the top states: "✓ All attestations required have been attested. Please click Save to continue." A red arrow points to this message. Below the notification are three buttons: 'Collapse All' (yellow), 'Attest All' (yellow), and 'Save All' (blue). The main content area is titled 'Service Name : DTA - DAY TREATMENT & TRAINING - ADULT'. Under 'Service Transportation', there are three checked options: 'Transportation in an individual/staff owned car', 'Transportation in an agency owned, leased or contracted vehicle', and 'Reimbursement for public transportation'. Below this is an 'Attestation' section with a red arrow pointing to the 'Attestation:' label. It includes a checked checkbox 'Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement', 'Attested By:' (Test Firstname Test Lastname), and 'Attested Date:' (1/23/2023 11:25:23 AM). A 'View History' button is present. A red 'Attestation is Required' message is visible on the right. Below this is 'Incident Reporting Information' with a similar 'Attestation' section. At the bottom right, there is a 'Go To Top of Page' button.

Step 5: Click the “Save All” button and the attestation will be saved.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'Save All' button in the top navigation bar. The 'Attestation is Required' message is no longer visible, indicating the process is complete.

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Step 6: Click on the “Services” tab in the new RFQVA where you will see the list of authorized services if you prefer to attest to each service individually.

The screenshot shows the 'Services' tab selected in the navigation menu. The main content area displays a table of services and a 'Services History' section.

Suspended	AHCCCS ID	Status	Start Date	End Date	Action	Service
N	008085	Unsubmitted				DTA - DAY TREATMENT & TRAINING - ADULT
N	008085	Unsubmitted				DTT - DAY TREATMENT & TRAINING - CHILDREN AFTER SCHOOL
N	008085	Unsubmitted			AvC-Ort_In	HAI - HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT
N	008085	Unsubmitted				HCT - HABILITATION, CONSULTATION
N	008085	Unsubmitted				RSP - RESPIRE CARE HOURLY & DAILY

Services History

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

Step 7: Click on the service name for which you want to review the details and provide the attestation.

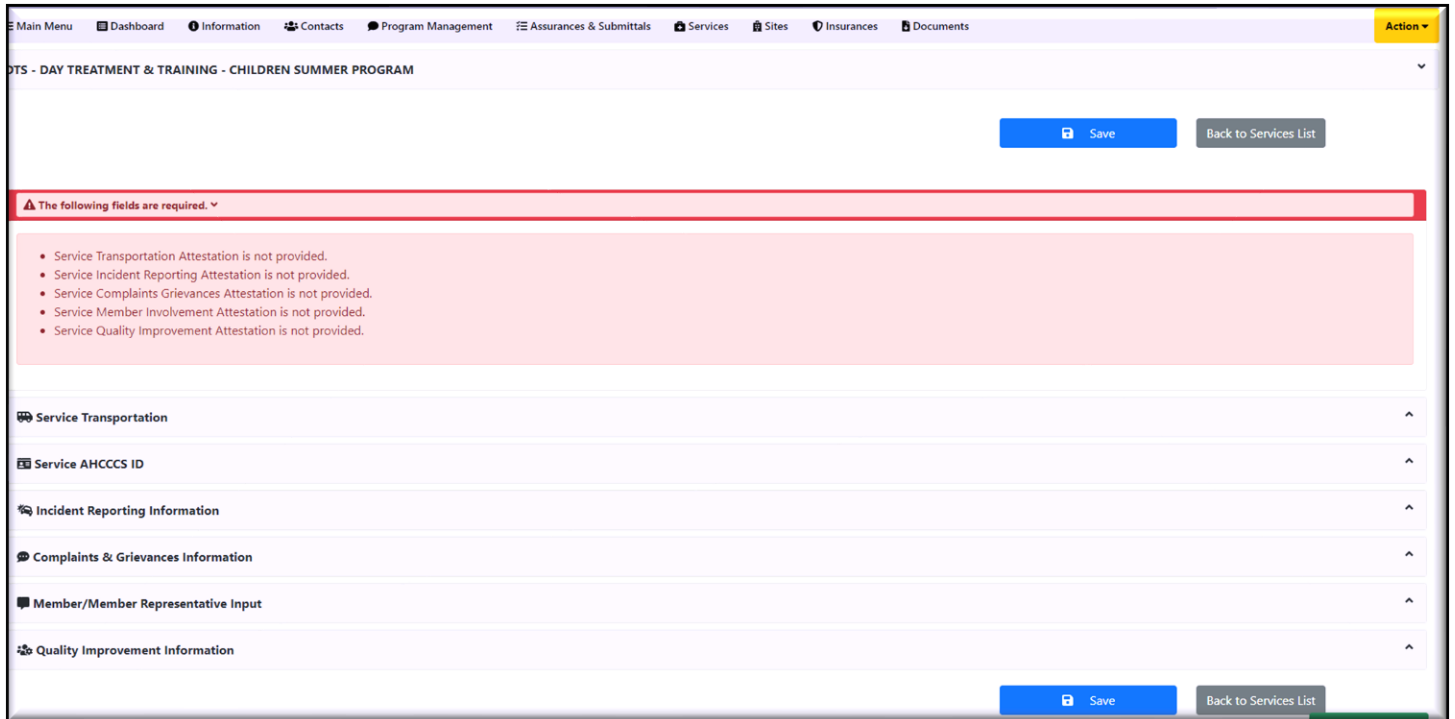
The screenshot shows the 'Services' tab selected in the navigation menu. A red arrow points to the service name 'DTA - DAY TREATMENT & TRAINING - ADULT' in the table.

Suspended	AHCCCS ID	Status	Start Date	End Date	Action	Service
N	008085	Unsubmitted				DTA - DAY TREATMENT & TRAINING - ADULT
N	008085	Unsubmitted				DTT - DAY TREATMENT & TRAINING - CHILDREN AFTER SCHOOL
N	008085	Unsubmitted			AvC-Ort_In	HAI - HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT
N	008085	Unsubmitted				HCT - HABILITATION, CONSULTATION
N	008085	Unsubmitted				RSP - RESPIRE CARE HOURLY & DAILY

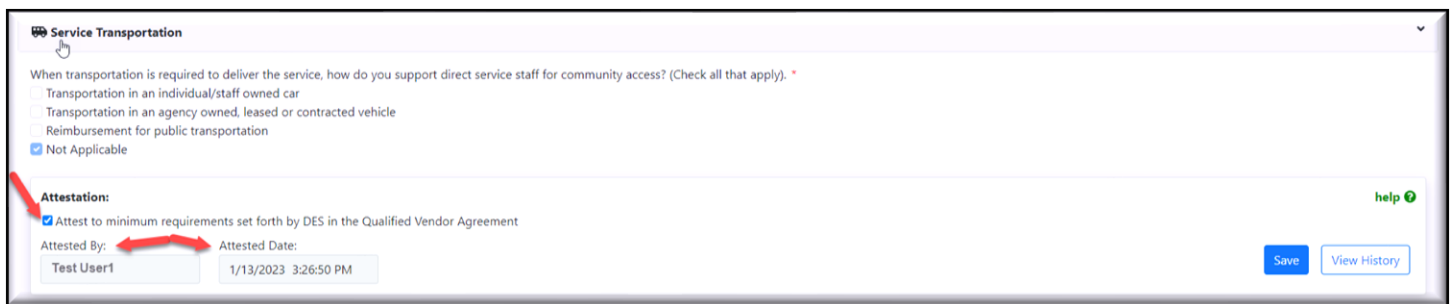
Services History

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

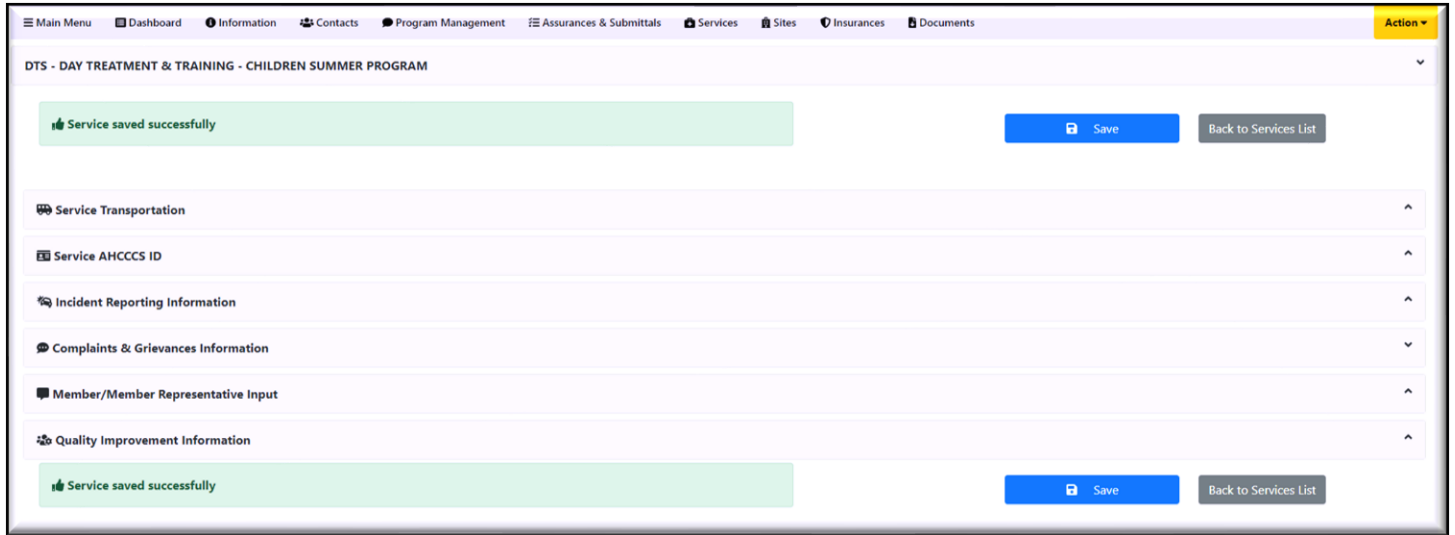
Step 8: All the sections of the specific service that need an attestation will be highlighted in red as shown below.



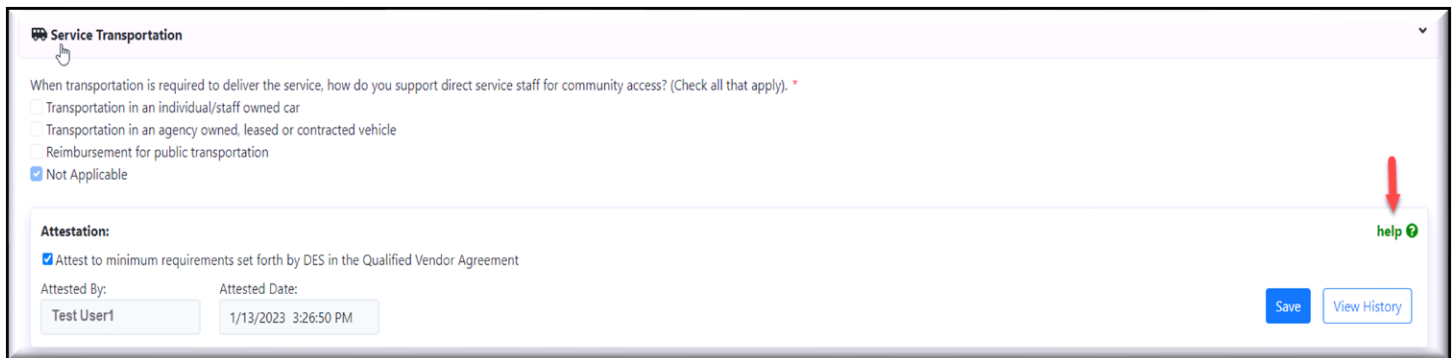
Step 9: Click on each section, review all the details, and provide the attestation by clicking the attestation check box. The “**Attested By**” and “**Attested Date**” will be populated with the details as shown below. Click on the “**Save**” button to save the attestation.



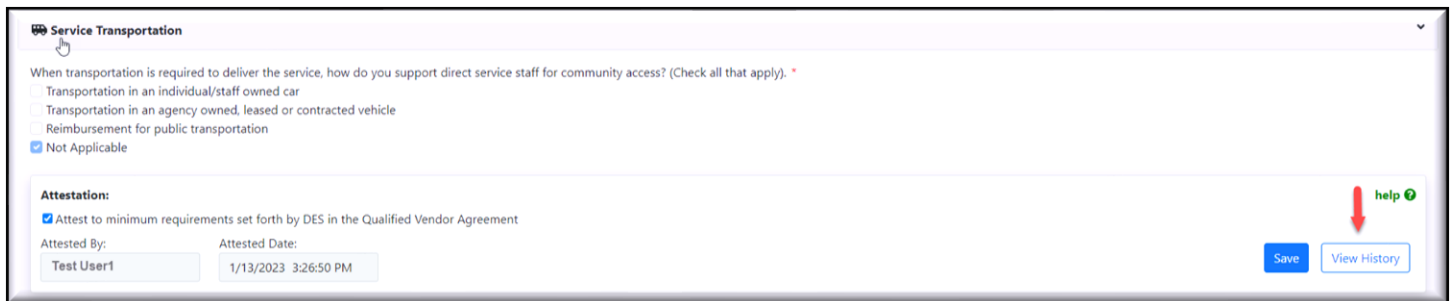
Step 10: Once the “Save” button is clicked, it will display the message that all the services are saved successfully.



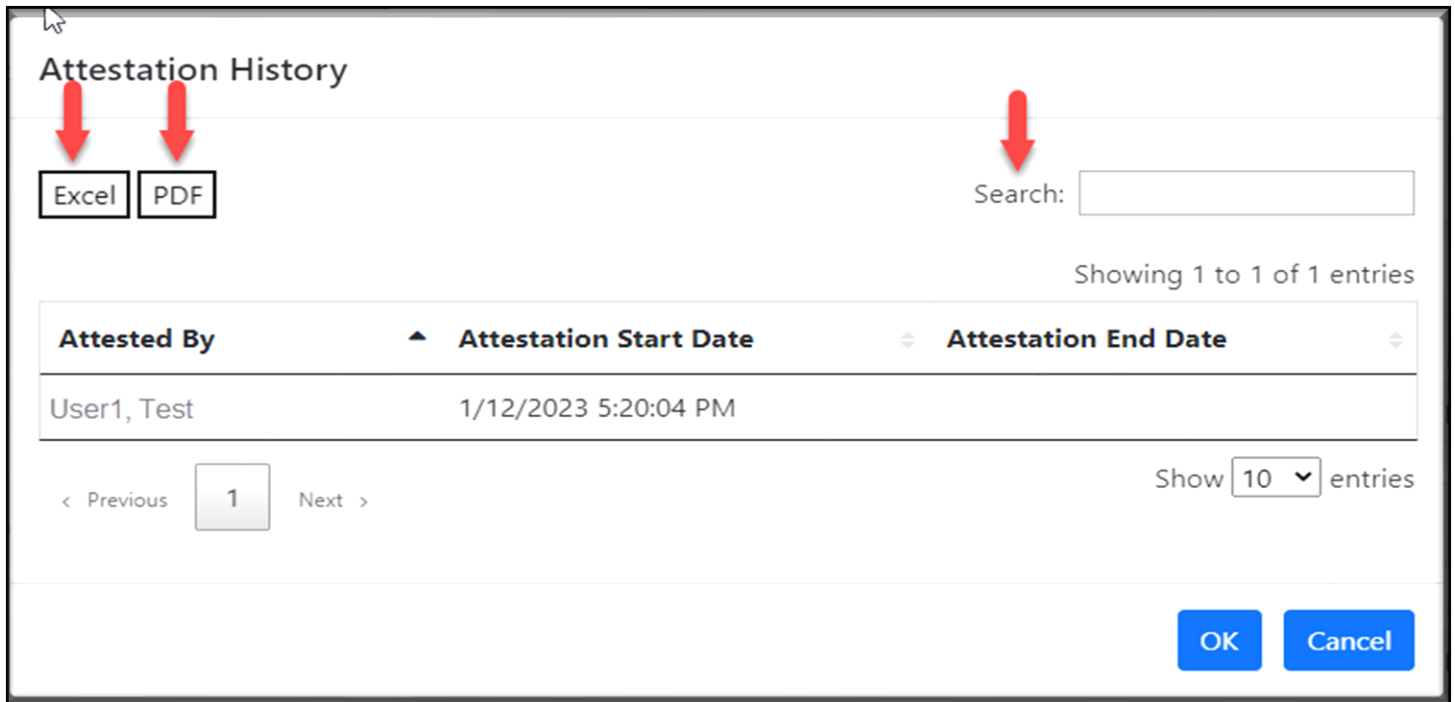
Step 11: Click on the “Help” option to see who is authorized to provide the attestation.



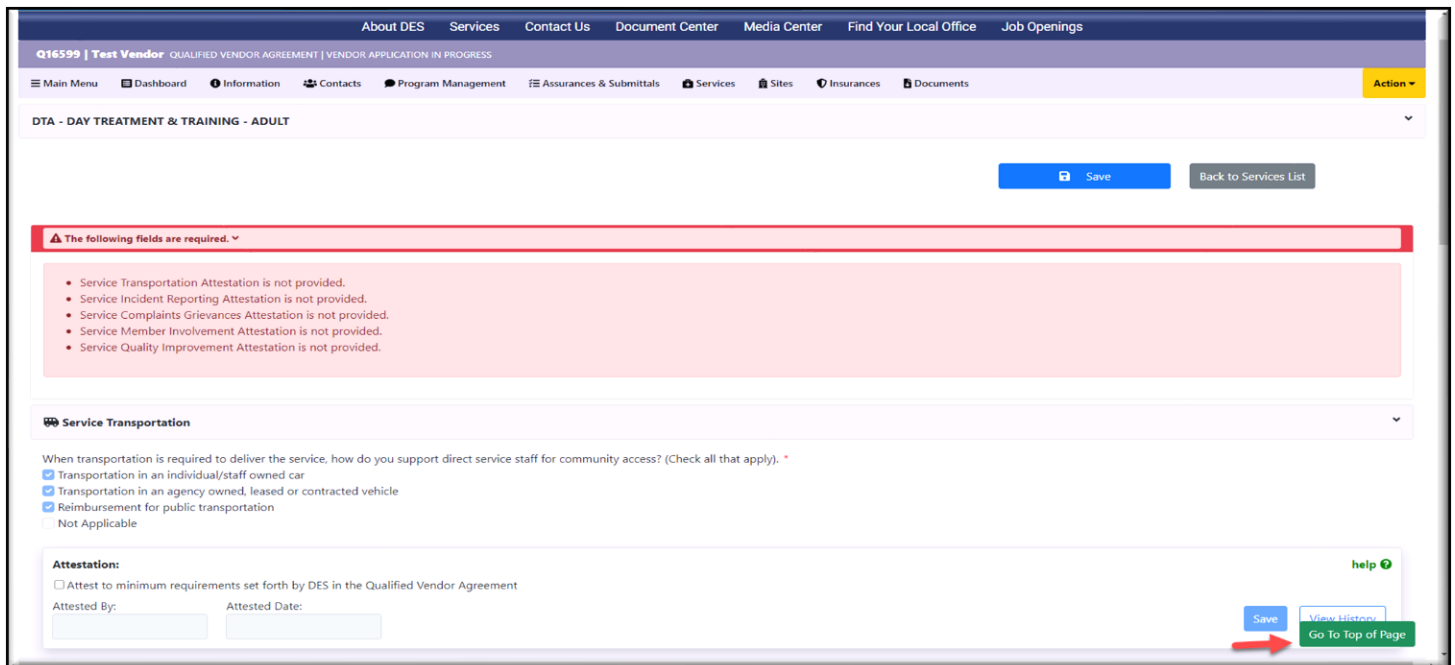
Step 12: After saving the attestation click on “View History” as shown below to see the attestation history details.



Step 13: You will be able to see the details like “Attested By”, “Attestation Start Date” and “Attestation End Date”. Click on “Excel” to download the attestation history details in a Microsoft Excel format or click on “PDF” to see the attestation history details in PDF format.



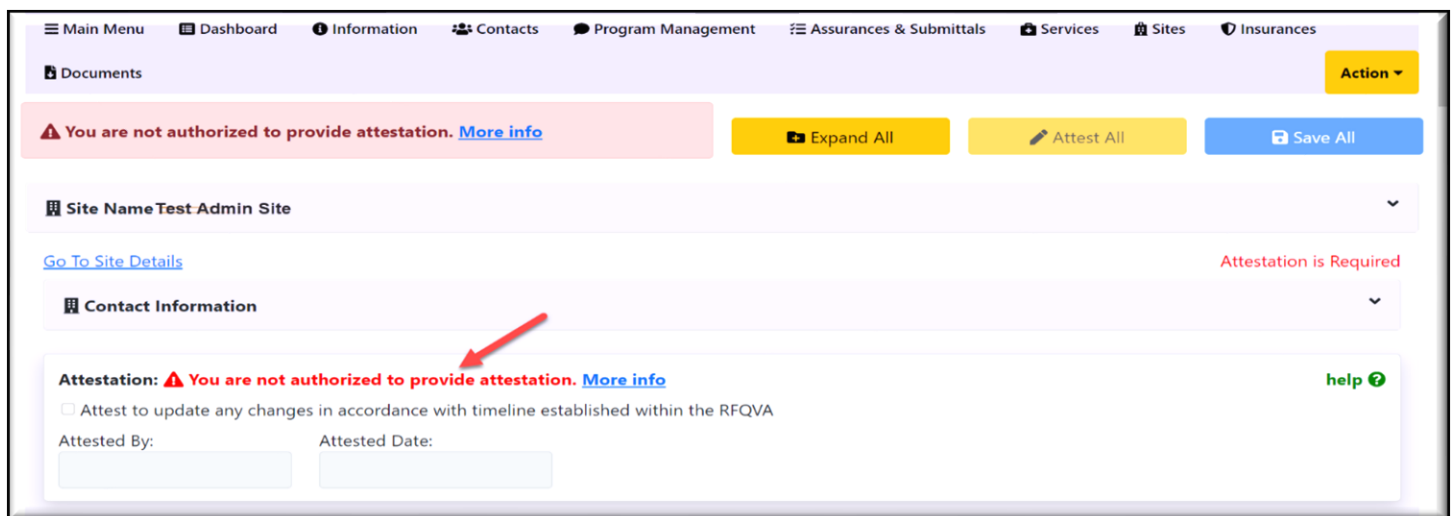
Step 14: Use the “Go To Top of Page” button to return to the top of the page anytime while reviewing or providing attestation.



****You have completed the Services tab details. Please go to the next Tab****

Sites tab

- The Sites tab provides information about all the sites in which the services are currently being provided under your existing QVA.
- To submit the new RFQVA, you need to provide attestation for all the sites in this tab.
- Attestation can only be provided by users with the “**Provider Owner**” and “**Signatory**” roles. Also, your name must be listed as one of the below.
 - Executive owner
 - Primary Authorized signatory
 - Alternate Authorized signatory
- If you are not a “**Provider Owner**” or “**Signatory**” and try to provide the attestation, the message “**You are not authorized to provide attestation**” will display as shown below. Click on the “**More Info**” link to see why you are not able to provide the attestation



- All the information in this tab is auto populated from the existing QVA contract. No changes can be made to any of the fields in the Site Information tab for the new RFQVA.
- If changes need to be made, you must submit an amendment to your current contract (RFQVA DDD-710000) and follow the **approval process for the amendment**.

Contract Administration System (CAS) RFQVA DDD-2024 User Manual

Please follow the below steps to complete the details for the “Sites” tab.

Step 1: Click on the “Sites” tab in the new RFQVA.

The screenshot shows the Arizona Department of Economic Security website. The top navigation bar includes links for About DES, Services, Contact Us, Document Center, Media Center, Find Your Local Office, and Job Openings. A red arrow points to the 'Media Center' link. Below the navigation bar, the breadcrumb trail reads 'Q16599 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS'. The main menu includes 'Main Menu', 'Dashboard', 'Information', 'Contacts', 'Program Management', 'Assurances & Submittals', 'Services', 'Administrative & Service Sites', 'Insurances', and 'Contract Documents'. The 'Administrative & Service Sites' tab is selected. The 'Sites' section contains instructions and a 'Site Attestations' button. Below the instructions is a table with columns: Site Name, Street Address, City, Type, Location, AHCCCS ID, Services, and Actions. The table lists three sites: TEST ADMIN, TEST PRIMARY ADMIN, and TEST SERVICE. The 'Site Attestations' button is highlighted with a red arrow.

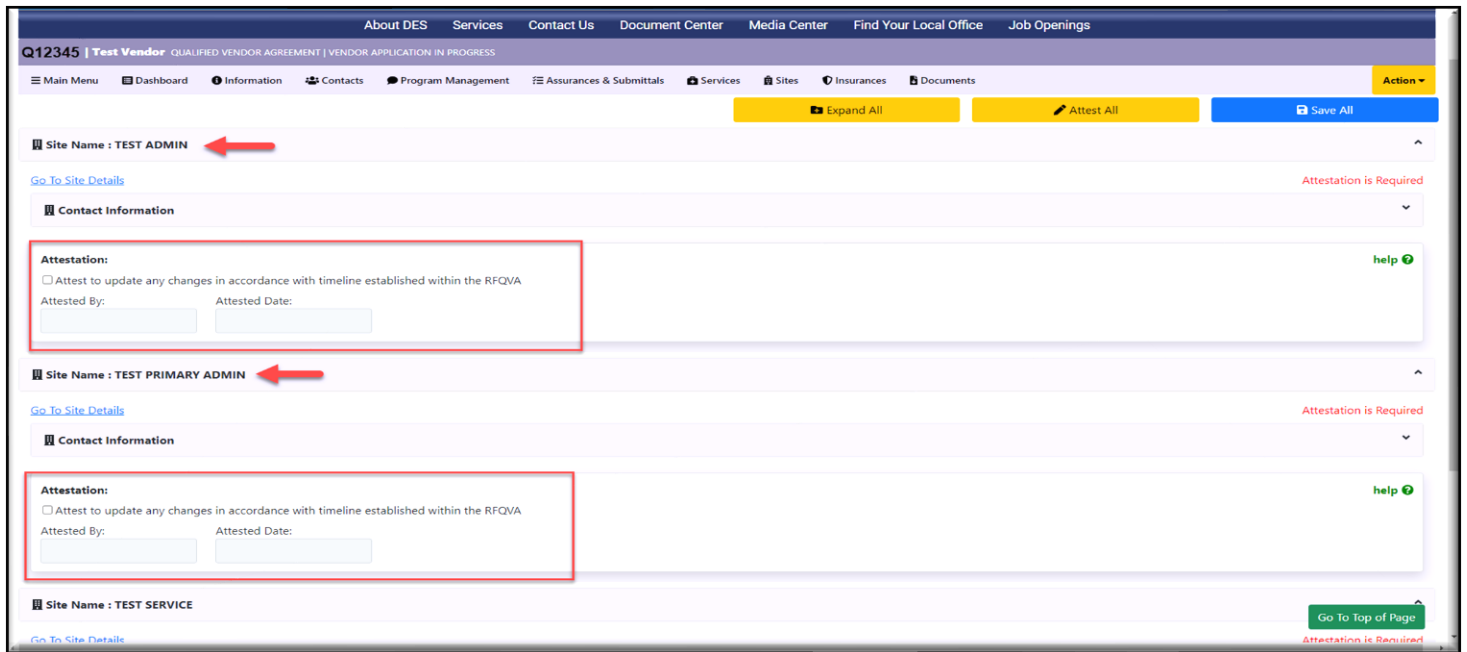
Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
TEST ADMIN	1111 N HELLO STREET	Phoenix	Admin Site			DTA DTT HPH HAI RSP ECM HCT	
TEST PRIMARY ADMIN	1234 S HELLO STRET	Phoenix	Primary Admin Site		008085	DTA DTT HPH HAI RSP ECM HCT	
TEST SERVICE	5478 S HELLO STREET	Glendale	Service Site			DTA HPH HAI RSP ECM HCT	

Step 2: Click the “Site Attestation” button to review the details and provide attestation.

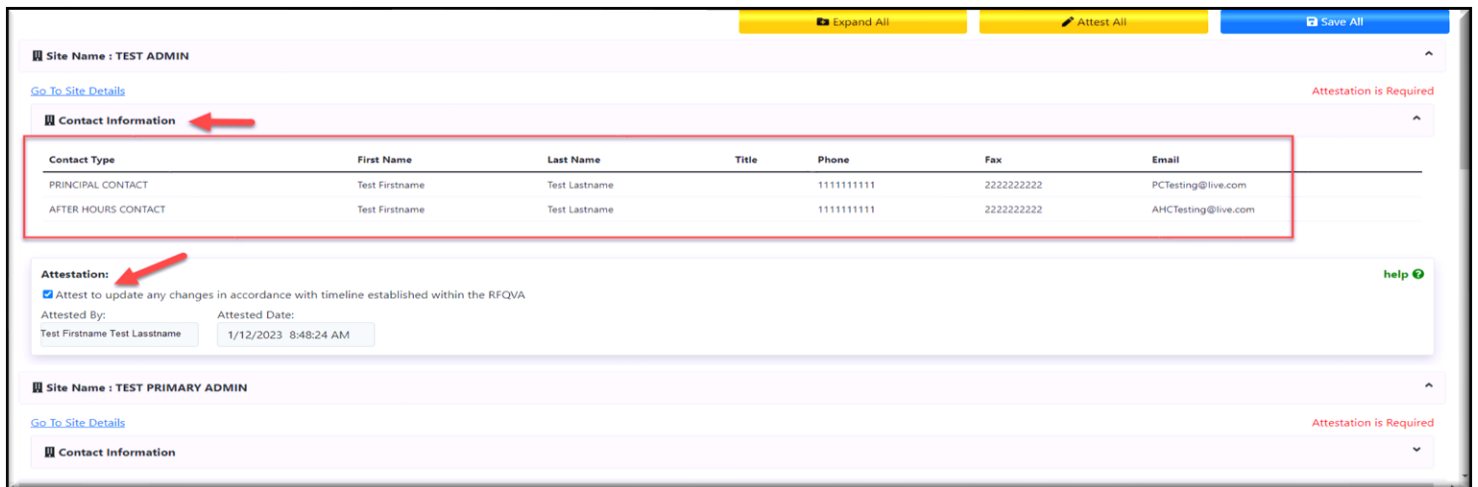
The screenshot shows the same Arizona Department of Economic Security website as in Step 1. The 'Administrative & Service Sites' tab is selected. The 'Site Attestations' button is highlighted with a red arrow. The table below the instructions is the same as in Step 1.

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
TEST ADMIN	1111 N HELLO STREET	Phoenix	Admin Site			DTA DTT HPH HAI RSP ECM HCT	
TEST PRIMARY ADMIN	1234 S HELLO STRET	Phoenix	Primary Admin Site		008085	DTA DTT HPH HAI RSP ECM HCT	
TEST SERVICE	5478 S HELLO STREET	Glendale	Service Site			DTA HPH HAI RSP ECM HCT	

Step 3: All the Site names and the Attestation check boxes will be visible on this page.



Step 4: Click on “Contact Information” as shown below, review all the contact information for the sites and click the attestation check box.



Step 5: If you want to review all the details of any specific site, click the “Go to Sites Details” link.

The screenshot shows a web interface with two site entries. At the top, there are three buttons: 'Expand All' (yellow), 'Attest All' (yellow), and 'Save All' (blue). Below these, the first site entry is titled 'Site Name : TEST ADMIN'. It has a 'Go To Site Details' link with a red arrow pointing to it. To the right of this link, it says 'Attestation is Required'. Below the site name is a 'Contact Information' section and an 'Attestation' section with a checkbox and fields for 'Attested By' and 'Attested Date'. The second site entry is titled 'Site Name : TEST PRIMARY ADMIN' and has a similar layout with a 'Go To Site Details' link and 'Attestation is Required' status.

Step 6: Review all the details specific for the site including the name, phone numbers, emails, etc.

The screenshot shows a detailed 'Site Information' form for the 'TEST ADMIN' site. At the top, there are two buttons: 'Go Back Site List' and 'Multi Site Attestation'. The form is organized into four main sections: 1. 'General Information' containing fields for Site Name (TEST ADMIN), Office Code, AHCCCS ID, Maximum Capacity (5000), Current Occupancy (0), and checkboxes for 'Accepting New Referrals', 'Cultural Competency Training', 'Office Type', 'Administrative Site', and 'Service Site'. 2. 'Physical Address' containing fields for Address Line 1 (1111 N HELLO STREET), Address Line 2, Phone Number ((111) 111-1111), City (Phoenix), State (AZ), Zip Code (85034), Zip 4, County (MARICOPA), and District (DISTRICT WEST). 3. 'PRINCIPAL CONTACT' containing fields for First Name (Test Firstname), Last Name (Test Lastname), Phone Number ((111) 111-1111), Fax Number ((222) 222-2222), and Email Address (PCTesting@live.com). 4. 'AFTER HOURS CONTACT' containing similar fields for contact information. A 'Go To Top of Page' button is located at the bottom right.

Step 7: Provide the attestation as shown below.

Physical Address

Address Line 1 * 1111 N HELLO STREET Address Line 2 Phone Number * (111) 111-1111

City * Phoenix State * AZ Zip Code * 85034 Zip 4 County * MARICOPA District * DISTRICT WEST

Check box to remove address from Provider search (Site Addresses are visible on Provider Search unless checkbox is selected. If selected, the Primary Admin address will be substituted for this site address)

PRINCIPAL CONTACT The name and phone number of the person responsible for the daily operations of the site

First Name * Test Firstname Last Name * Test Lastname Phone Number * (111) 111-1111 Fax Number (222) 222-2222 Email Address * PCTesting@live.com

AFTER HOURS CONTACT The phone number that will be responded to within 15 minutes for emergent after hours issues

First Name * Test Firstname Last Name * Test Lastname Phone Number * (111) 111-1111 Fax Number (222) 222-2222 Email Address * AHCTesting@live.com

Attestation: ↔

Attest to update any changes in accordance with timeline established within the RFQVA

Attested By: Test Firstname Test Lastname Attested Date: 1/12/2023 10:37:24 AM

[Save](#) [View History](#) [help](#)

Notes

THIS NOTE IS MASKED

[Go To Top of Page](#)

Step 8: Click the “GO TO TOP OF PAGE” button if you want to return to the top of the page anytime while reviewing the site information.

Please select work hours from the dropdown and Day(s) of Week by selecting the checkbox(s) and clicking Apply Site Work Hour(s)

Sun Mon Tue Wed Thu Fri Sat

Start* End*

Weekday	Start	End
Sunday	06:00AM	06:00AM
Monday	08:00AM	08:00PM
Tuesday	08:00AM	08:00PM
Wednesday	08:00AM	08:00PM
Thursday	08:00AM	08:00PM
Friday	08:00AM	08:00PM
Saturday	08:00AM	08:00PM

Services

[Excel](#) [PDF](#)

Showing 1 to 7 of 7 entries

Service	Actions
DAY TREATMENT & TRAINING - ADULT	
DAY TREATMENT & TRAINING - CHILDREN AFTER SCHOOL	
EARLY CHILDHOOD AUTISM SPECIALIZED	
HABILITATION SERVICES - COMMUNITY PROTECTION/TREATMENT PROGRAM HOURLY	
HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT	
HABILITATION, CONSULTATION	
RESPIRE CARE HOURLY & DAILY	

↔ [Go To Top of Page](#)

Step 9: Click the “Go back to Site List” button to see the details of other sites and provide attestation.

Site Information

[Go Back Site List](#) [Multi Site Attestation](#)

General Information

Site Name * Office Code AHCCCS ID Maximum Capacity Current Occupancy

Accepting New Referrals Yes No Cultural Competency Training Office Type * Administrative Site Service Site Primary Administrative Site (only 1 allowed)

Office Type Description (Please add office type description(s) such as Group Home, Day Treatment & Training Center, Respite Home, etc.)

Physical Address

Address Line 1 * Address Line 2 Phone Number *

City * State * Zip Code * Zip 4 County * District *

Check box to remove address from Provider search (Site Addresses are visible on Provider Search unless checkbox is selected. If selected, the Primary Admin address will be substituted for this site address)

PRINCIPAL CONTACT The name and phone number of the person responsible for the daily operations of the site

First Name * Last Name * Phone Number * Fax Number Email Address *

AFTER HOURS CONTACT The phone number that will be responded to within 15 minutes for emergent after hours issues

First Name * Last Name * Phone Number * Fax Number Email Address *

[Go To Top of Page](#)

Step 10: If you want to provide attestation for all the sites at the same time, click the “Site Attestation” button from the Sites tab.

Arizona Department of Economic Security
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oz.gov STATE OF ARIZONA

About DES Services Contact Us Document Center Media Center Find Your Local Office Job Openings

Q16599 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Main Menu Dashboard Information Contacts Program Management Assurances & Submittals Services Administrative & Service Sites Insurances Contract Documents

Sites

- All QVA contracts require one (and only one) Primary Administrative Site.
- Please select 'Set as Primary Site' under Actions column or open Admin site and check Primary Administrative Site box in Office Type section.
- When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.
- ! Indicates addresses that require validation. (Complies with USPS standards)

[Site Attestations](#)

Excel PDF Search:

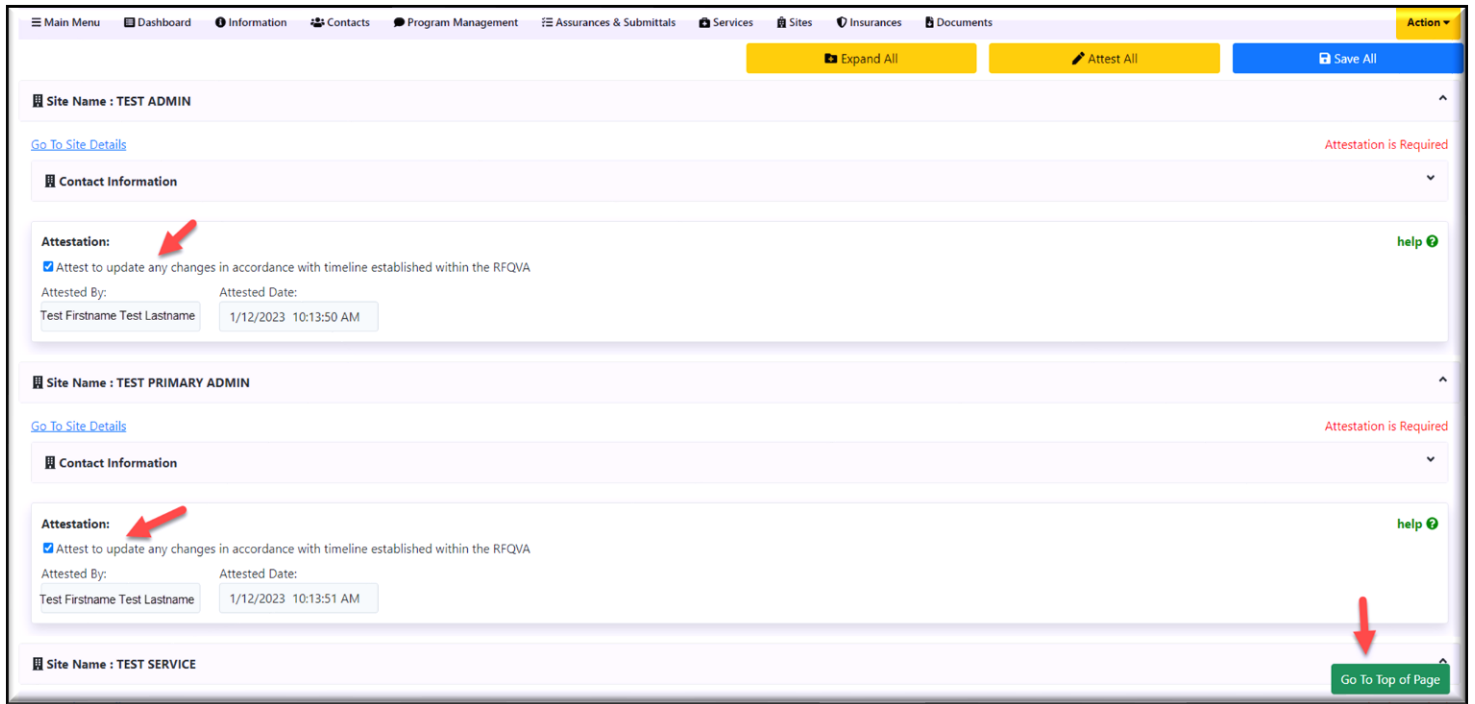
Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
TEST ADMIN	1111 N HELLO STREET	Phoenix	Admin Site			DTA DTT HPH HAI RSP ECM HCT	
TEST PRIMARY ADMIN	1234 S HELLO STRET	Phoenix	Primary Admin Site		008085	DTA DTT HPH HAI RSP ECM HCT	
TEST SERVICE	5478 S HELLO STREET	Glendale	Service Site			DTA HPH HAI RSP ECM HCT	

Showing 1 to 3 of 3 entries

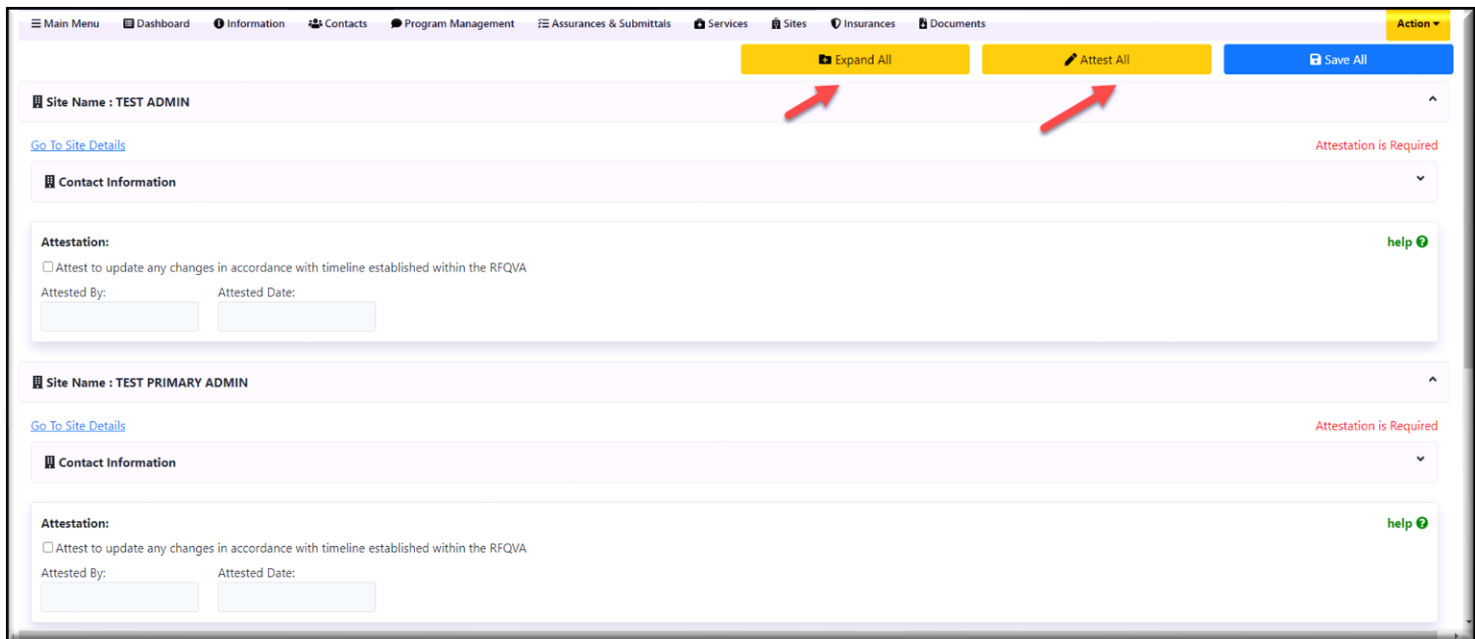
Privacy Policy Reasonable Accommodation Disclaimer

©2023/2023 Arizona Department of Economic Security

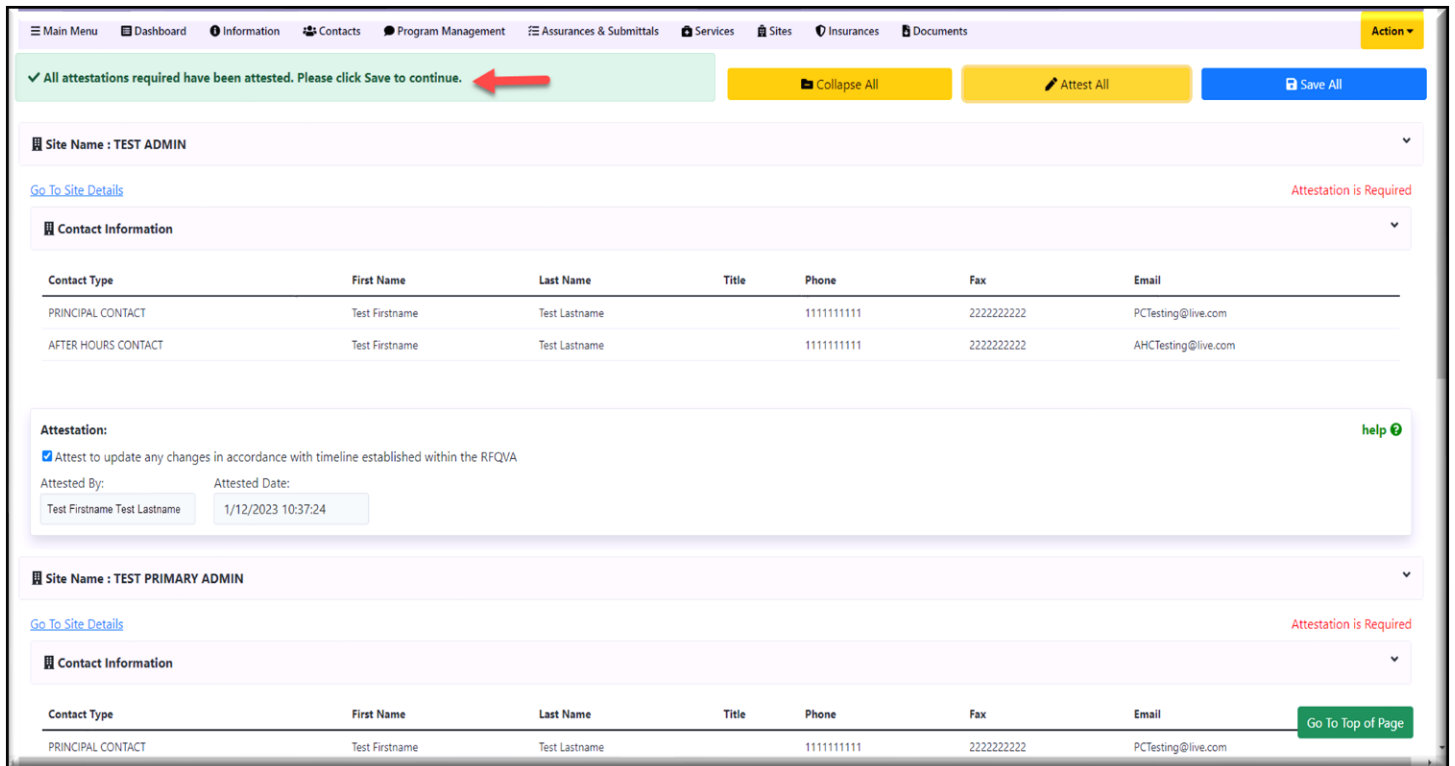
Step 11: Click each **Attestation checkbox** one by one in this page to provide the attestation.



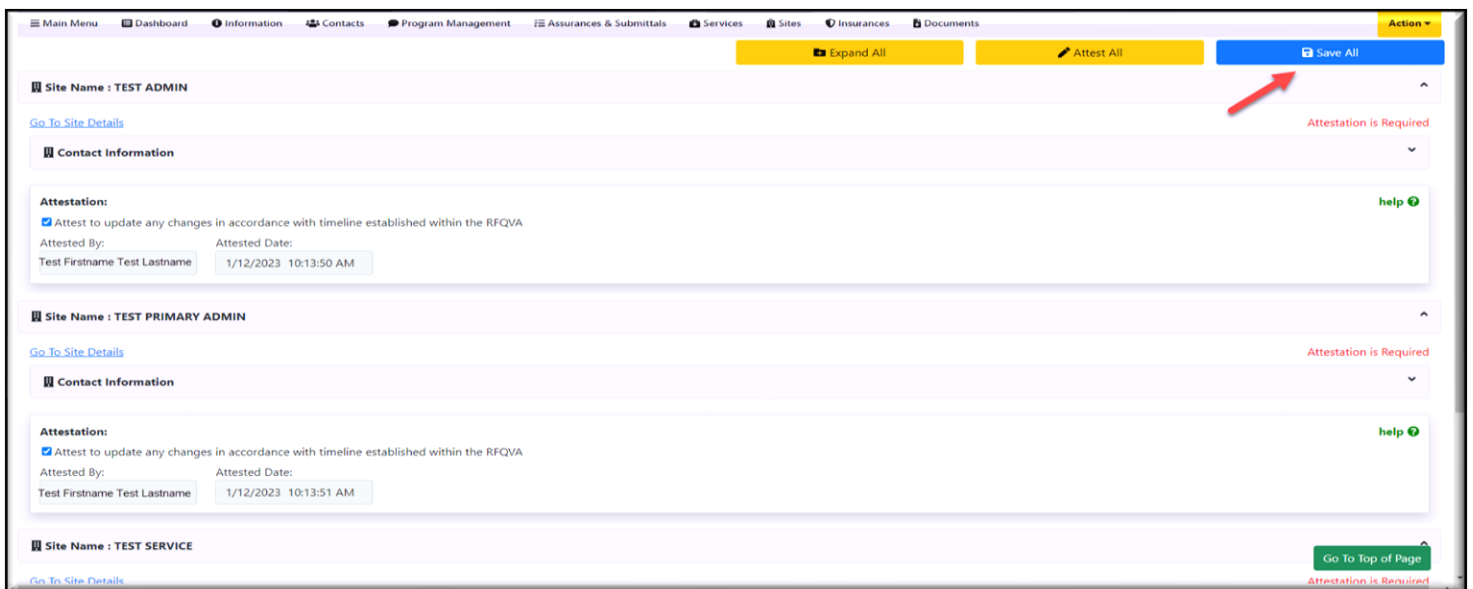
Step 12: Click the **“Attest All”** button to provide attestation to all the sites at the same time.



Step 13: After providing attestation to all the sites, the below message (indicated by the red arrow) will display.



Step 14: After providing the attestation for all the sites, click the "Save all button" at the right side and the attestation will be saved.



Contract Administration System (CAS) RFQVA DDD-2024 User Manual

The screenshot displays the user interface for the Contract Administration System (CAS) RFQVA DDD-2024. At the top, a navigation bar includes links for Main Menu, Dashboard, Information, Contacts, Program Management, Assurances & Submittals, Services, Sites, Insurances, and Documents. A yellow 'Action' button is located on the far right. Below the navigation bar, a green notification bar states: "All attestations required have been saved." A red arrow points to this notification. To the right of the notification are three buttons: "Collapse All" (yellow), "Attest All" (yellow), and "Save All" (blue). The main content area is divided into two sections, each for a different site.

Site Name : TEST ADMIN

[Go To Site Details](#) Attestation is Required

Contact Information

Contact Type	First Name	Last Name	Title	Phone	Fax	Email
PRINCIPAL CONTACT	Test Firstname	Test Lastname		1111111111	2222222222	PCTesting@live.com
AFTER HOURS CONTACT	Test Firstname	Test Lastname		1111111111	2222222222	AHCTesting@live.com

Attestation: help ?

Attest to update any changes in accordance with timeline established within the RFQVA

Attested By: Attested Date:

Site Name : TEST PRIMARY ADMIN

[Go To Site Details](#) Attestation is Required

Contact Information

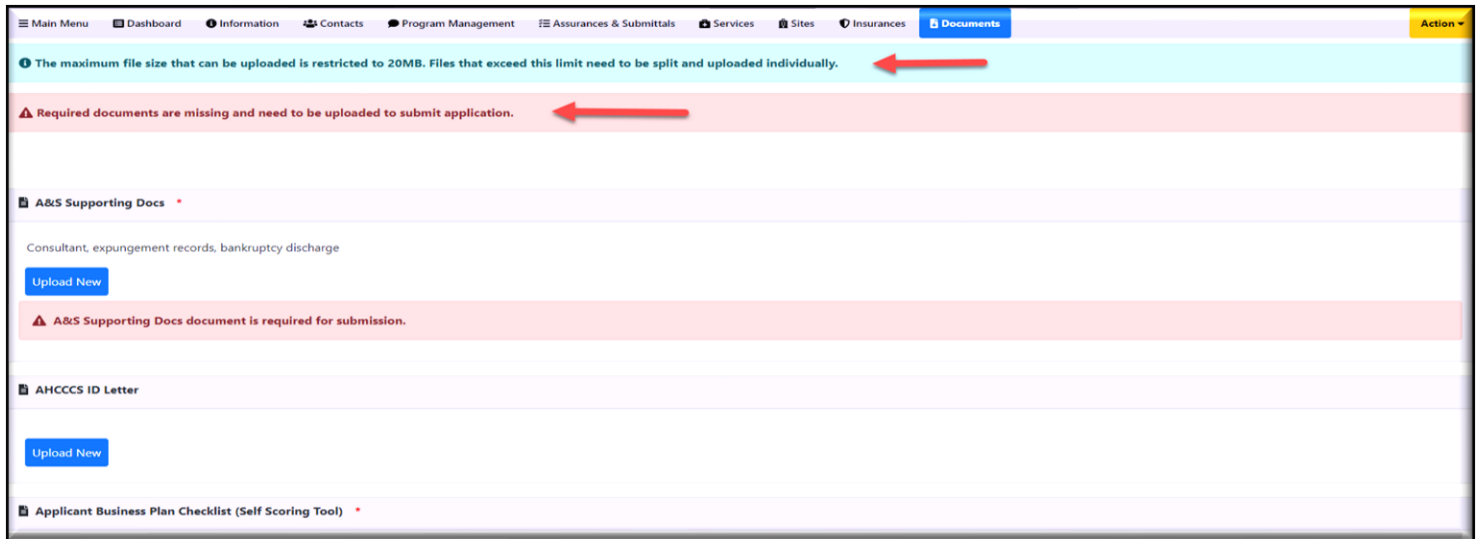
Contact Type	First Name	Last Name	Title	Phone	Fax	Email
PRINCIPAL CONTACT	Test Firstname	Test Lastname		1111111111	2222222222	PCTesting@live.com

[Go To Top of Page](#)

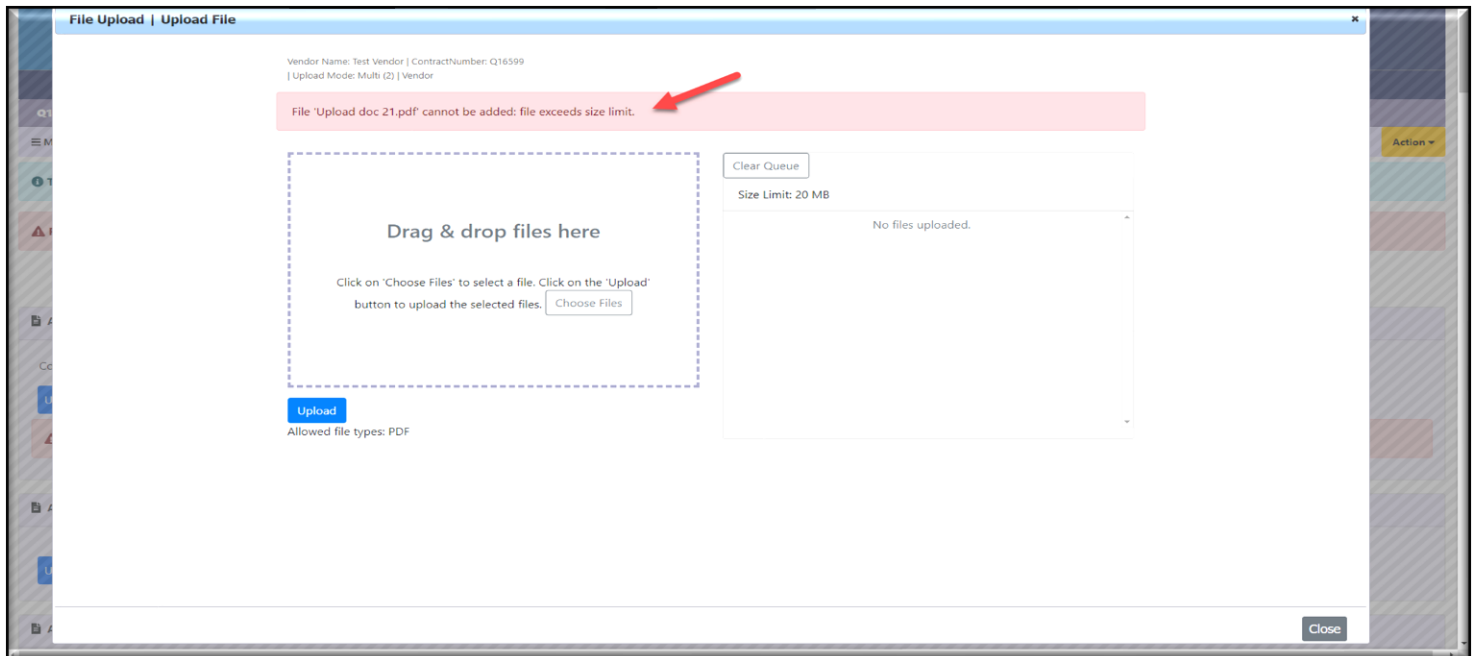
****You have completed the Sites tab details. Please go to the next Tab****

Documents

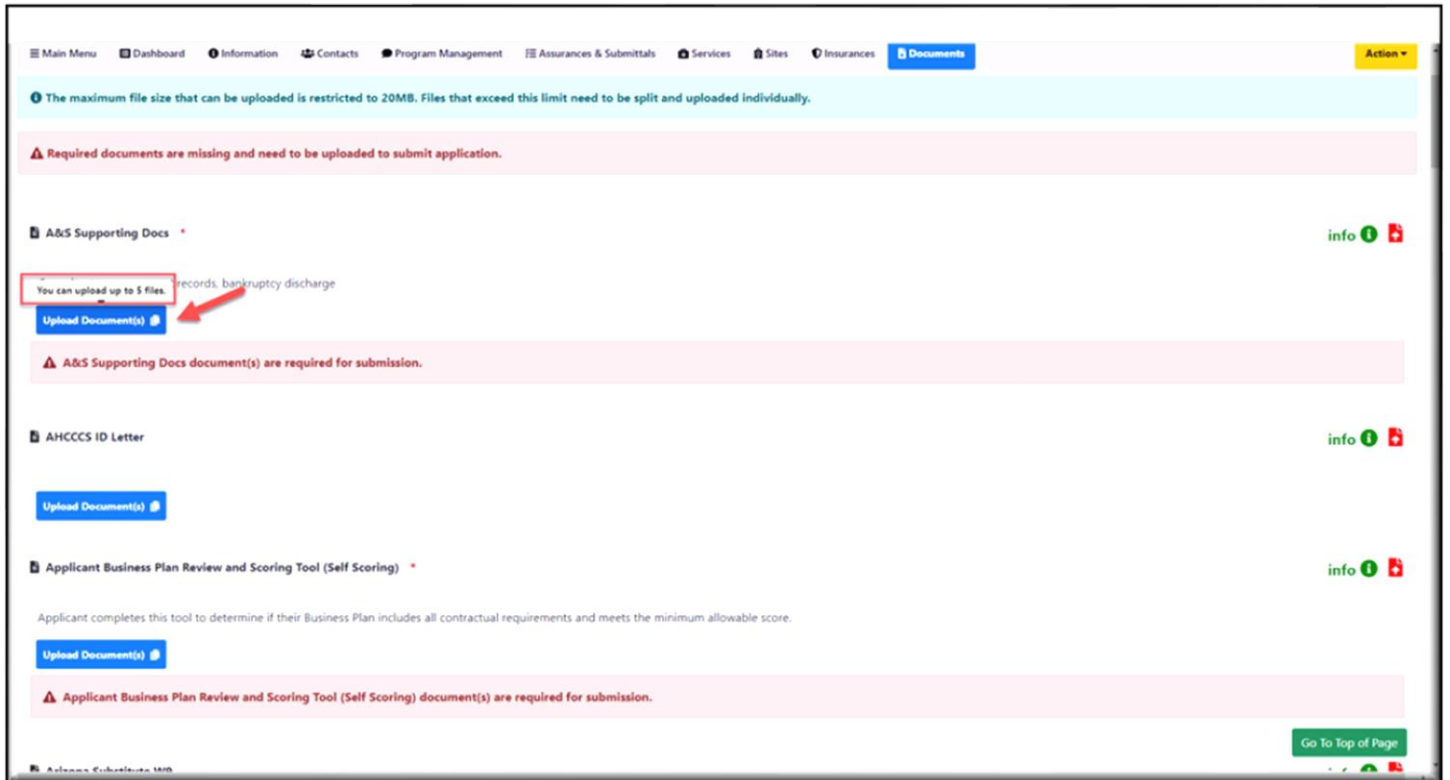
- The Documents tab is a new option in the RFQVA DDD-2024 and is where you will be able to submit all the required documents electronically.
- To submit the new application successfully, all the necessary documents must be uploaded.
- You can upload the documents with up to a 20 MB file size.
- You can split one document into multiple documents if the file size is over 20 MB.
- **You can ONLY upload PDF documents.** No other file types can be uploaded.



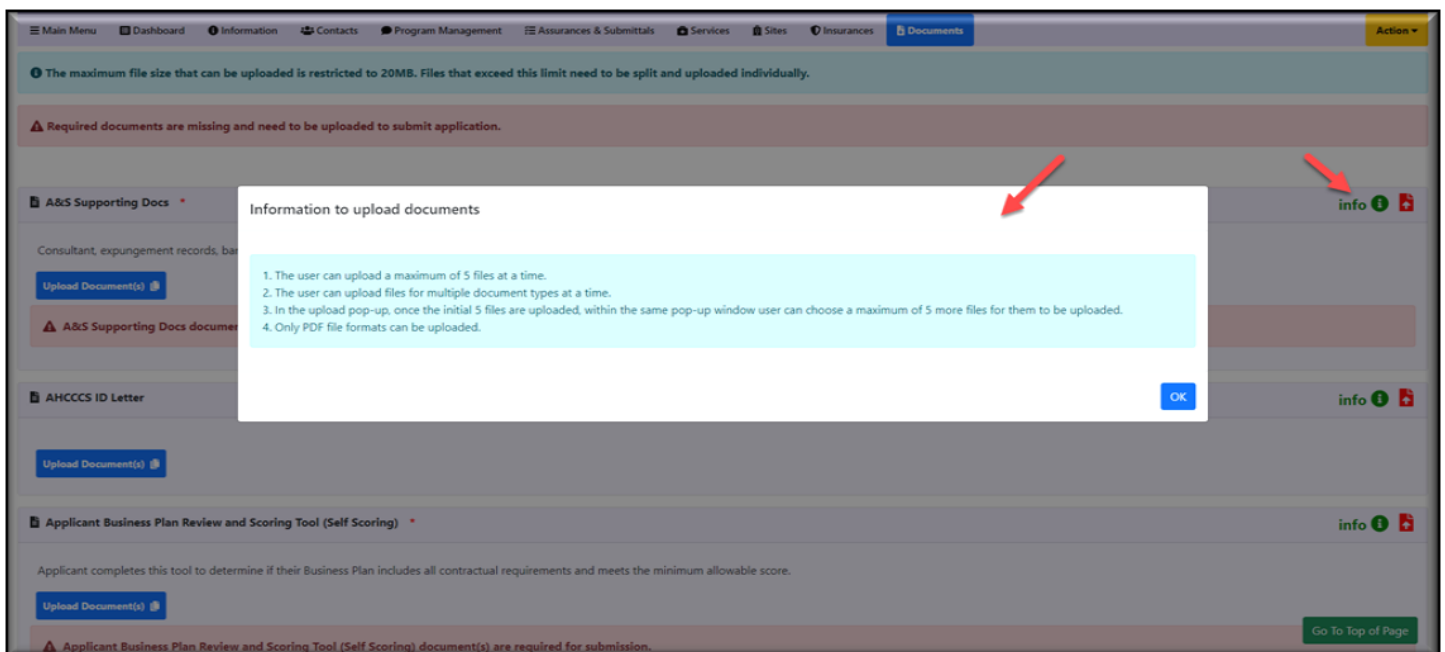
- If a file size exceeds more than 20 MB, the below error message will display.



- Hover the mouse over the “**Upload documents**” button as shown below, to see the number of files that you can upload at a single time.

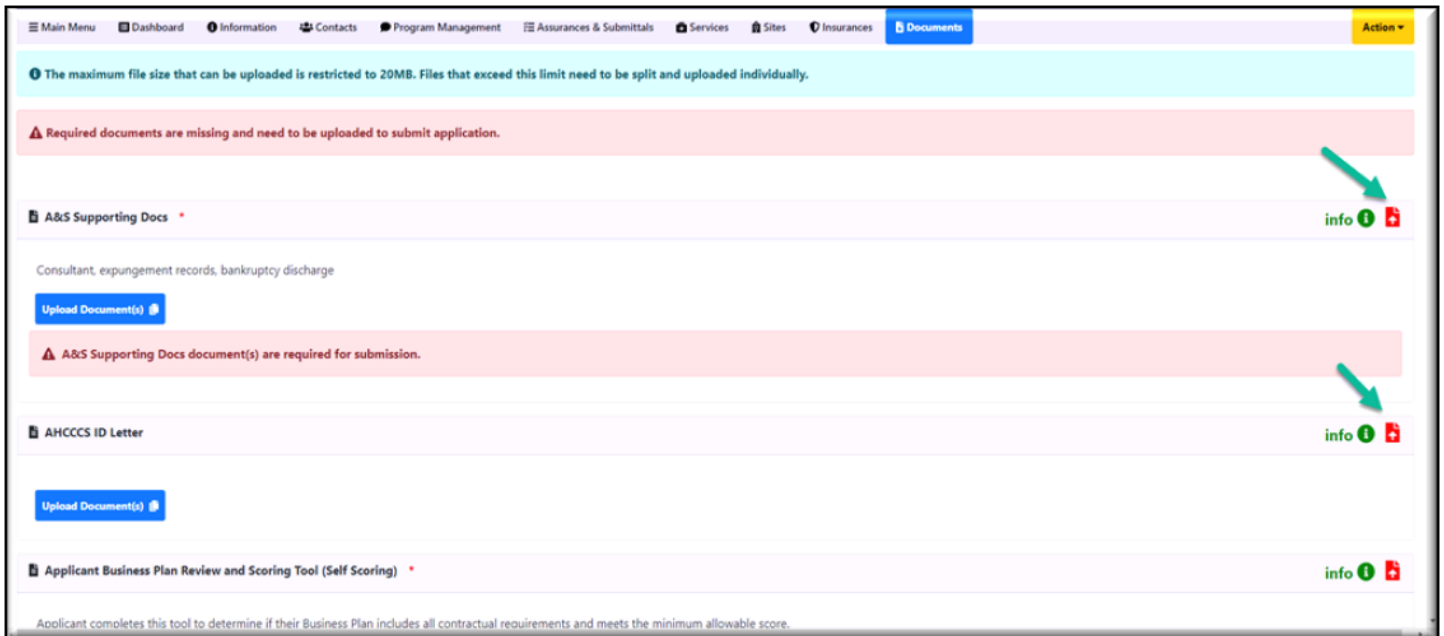


- Click the “**info**” link at the right side of the document type name as shown below, and the Information window will open. The information window will provide additional details.

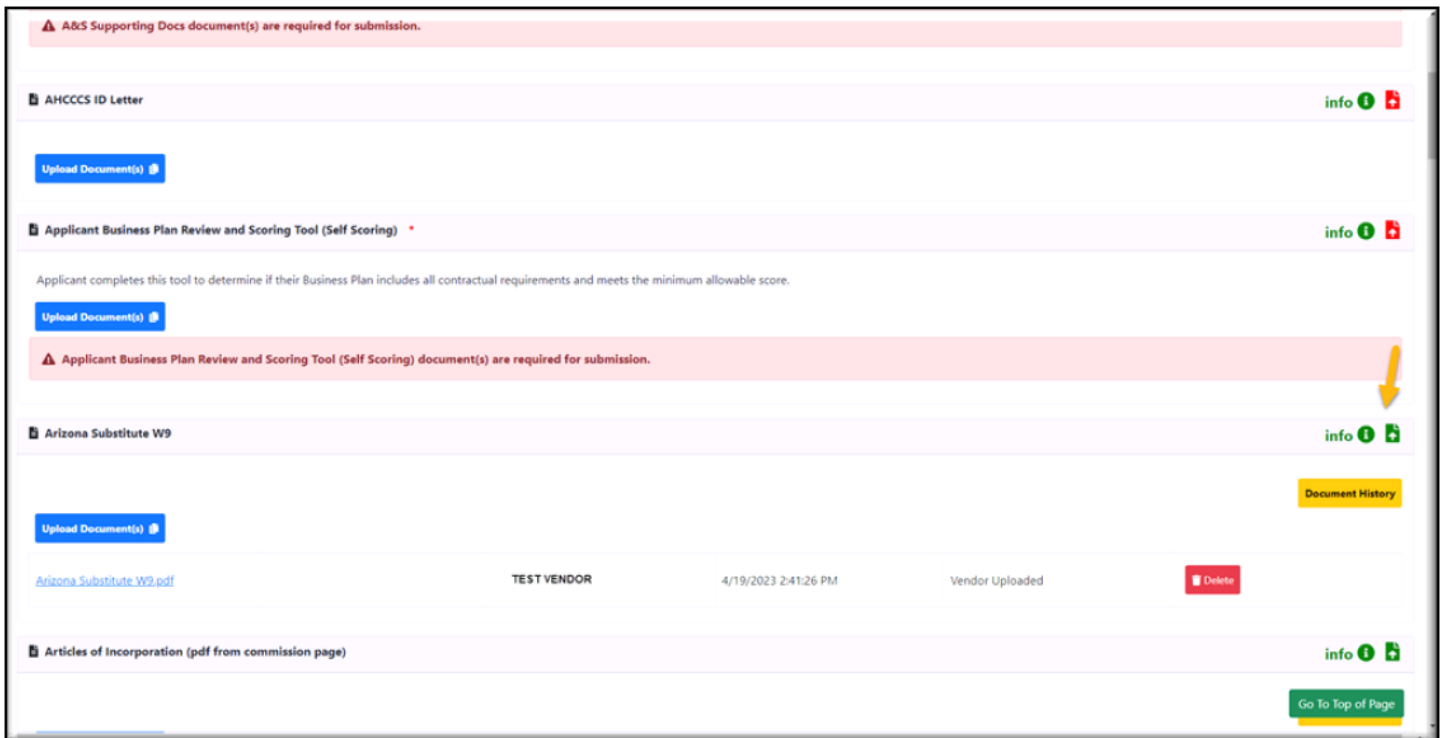


Contract Administration System (CAS) RFQVA DDD-2024 User Manual

- Before uploading the document, a **red upload arrow** will be visible on the right side as shown below indicating the document has not been uploaded.

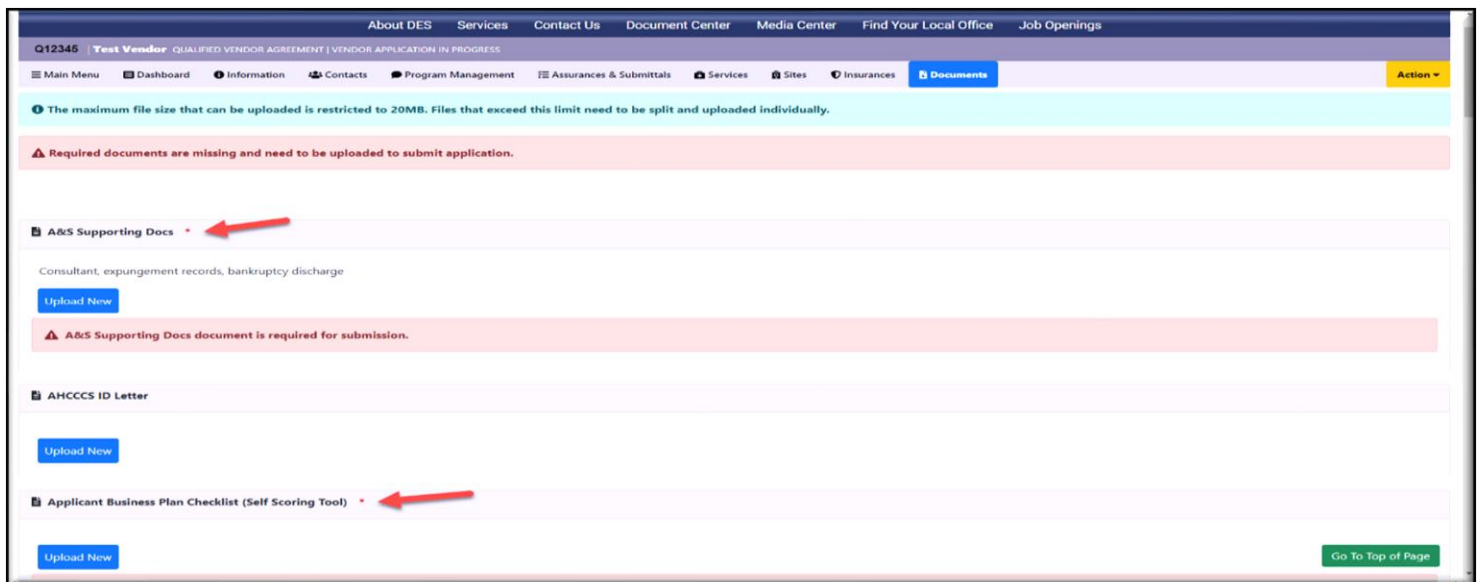


- After the document is uploaded, a **green upload arrow** will be visible on the right side as shown below, indicating the document has been uploaded.

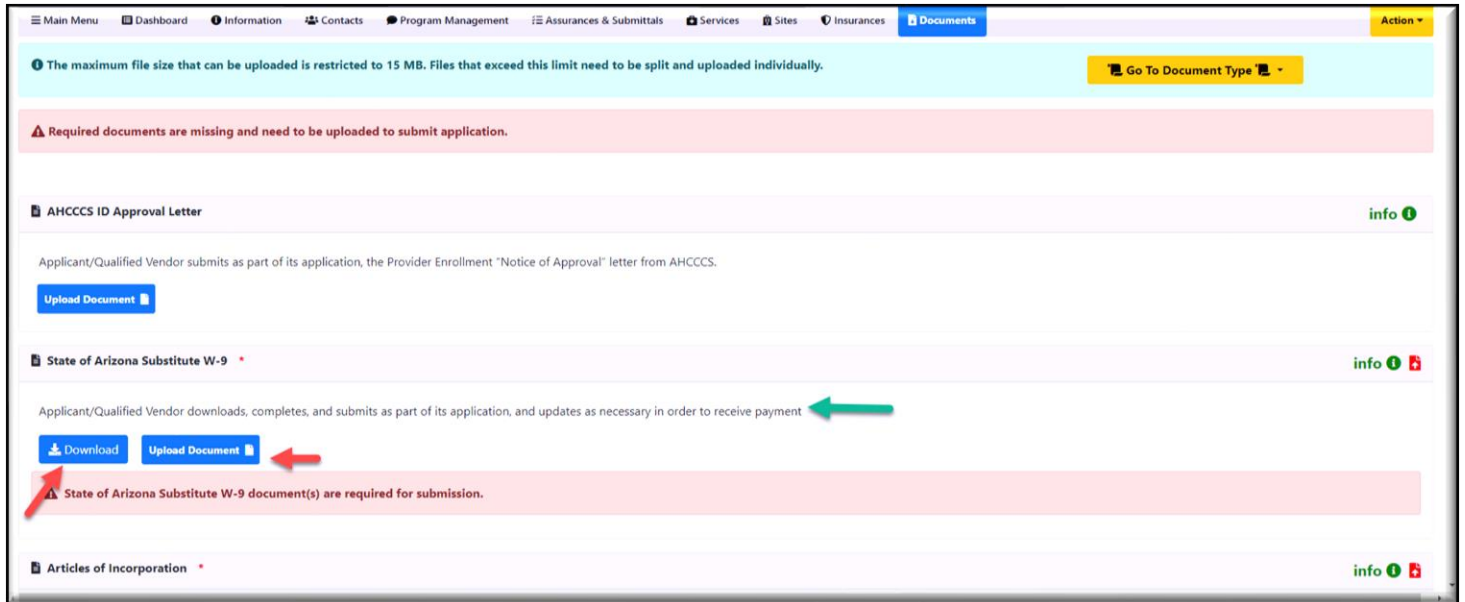


- All the documents that are required to be submitted will be marked with the red asterisk sign as shown below.
- The following are the mandatory documents that are required to be uploaded before submitting the application.

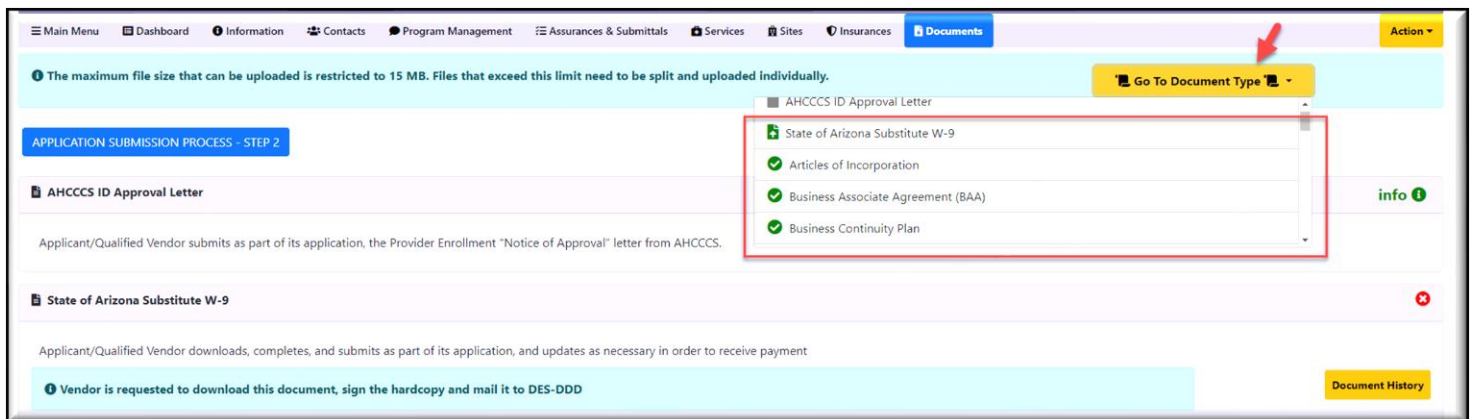
1. Other Background Check Search Authorization
2. Arizona Corporation Commission (ACC) Entity Information
3. Central Registry - Submission Notification
4. Fingerprint Clearance Card(s)
5. State of Arizona Substitute W-9
6. Certification Regarding Lobbying
7. Participation in Boycott of Israel
8. Forced Labor of Ethnic Uyghurs Ban
9. RFQVA Assurances and Submittal Attestation
10. Business Associate Agreement (BAA)
11. Debarment, Suspension, Ineligibility, and Voluntary Exclusion
12. Government Issued Identification
13. Internal Revenue Service Letter w/ Employer Identification Number
14. Business Continuity Plan
15. Pandemic Performance Plan
16. Workforce Development Plan
17. Quality Management Plan (QMP)
18. Business Plan
19. Key Position Qualifications
20. Financial Statements
21. Policy Development Tool Attestation
22. Qualified Vendor Application Approval



- You will find an Upload button and a download button to upload and download the documents respectively. Please read the document description for the details as shown below with green arrow.

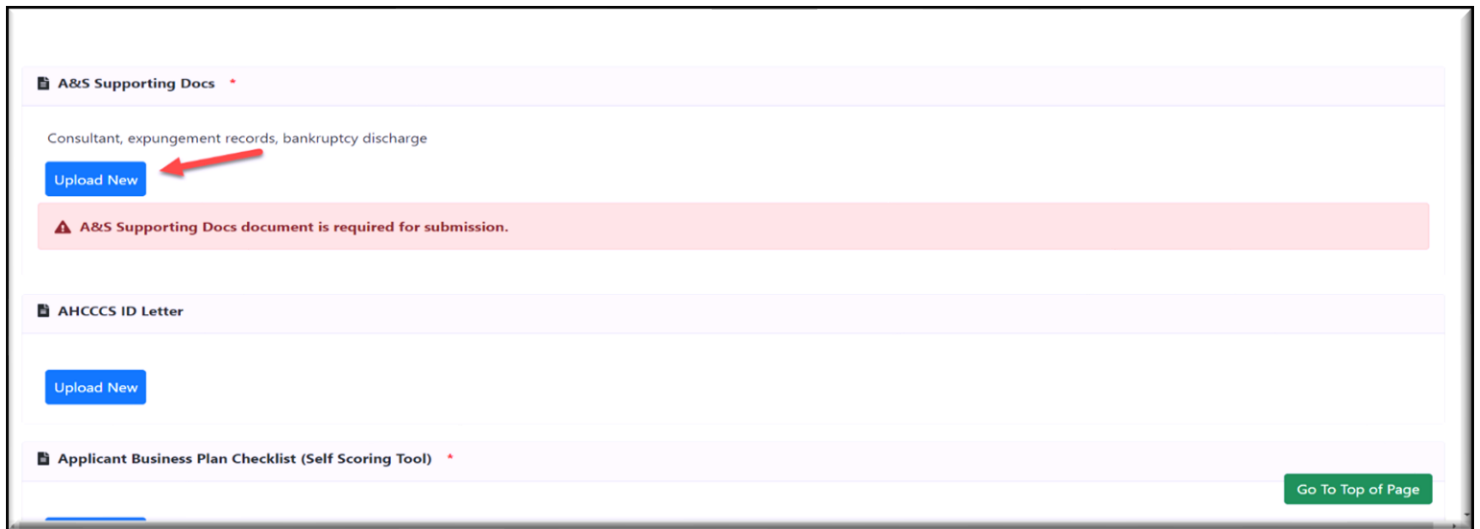


- Click on the "Go To Document Type" link anytime to see the list of documents types that are already uploaded and documents that are yet to be uploaded.

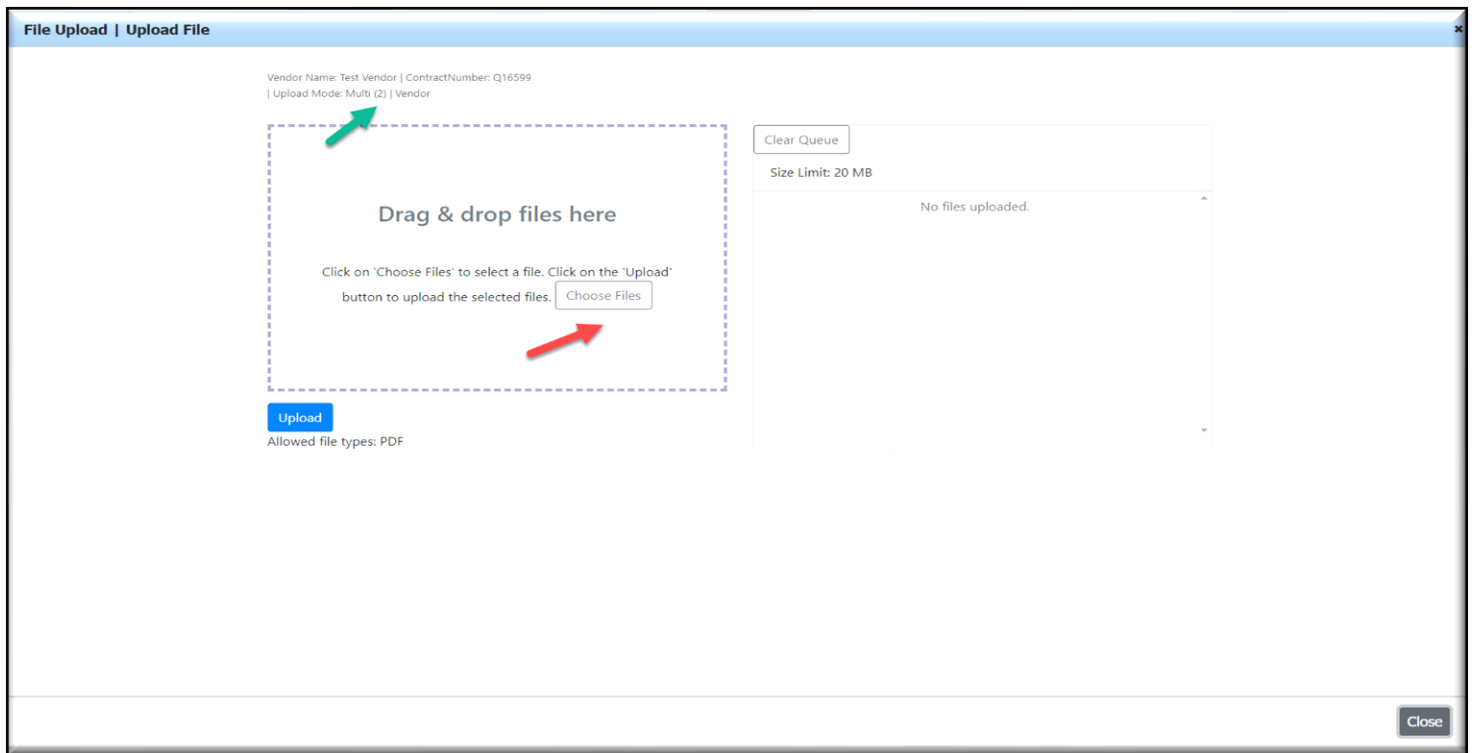


Please follow the below steps to complete the details for the “Documents” tab.

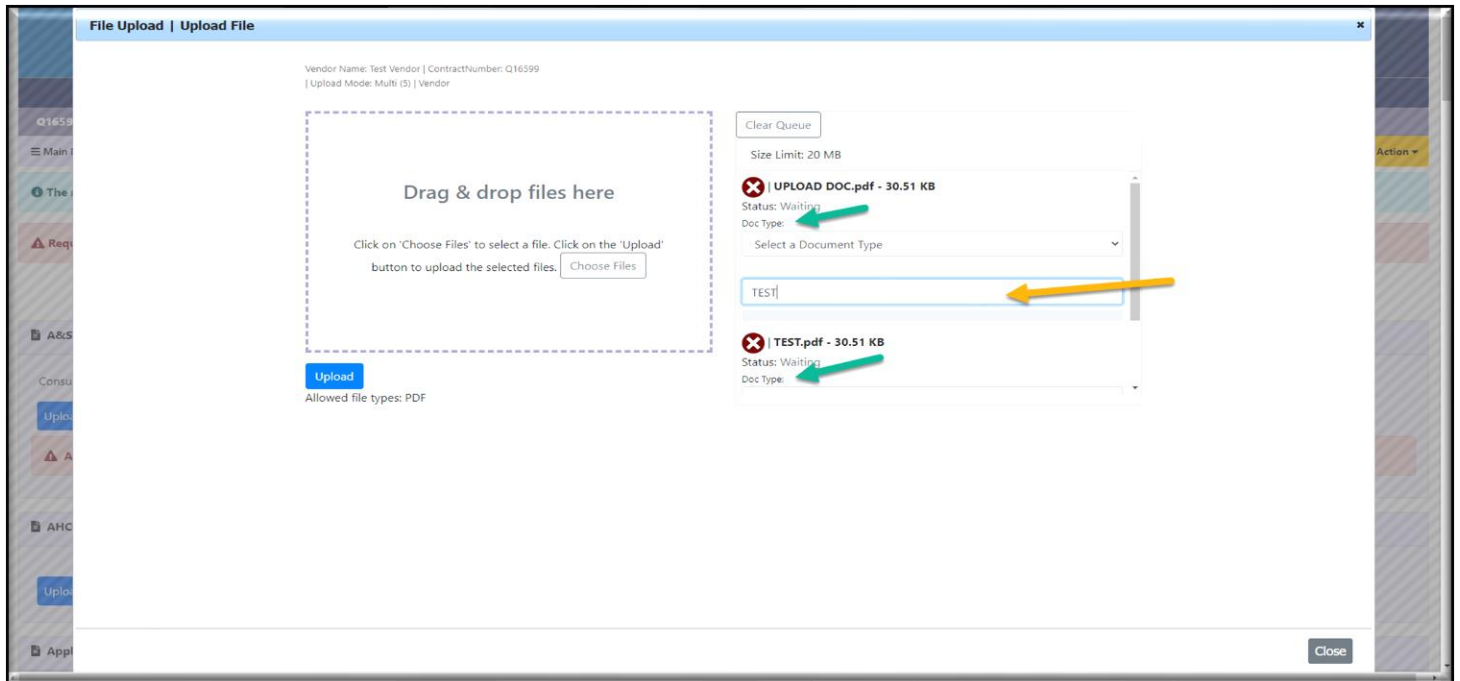
Step 1: Click on the “Documents” tab in the new RFQVA and then the “Upload New” button that is available below the document name as shown below.



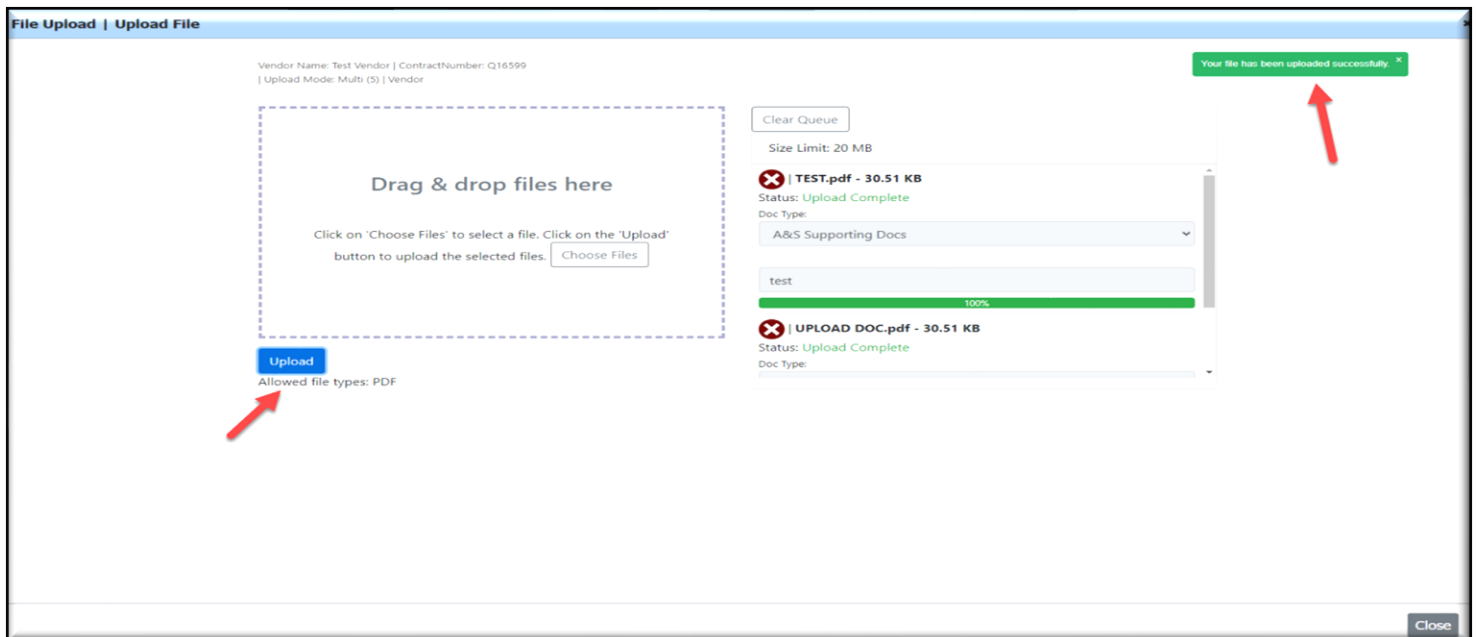
Step 2: The Upload file window will be displayed. Click the “Choose Files” button to select the file that needs to be uploaded (see the red arrow below). You can upload multiple files at the same time. Check the number of files allowed and then upload. (See the green arrow below)



Step 3: After the files are chosen, select the **document type** for each uploaded file, and enter **the document description** in the box given. (Please see the yellow arrow below)

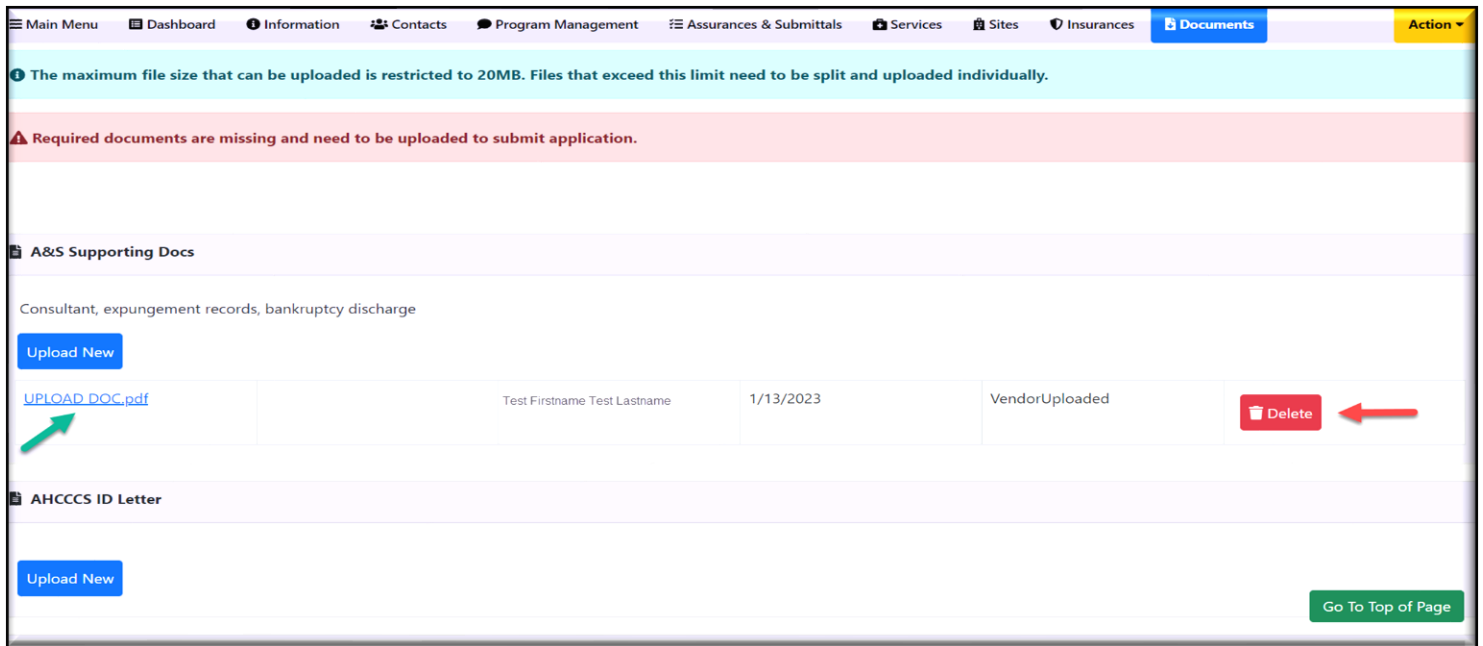


Step 4: Click the **“Upload”** button to upload the selected documents. Once the files are uploaded, the message **“Your files have been uploaded successfully”** will display at the top. Click **“Close”** at the bottom to go to the previous page.

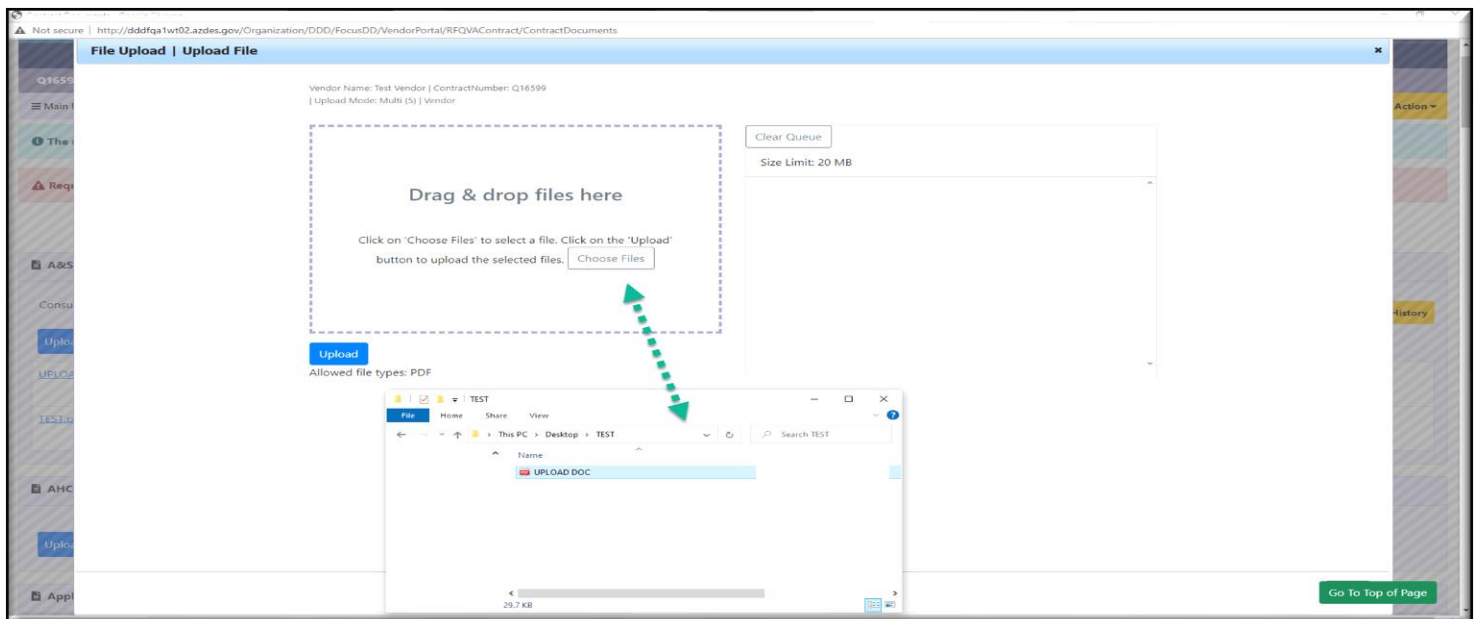


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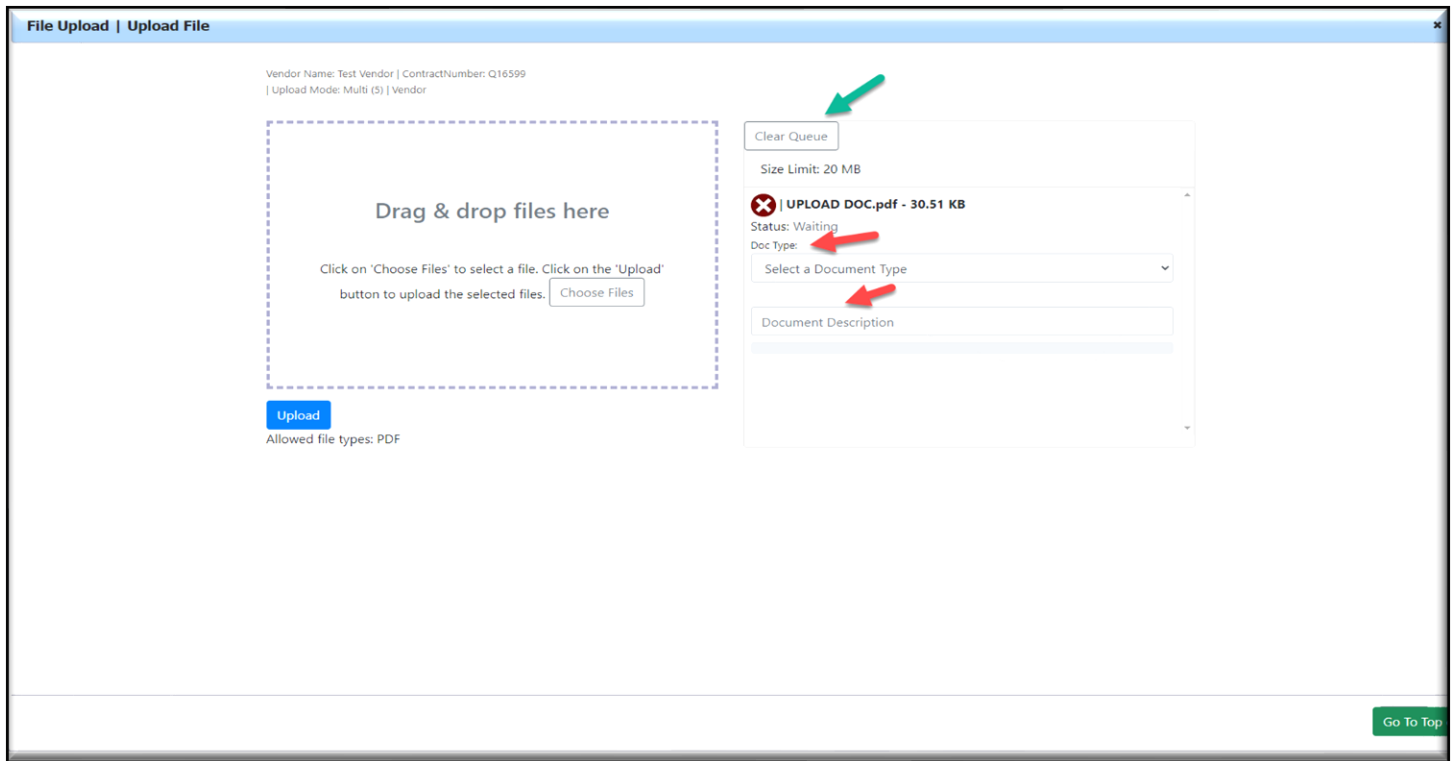
Step 5: Once the documents are uploaded, you will see the uploaded document in each section (see the **green arrow** below. Use the “**Delete**” option if the uploaded documents are incorrect and need to be replaced (see the **red arrow** below).



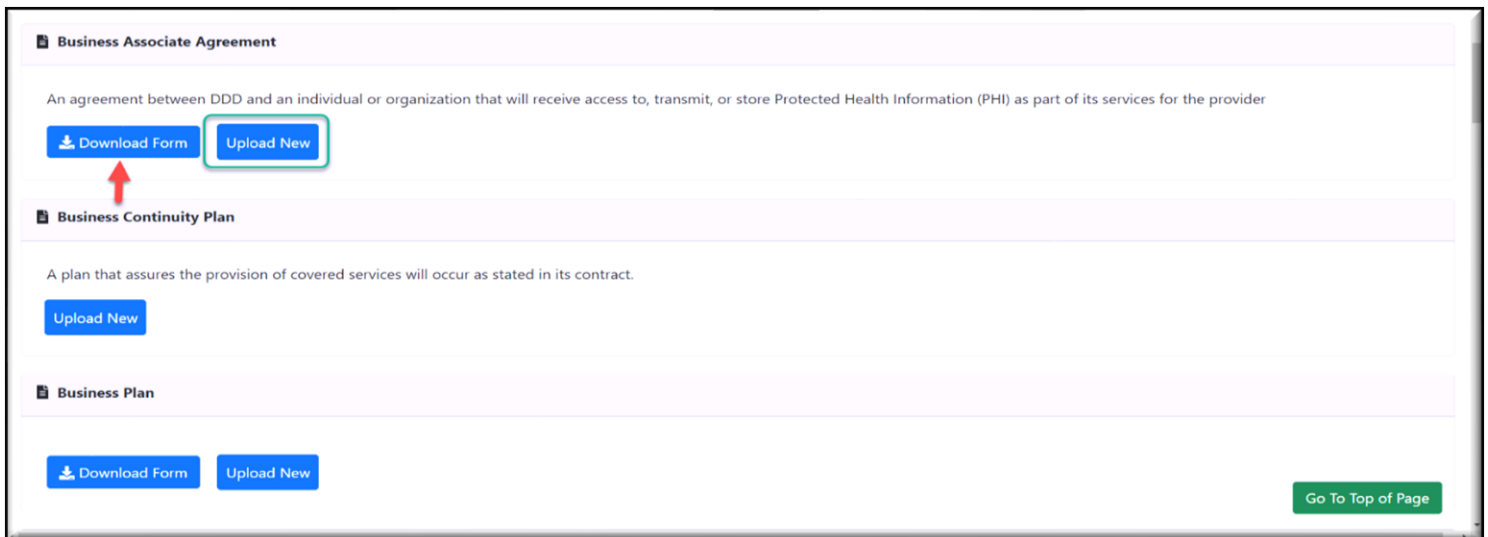
Step 6: Follow steps 1-5 to upload more documents. You can also upload the documents, by dragging the files from the folder where they are stored on your computer to this upload window.



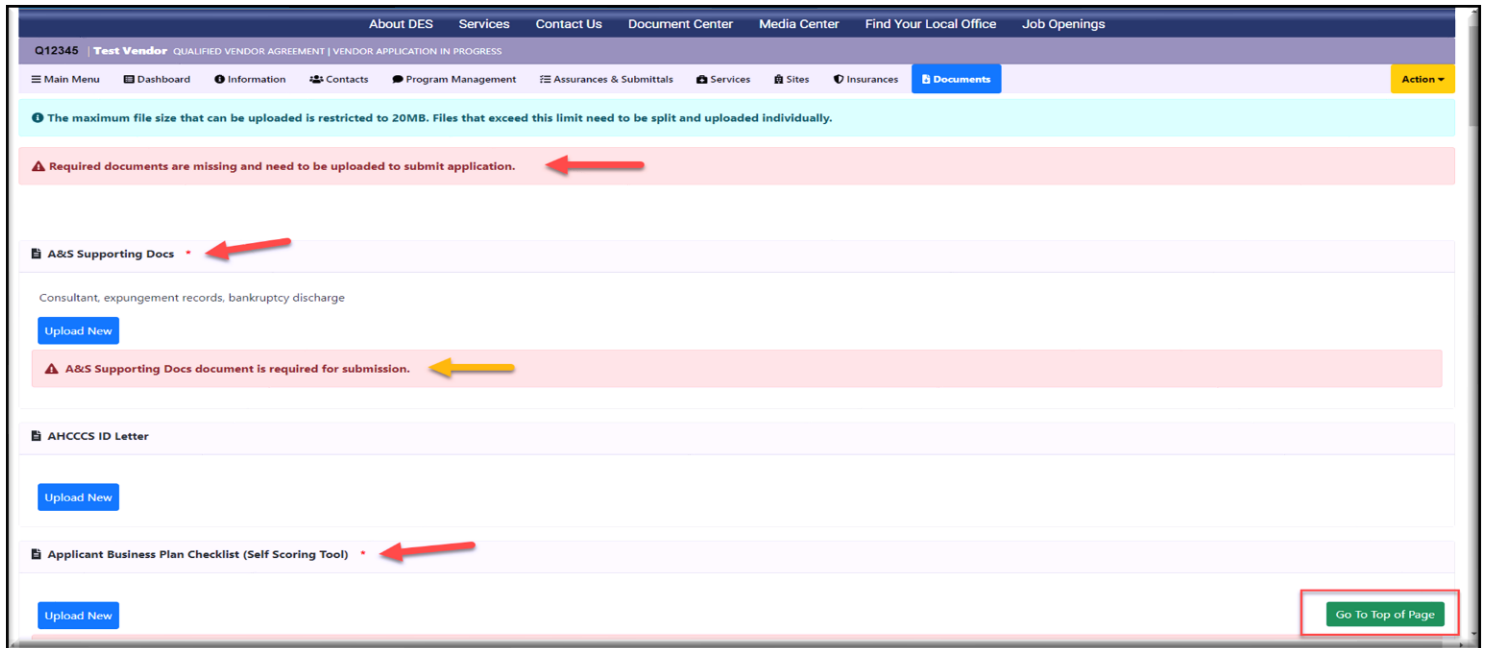
Step 7: After dragging and dropping the files, choose the document type and enter the document description. Click the “Clear queue” button (see the **green arrow** below) if you want to remove the document and upload new files.



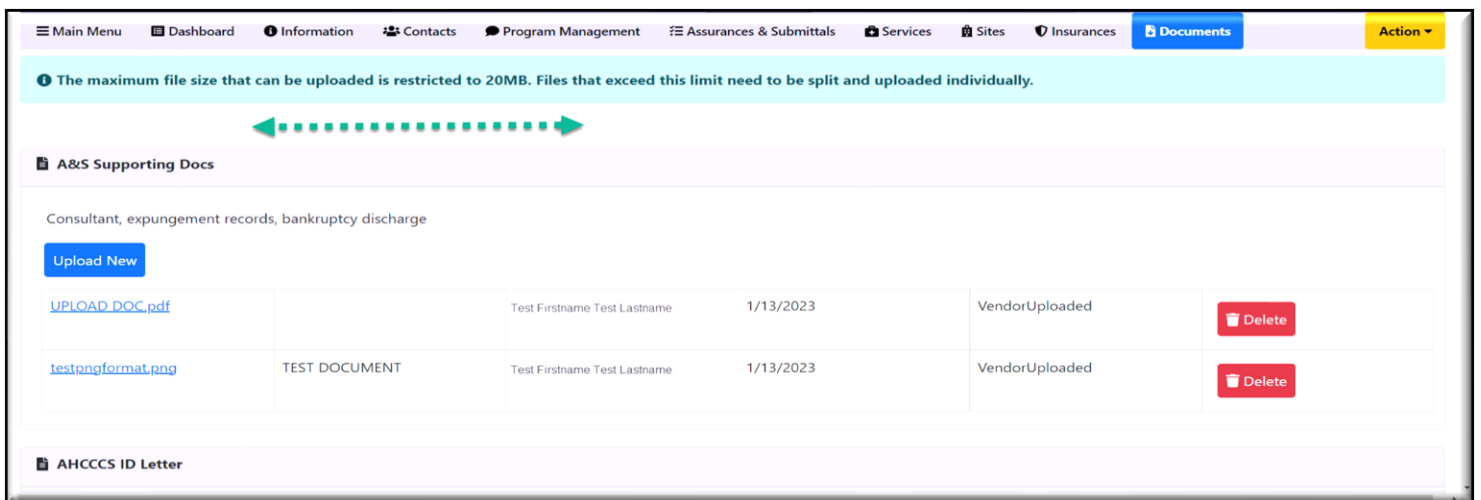
Step 8: There are some documents that need to be downloaded, completed and then uploaded back into the system in order to submit the application. Click on the “Download Form” button, to download the form that needs to be manually completed. Complete the necessary information and click the “Upload New” button to upload the form into the system. (Follow steps 1-6 to upload the document).



Step 9: Any documents that are required for submitting the application, that have not been uploaded will be highlighted at the top of this page, and under each document type as highlighted with the yellow arrow below. The missing documents must be uploaded before proceeding. Use the “GO TO TOP OF PAGE” button if you want to return to the top of the page anytime while uploading the documents.



Step 10: Once all the documents are uploaded, the “Documents Missing” message will no longer be visible, indicating that you have uploaded all required documents.



*****You have completed the Documents tab details. Please go to the next Tab*****

Dashboard

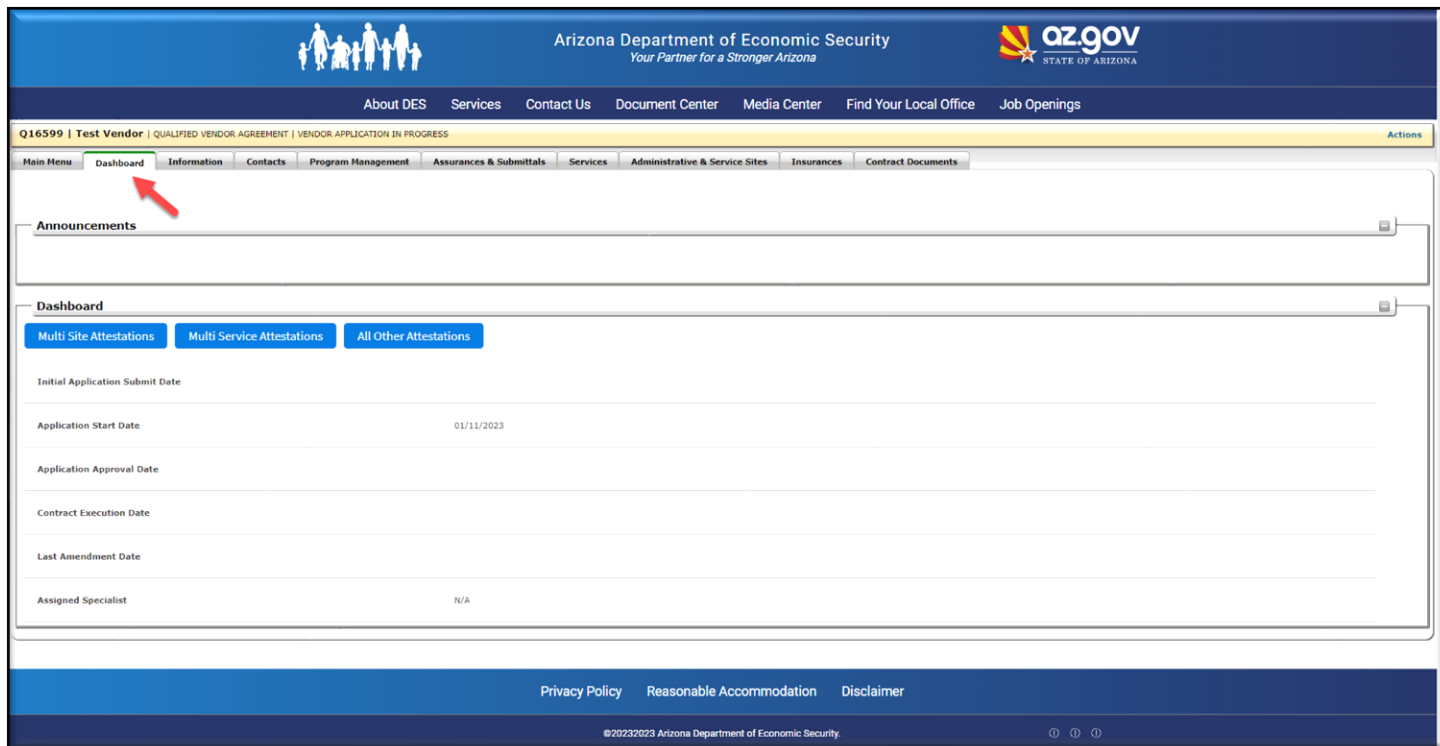
- The Dashboard provides important dates about your new RFQVA starting from the application submission date until contract effective date including amendments to the contract.
- The information on this page will be displayed as your application is being processed.
- You do not have to provide any details in this tab.
- You can provide the attestation to your sites, services, contacts, and program management from this dashboard also.
- Attestation can only be provided by users with the “**Provider Owner**” and “**Signatory**” roles. Also, your name must be listed as one of the below.

1. Executive owner
2. Primary Authorized signatory
3. Alternate Authorized signatory

Please follow the below steps if you want to provide the attestations from the Dashboard to the **Sites**.

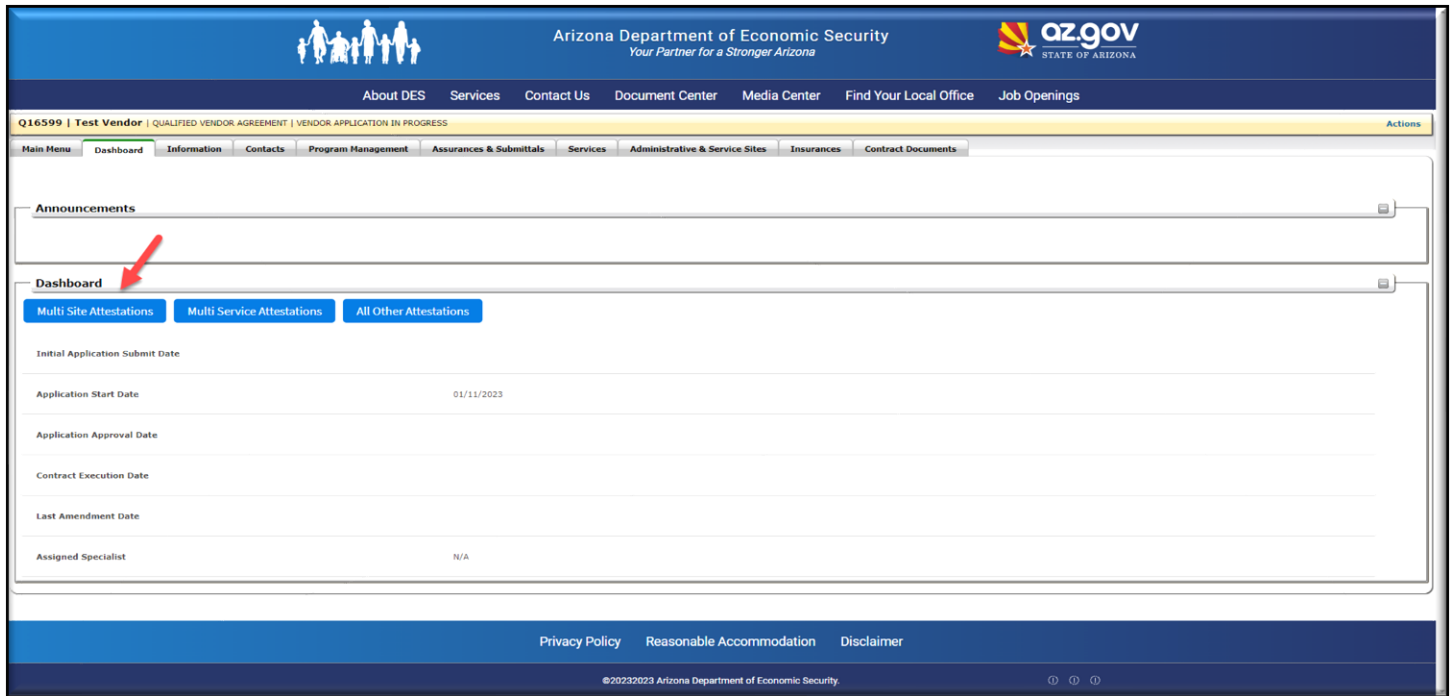
Multi-Site Attestations

Step 1: Click on the “**Dashboard**” from the new RFQVA.

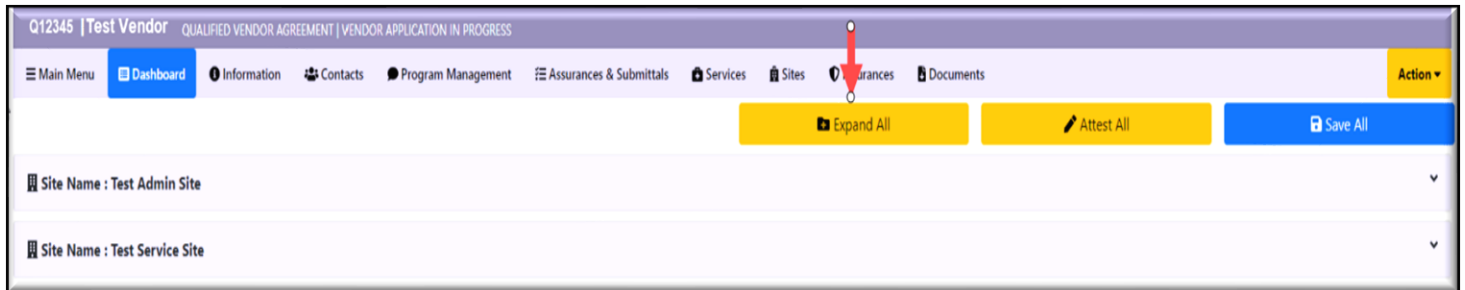


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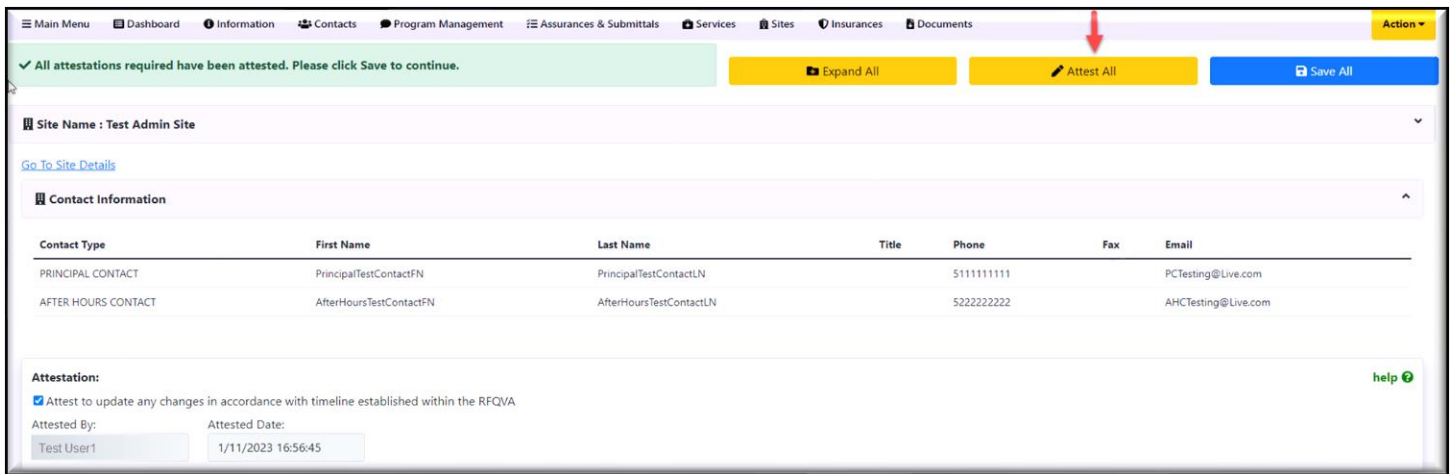
Step 2: Click on the “Multi Site Attestations” tab where you can see the details of all the sites.



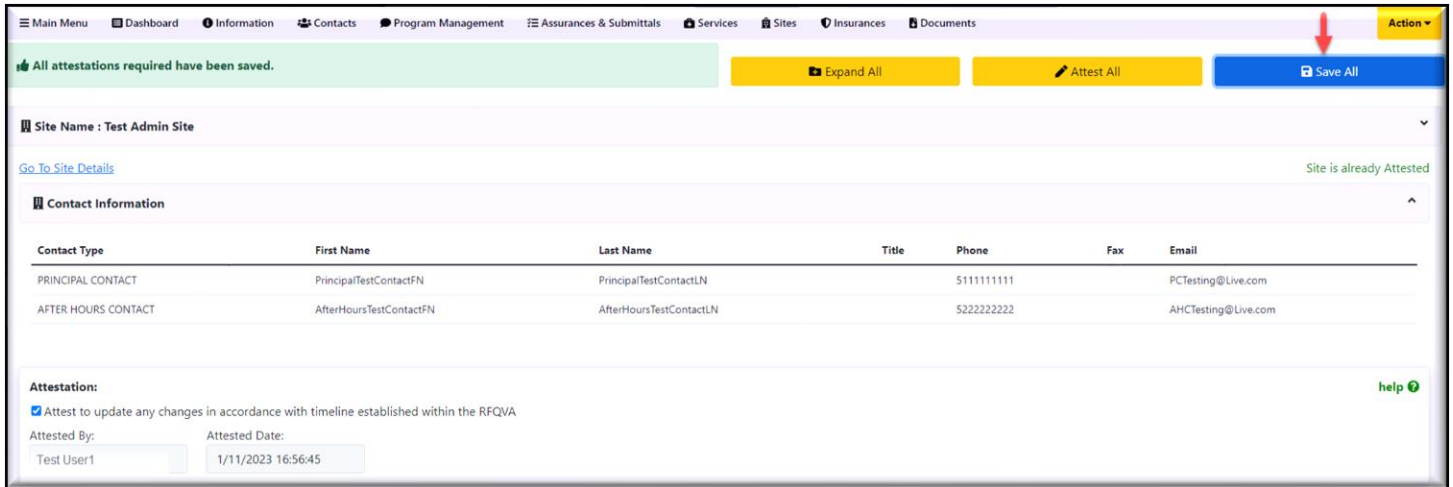
Step 3: Click the “Expand All” tab to review the site details.



Step 4: Click on the “Attest All” tab to provide attestation to all the sites.



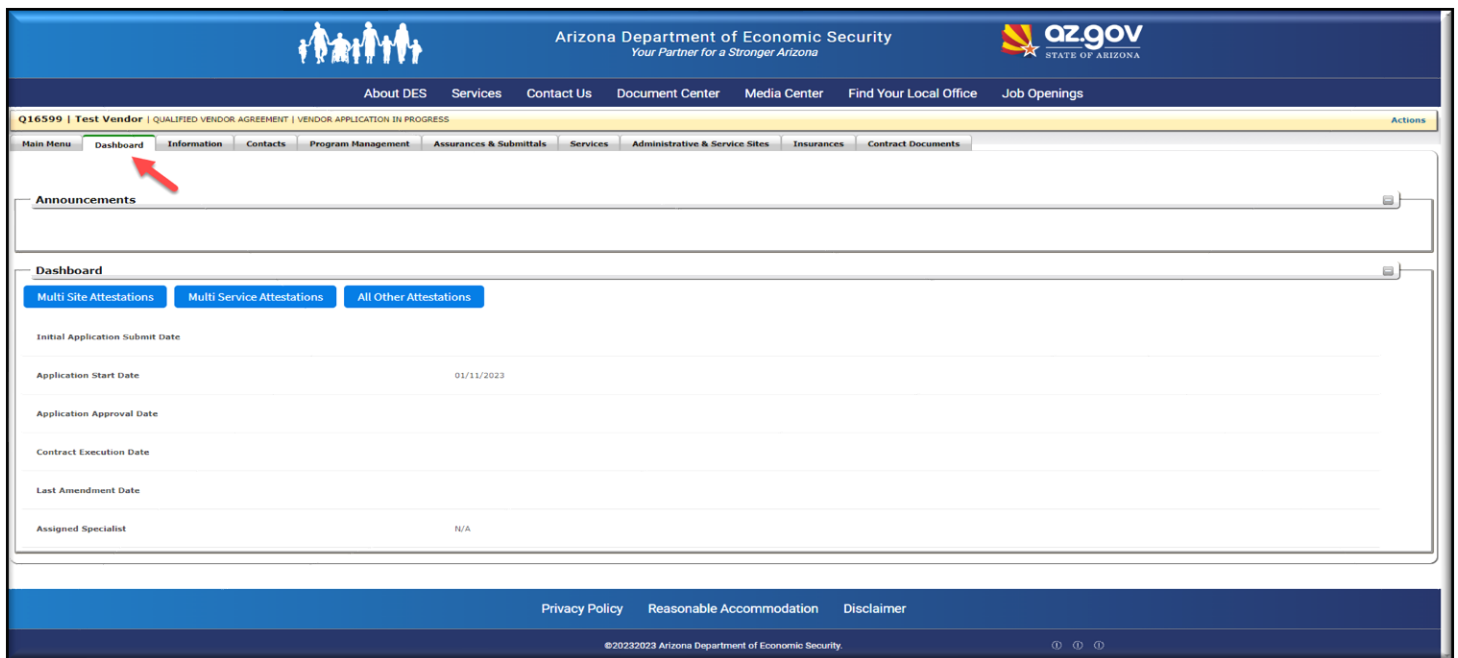
Step 5: After providing the attestation, click **“Save All”** to save the attestation. You will see a Success message displayed once the information is saved.



Follow the below steps if you want to provide the attestations from the Dashboard to all the **Services**.

Multi Service Attestations

Step 1: Click the **“Dashboard”** tab in the new RFQVA.



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Step 2: Click the “Multi Service Attestations” and you can see all the details related to the services.

The screenshot shows the Arizona Department of Economic Security (DES) dashboard. The header includes the DES logo, the text "Arizona Department of Economic Security Your Partner for a Stronger Arizona", and the "az.gov STATE OF ARIZONA" logo. Below the header is a navigation bar with links: "About DES", "Services", "Contact Us", "Document Center", "Media Center", "Find Your Local Office", and "Job Openings". The main content area is titled "Q16599 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS" and includes a "Main Menu" with tabs: "Dashboard", "Information", "Contacts", "Program Management", "Assurances & Submittals", "Services", "Administrative & Service Sites", "Insurances", and "Contract Documents". The "Dashboard" tab is active, showing three buttons: "Multi Site Attestations", "Multi Service Attestations" (highlighted with a red arrow), and "All Other Attestations". Below the buttons is a table with the following data:

Initial Application Submit Date	
Application Start Date	01/11/2023
Application Approval Date	
Contract Execution Date	
Last Amendment Date	
Assigned Specialist	N/A

At the bottom of the dashboard, there are links for "Privacy Policy", "Reasonable Accommodation", and "Disclaimer", and a copyright notice: "©2023/2023 Arizona Department of Economic Security." and three small circular icons.

Step 3: Click on the “Expand All” button and review the details of the services.

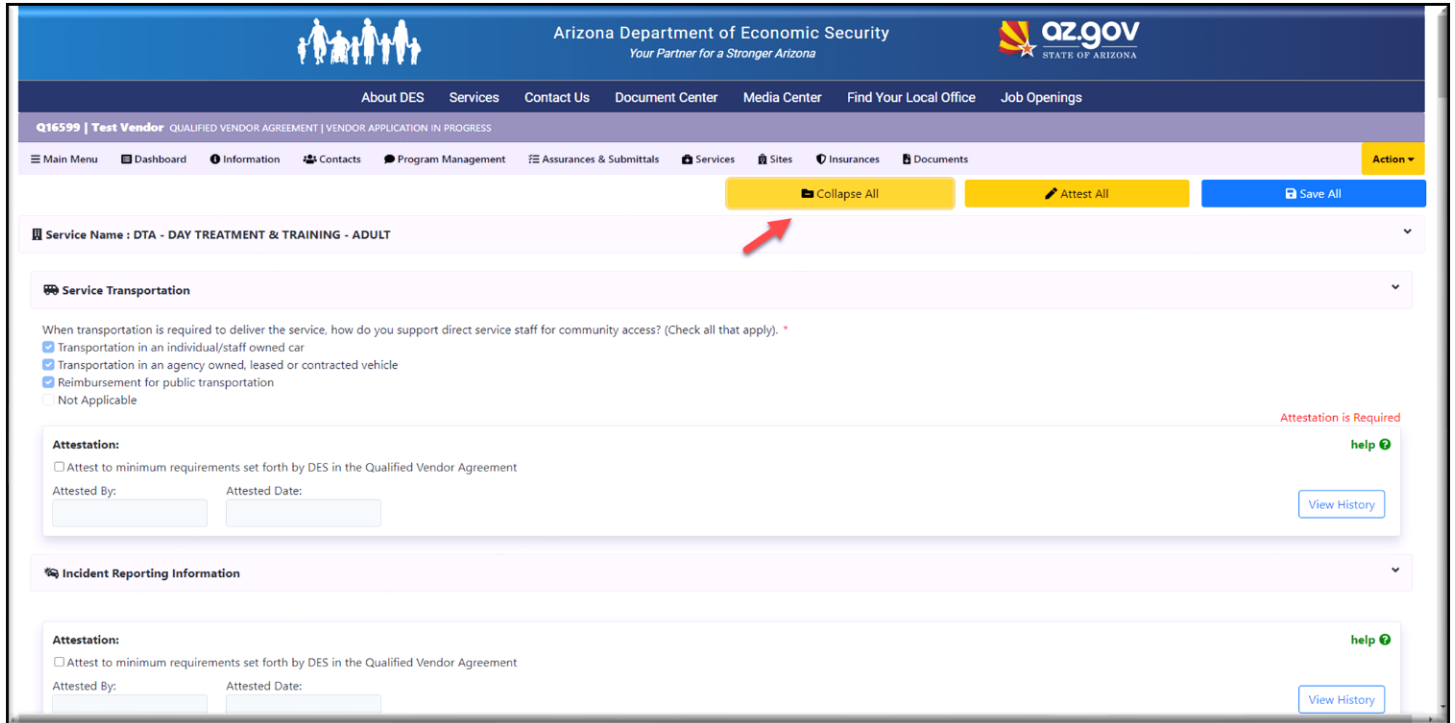
The screenshot shows the Arizona Department of Economic Security (DES) dashboard. The header includes the DES logo, the text "Arizona Department of Economic Security Your Partner for a Stronger Arizona", and the "az.gov STATE OF ARIZONA" logo. Below the header is a navigation bar with links: "About DES", "Services", "Contact Us", "Document Center", "Media Center", "Find Your Local Office", and "Job Openings". The main content area is titled "Q16599 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS" and includes a "Main Menu" with tabs: "Dashboard", "Information", "Contacts", "Program Management", "Assurances & Submittals", "Services", "Sites", "Insurances", and "Documents". The "Services" tab is active, showing a list of services with a yellow "Expand All" button highlighted by a red arrow. The services listed are:

- Service Name : DTA - DAY TREATMENT & TRAINING - ADULT
- Service Name : DTT - DAY TREATMENT & TRAINING - CHILDREN AFTER SCHOOL
- Service Name : HAI - HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT
- Service Name : HCT - HABILITATION, CONSULTATION
- Service Name : RSP - RESPITE CARE HOURLY & DAILY

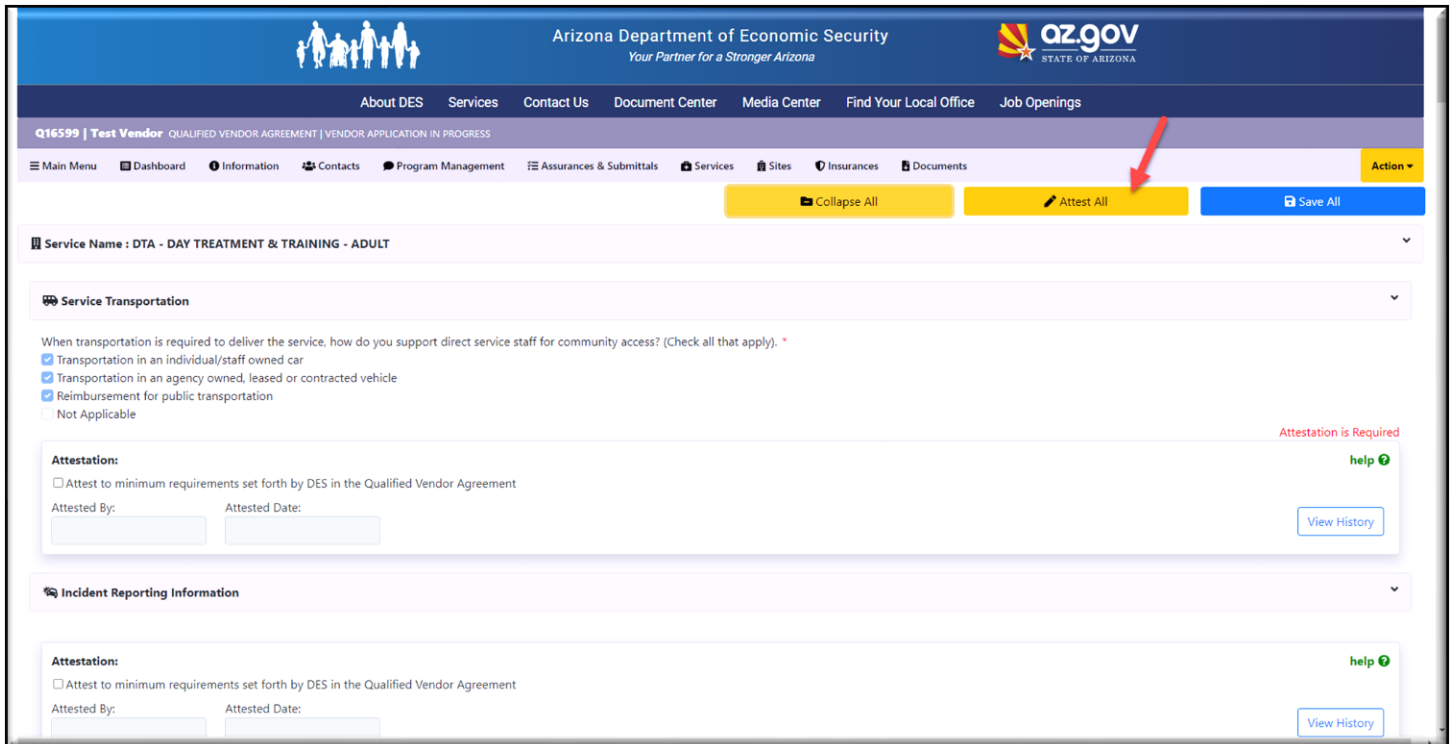
At the bottom of the dashboard, there are links for "Privacy Policy", "Reasonable Accommodation", and "Disclaimer", and a copyright notice: "©2023/2023 Arizona Department of Economic Security." and three small circular icons.

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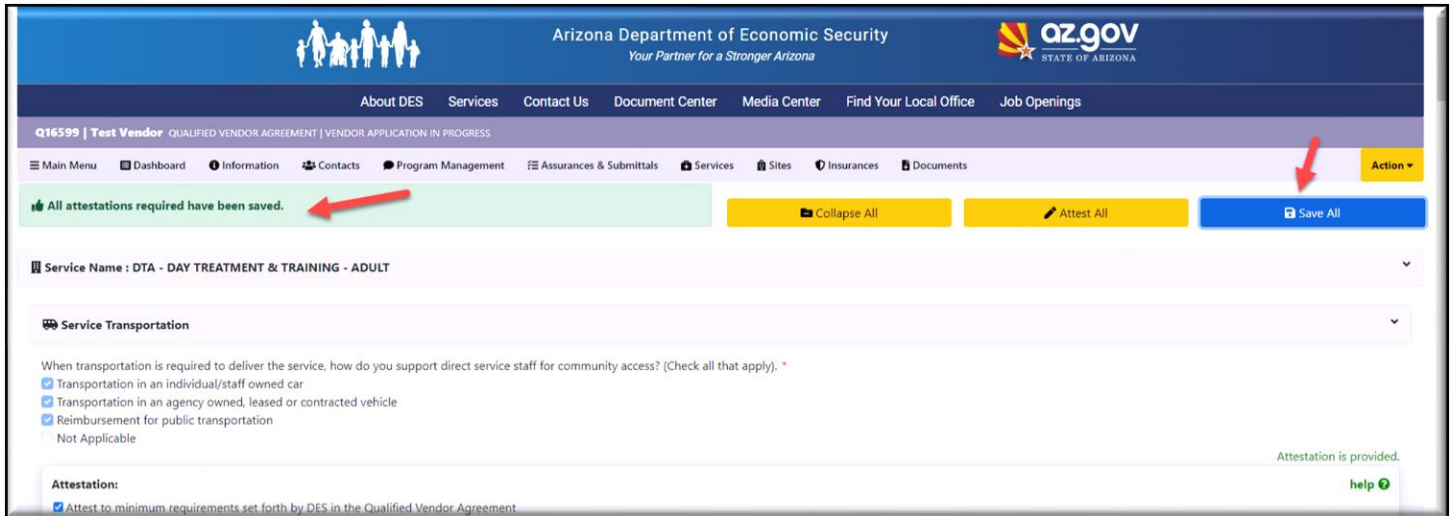
Step 4: Use the “Collapse All” button to see only the list of service names.



Step 5: After reviewing the details, click the “Attest All” button to provide attestation to all the services.



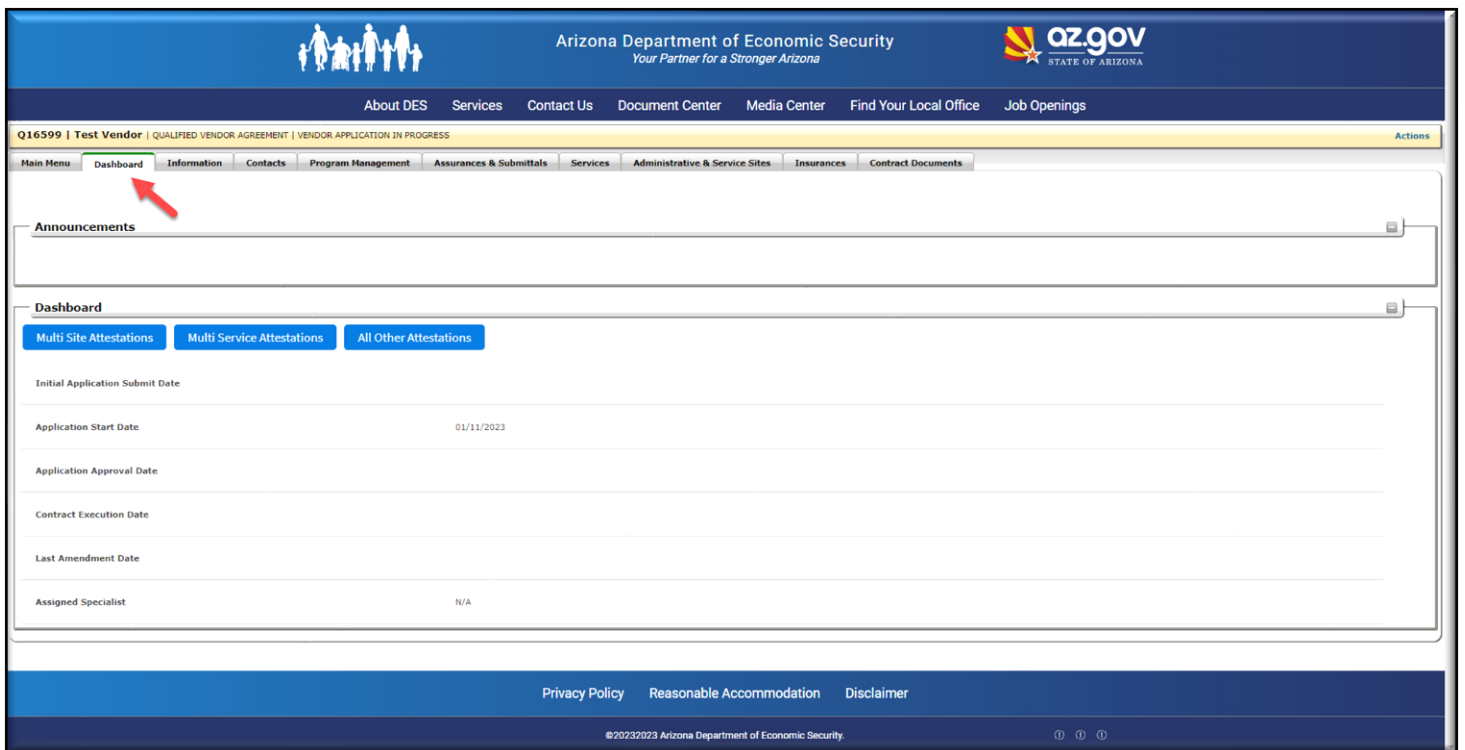
Step 6: Once the attestation is provided, click the **“Save All”** button to save the attestations. A success message will display at the top of the screen.



Follow the below steps if you want to provide the attestations from the Dashboard to all the **All-other tabs**.

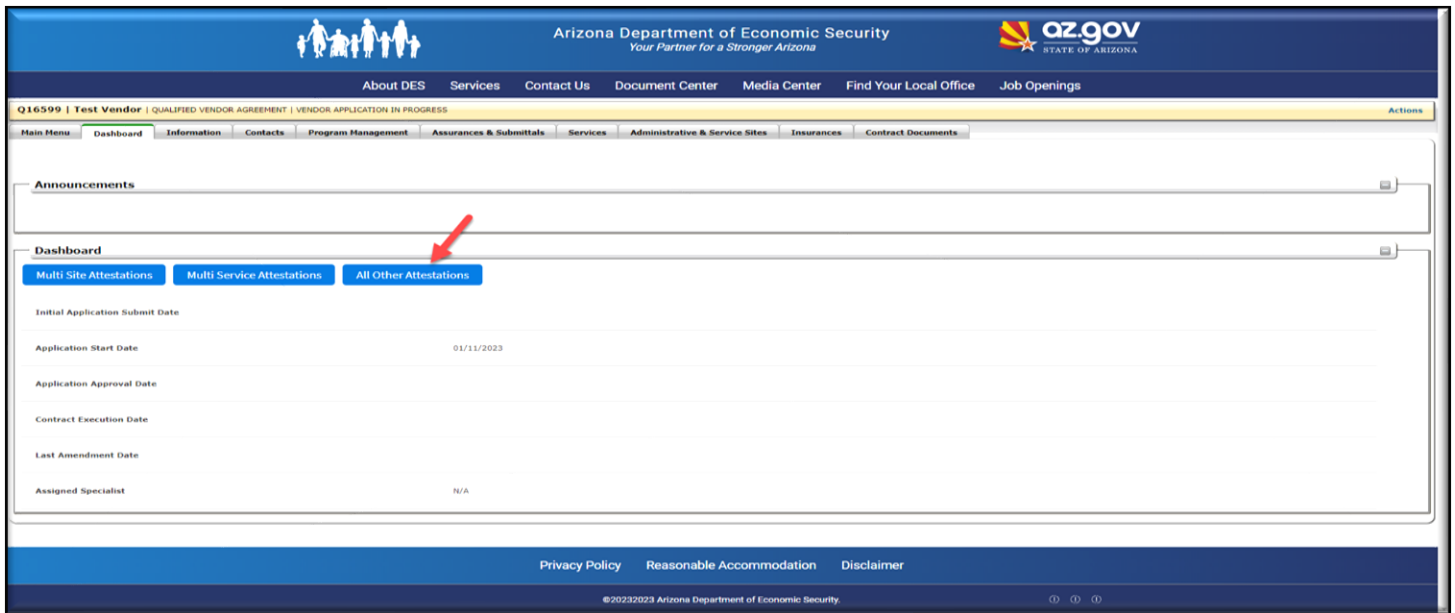
All other Attestations

Step 1: Click on the **“Dashboard”** tab in the new RFQVA.



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Step 2: Click on the “All Other Attestations” tab, where you will see the details of all the contact information and program management.

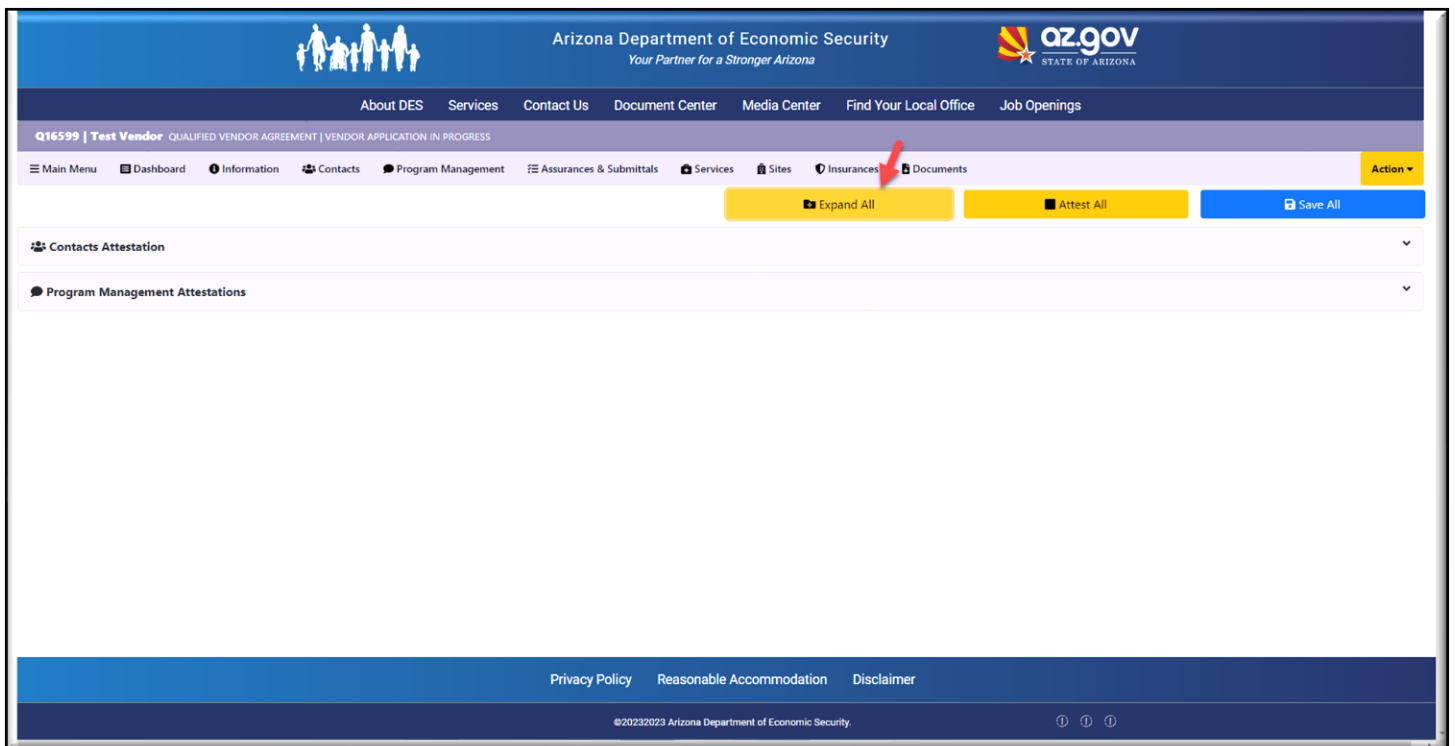


The screenshot shows the Arizona Department of Economic Security (DES) dashboard. The header includes the DES logo, the text "Arizona Department of Economic Security Your Partner for a Stronger Arizona", and the "az.gov STATE OF ARIZONA" logo. Below the header is a navigation bar with links: "About DES", "Services", "Contact Us", "Document Center", "Media Center", "Find Your Local Office", and "Job Openings". The main content area is titled "Q16599 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS". A sub-navigation bar includes "Main Menu", "Dashboard", "Information", "Contacts", "Program Management", "Assurances & Submittals", "Services", "Administrative & Service Sites", "Insurances", and "Contract Documents". The "Dashboard" section is active, showing three tabs: "Multi Site Attestations", "Multi Service Attestations", and "All Other Attestations". A red arrow points to the "All Other Attestations" tab. Below the tabs is a table with the following data:

Field	Value
Initial Application Submit Date	
Application Start Date	01/11/2023
Application Approval Date	
Contract Execution Date	
Last Amendment Date	
Assigned Specialist	N/A

At the bottom of the dashboard, there are links for "Privacy Policy", "Reasonable Accommodation", and "Disclaimer". The footer contains the copyright notice "©20232023 Arizona Department of Economic Security" and three small circular icons.

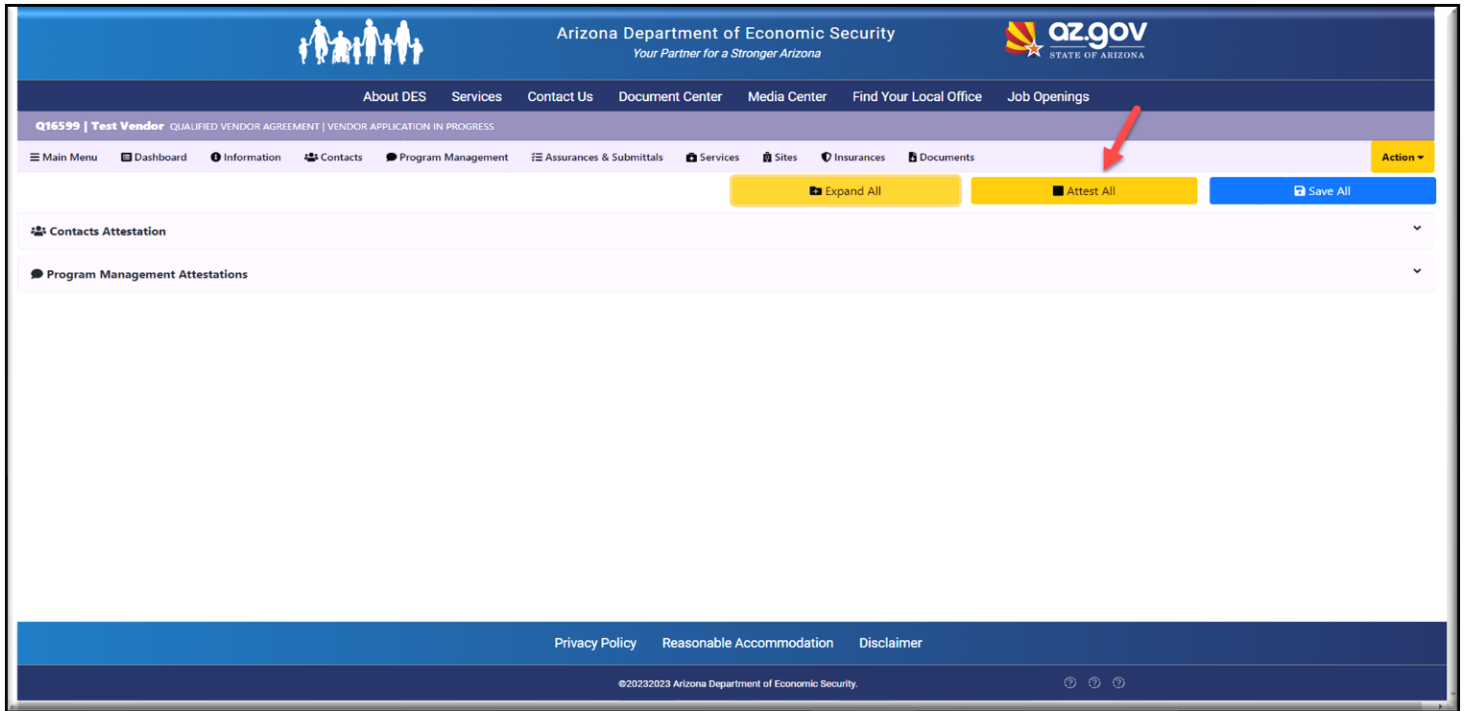
Step 3: Click the “Expand All” button to see all the contact information and program management information.



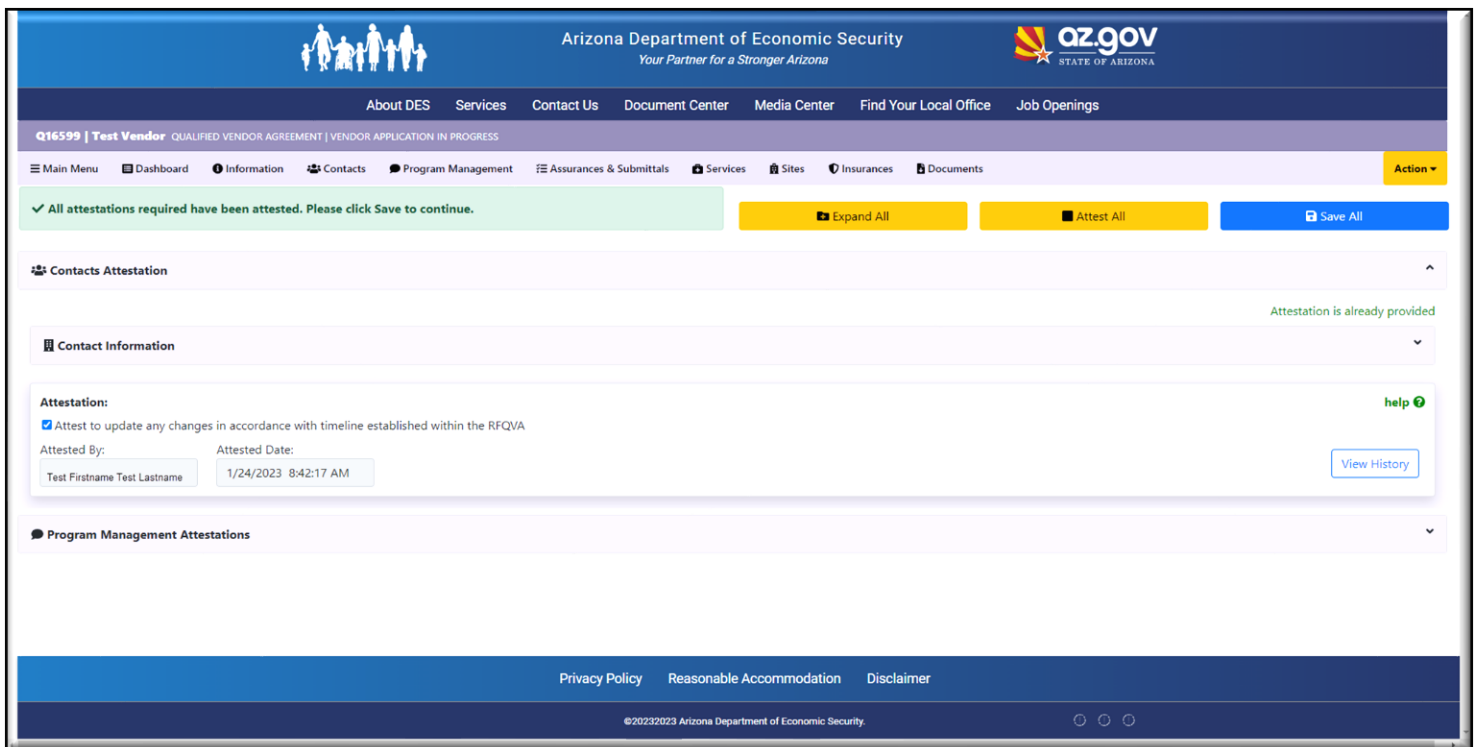
The screenshot shows the Arizona Department of Economic Security (DES) dashboard. The header and navigation bar are identical to the previous screenshot. The main content area is titled "Q16599 | Test Vendor | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS". A sub-navigation bar includes "Main Menu", "Dashboard", "Information", "Contacts", "Program Management", "Assurances & Submittals", "Services", "Sites", "Insurances", and "Documents". Below the sub-navigation bar are three buttons: "Expand All", "Attest All", and "Save All". A red arrow points to the "Expand All" button. Below the buttons are two expandable sections: "Contacts Attestation" and "Program Management Attestations". The footer is identical to the previous screenshot.

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Step 4: Click the “Attest All” button to provide the attestation.



Step 5: You can now see the attestation is provided.



Contacts Attestation

Contact Information

Contact Type	First Name	Last Name	Title	Phone	Fax	Email
Principal Contact	Test	User1		6111111111		Testing@Live.com
Notice Contact	Test	User1		6111111111		Testing@Live.com
Electronic Visit Verification Contact	Test	User1		6111111111		Testing@Live.com
Quality Management Contact	Test	User1		6111111111		Testing@Live.com
Payment/Billing Office Contact	Test	User1		6111111111		Testing@Live.com
Direct Referral						
Agency After Hours						
Member Records						

Attestation: [help](#)

Attest to update any changes in accordance with timeline established within the RFQVA

Attested By: Attested Date:

Step 6: Click “Save All” to save the information and a success message will display at the top of the screen.

Main Menu | Dashboard | Information | **Contacts** | Program Management | Assurances & Submittals | Services | Sites | Insurances | Documents | Action

👍 All attestations required have been saved. Collapse All Attest All **Save All**

Program Management Attestations

- Incident Reporting Information
- Complaints & Grievances Information
- Member/Member Representative Input
- Quality Improvement Information
- Contacts Attestation**
- Contact Information

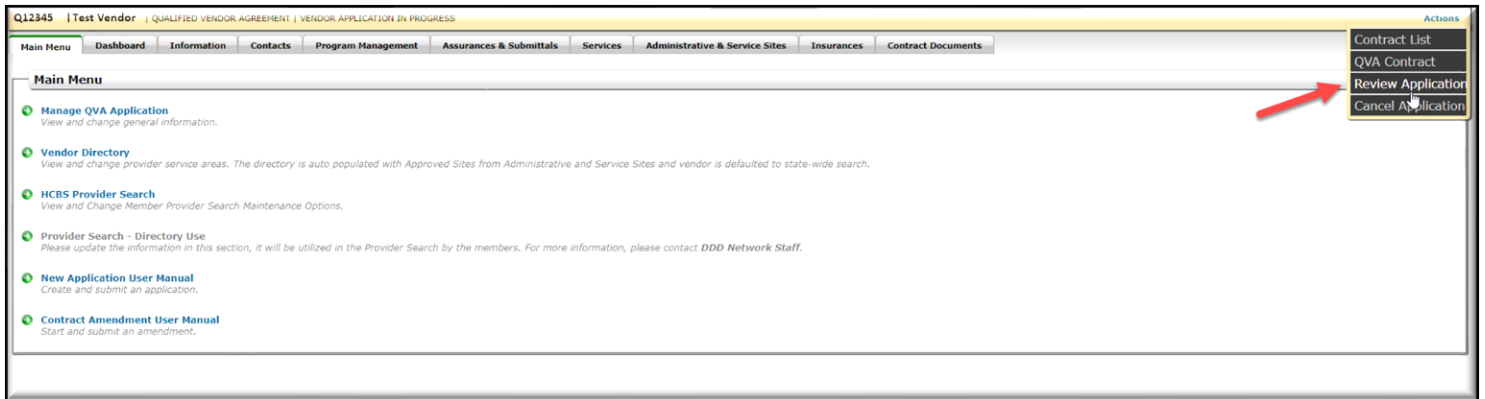
****You have completed the Dashboard tab details. Now you can Review and Submit the Application****

Submit Application

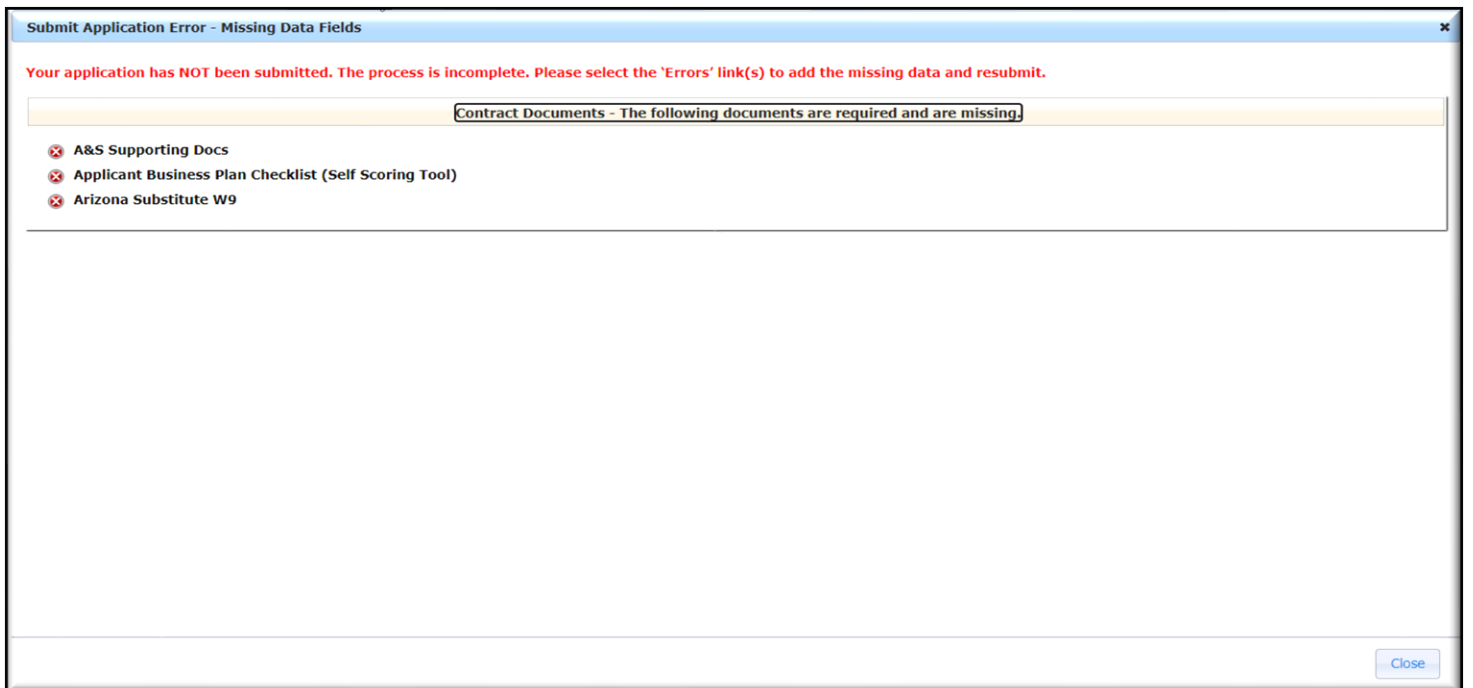
- Your new RFQVA is now completed with all the required information.
- You have also uploaded all the necessary documents electronically.

Follow the below steps to submit the application.

Step 1: Click the “Review Application” from the “Actions” menu at the right side of the RFQVA.



Step 2: If there is any missing information in any of the tabs it will be displayed as shown below. Click on the tab name and complete all the missing information.



Step 3: Once you are done completing the details click the “**Review application**” button and the below message will display. Review all the details and click the checkbox as shown below.

Step 1

Application Submission Process Step 1

All required fields on your application are complete.

Instructions :

In order for your application to be reviewed by the Division of Developmental Disabilities:

- ❖ An electronic submission and a hardcopy signature application packet must be received by the Division of Developmental Disabilities.
- ❖ The hardcopy signature application packet must be received within 60 days after the electronic submission.
- ❖ Checking the 'Acknowledgement' box is your confirmation of the requirement to print sections of the application and sign required documents. Checking the box also activates the [Submit Application] button.
- ❖ Clicking the [Submit Application] button electronically submits your application.
- ❖ A checklist is provided (click the DDD Website link) detailing what additional documents are required for your packet.

NOTE: If you are NOT ready to submit your application, please exit this window. Once the [Submit Application] button is selected, you will no longer be able to edit your application.

NOTE: Please check the checkbox below to view Submit Application button.

ACKNOWLEDGEMENT:

Having reviewed the contract RFQVA DDD-2024, I agree that the key business and clinical personnel meet the minimum education and/or experience requirements.

By submitting the electronic application, I agree to print out every required Section of my application and sign both the Assurances & Submittals Form and the Application and Qualified Vendor Agreement Award pages.

Close

Step 4: Once the checkbox is selected under “**Acknowledgement**”, click the “**Submit Application**” button to submit the application.

Step 1

Application Submission Process Step 1

All required fields on your application are complete.

Instructions :

In order for your application to be reviewed by the Division of Developmental Disabilities:

- ❖ An electronic submission and a hardcopy signature application packet must be received by the Division of Developmental Disabilities.
- ❖ The hardcopy signature application packet must be received within 60 days after the electronic submission.
- ❖ Checking the 'Acknowledgement' box is your confirmation of the requirement to print sections of the application and sign required documents. Checking the box also activates the [Submit Application] button.
- ❖ Clicking the [Submit Application] button electronically submits your application.
- ❖ A checklist is provided (click the DDD Website link) detailing what additional documents are required for your packet.

NOTE: If you are NOT ready to submit your application, please exit this window. Once the [Submit Application] button is selected, you will no longer be able to edit your application.

NOTE: Please check the checkbox below to view Submit Application button.

ACKNOWLEDGEMENT:

Having reviewed the contract RFQVA DDD-2024, I agree that the key business and clinical personnel meet the minimum education and/or experience requirements.

By submitting the electronic application, I agree to print out every required Section of my application and sign both the Assurances & Submittals Form and the Application and Qualified Vendor Agreement Award pages.

Submit Application

Step 5: After the “**Submit Application**” button is clicked, the application is submitted and is assigned to a Contract Specialist. The status will update to “**CONTRACT SPECIALIST IN PROGRESS**” as shown below.



****You have Now Submitted the RFQVA Application. Please see the “**Cancel Application**” section at the end of this manual if you want to cancel the application before submitting. If you want to re-upload any of your rejected documents, then go to the next section****

Upload Rejected or Requested Documents

- After your RFQVA is submitted, it will be reviewed by the assigned Contract Management Specialist.
- Contract Management Specialists can reject any of your documents and request you to re-upload corrected documents or request for any additional documents that are needed to process the application.
- You will be notified by email about the rejected or requested documents. Please see the below sample email for your reference.

Please review the following documents uploaded in your Qualified Vendor Application #Q12345 with the Department of Economic Security, Division of Developmental Disabilities("the Division") submitted on 07/21/2023 and perform the required actions.

Name	Detail
Document Number :	1
Document Type :	Cultural Competency Plan
File Name :	Cultural Competency Plan.pdf
Uploaded By :	Test Vendor
Uploaded Date :	2023-07-20
Rejected By :	TEST CMS
Rejected Note :	Your document is rejected. Please upload
Action Performed by Contract Specialist :	Rejected
Action Required :	Reupload and submit
Document Type :	Data Sharing Agreement (DSA)
Requested By :	TEST CMS
Requested Note :	Additional document is requested. Please Upload.
Action Performed by Contract Specialist :	Requested
Action Required :	Upload and submit

If you are still interested in continuing the application process, please perform the required actions for documents in your application. If not, this application will be cancelled in the next 30 days.

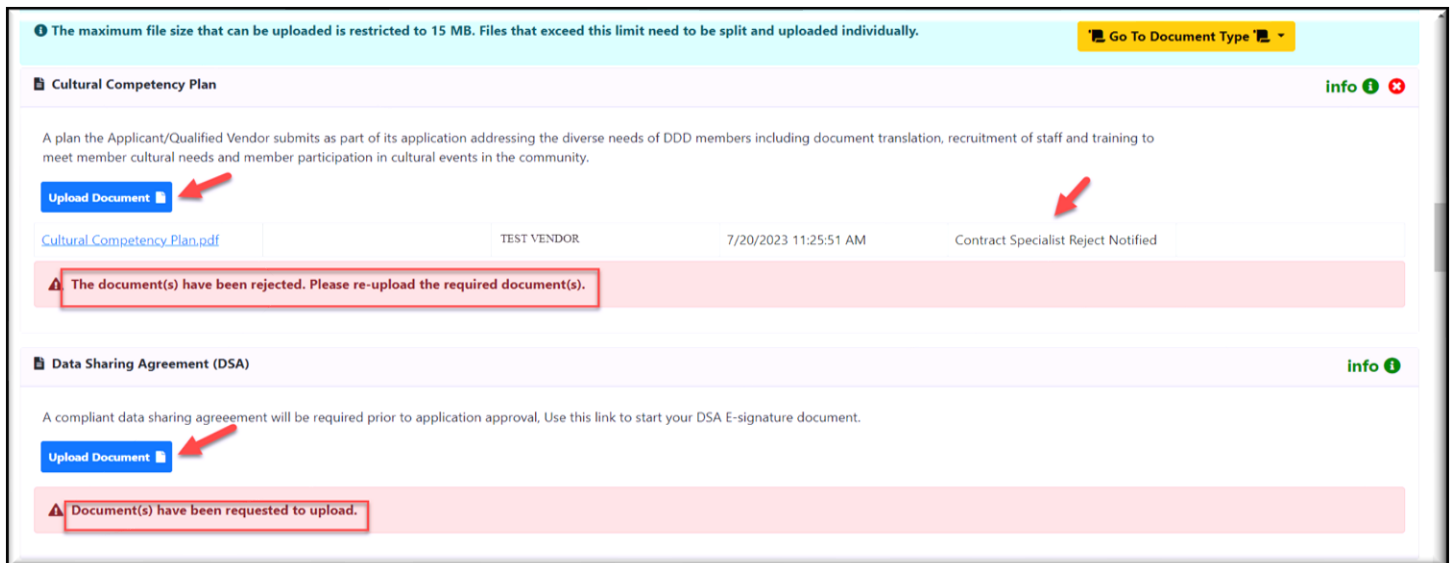
- **NOTE:** You will only be able to upload documents that were rejected or requested.
- Rejected or Requested documents can be uploaded individually or all documents together. The option to notify the Contract Specialist (CMS) can also be selected once all the documents have uploaded.
- After at least one rejected or requested document is uploaded, the **“Submit button”** will be visible. Clicking this button will submit and notify the CMS, while the other rejected or requested documents are being gathered as shown in steps 9,10 and 11 of this section below.

Please follow the below steps to re-upload the rejected documents.

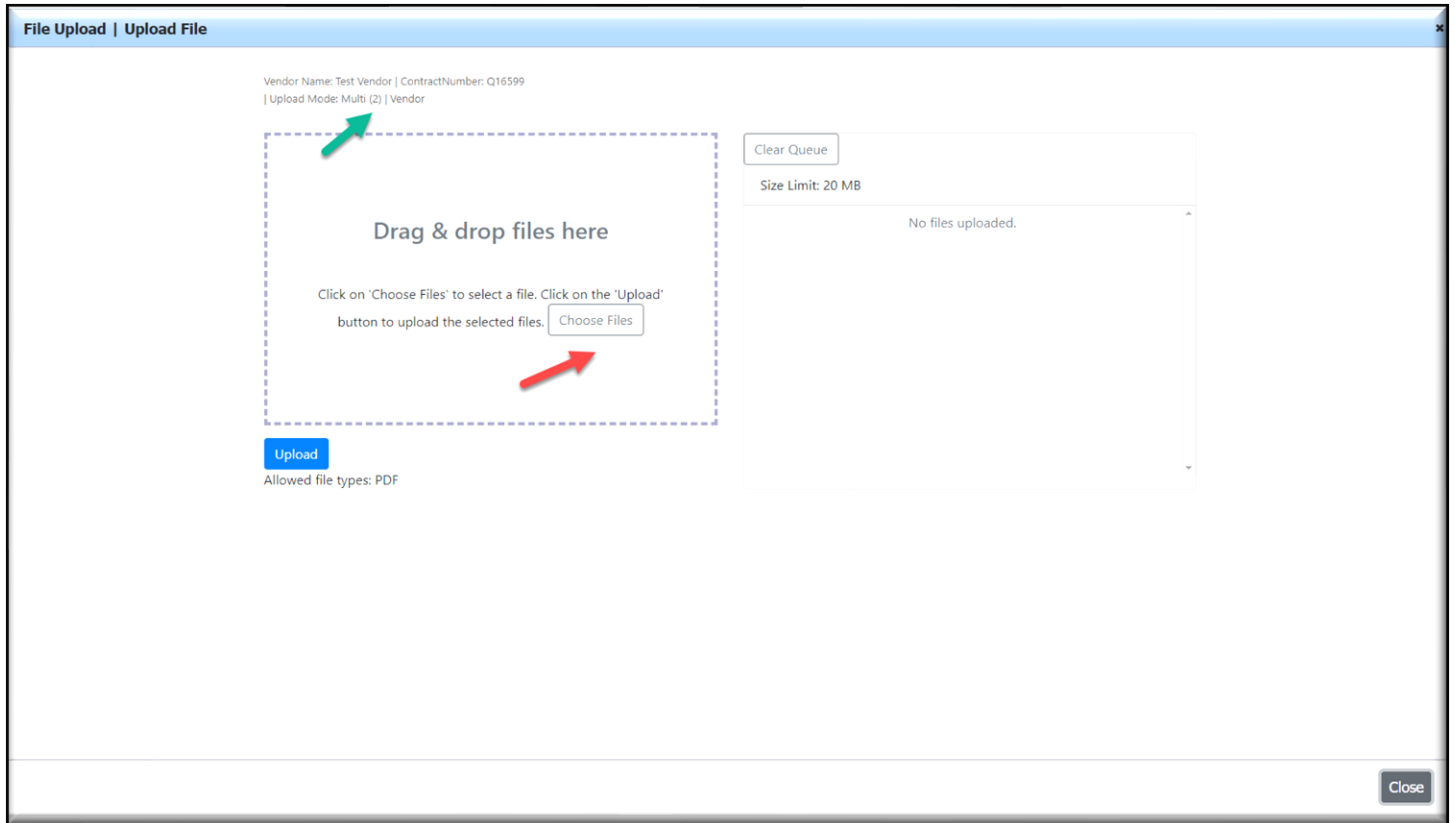
Step 1: Login to the FOCUS user account using your username and password and then click on the CAS application (Contract Administration system). Click the **“View”** button on the RFQVA as shown below.



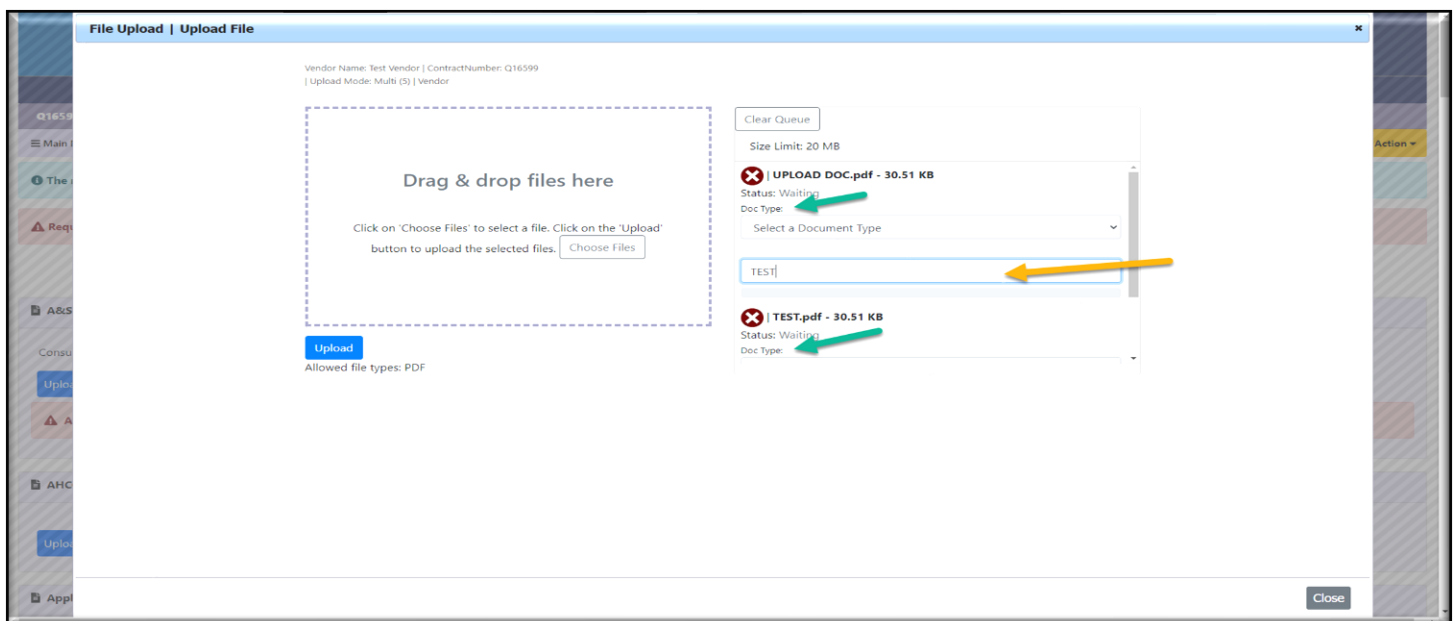
Step 2: Click the **“Documents”** tab and all the rejected and requested documents will be displayed. You can see the **“Upload Document”** button for all the rejected and requested documents. You can either upload one rejected or requested document or upload all of them.



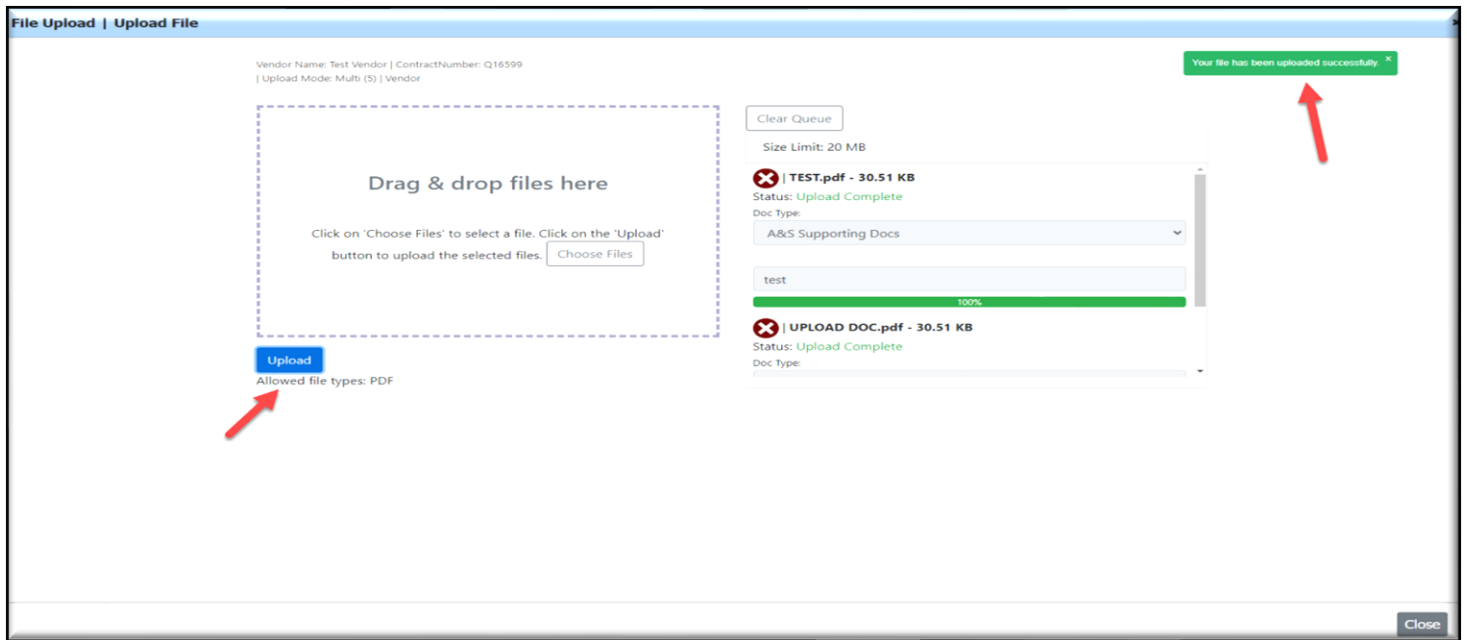
Step 3: Click the “**Upload New**” button and the upload file window will be displayed. Click the “**Choose Files**” button to select the file(s) that need to be uploaded (see the **red arrow** below). You can upload multiple files at the same time if multiple files are rejected or requested. Check the number of files allowed and then upload. (See the **green arrow** below)



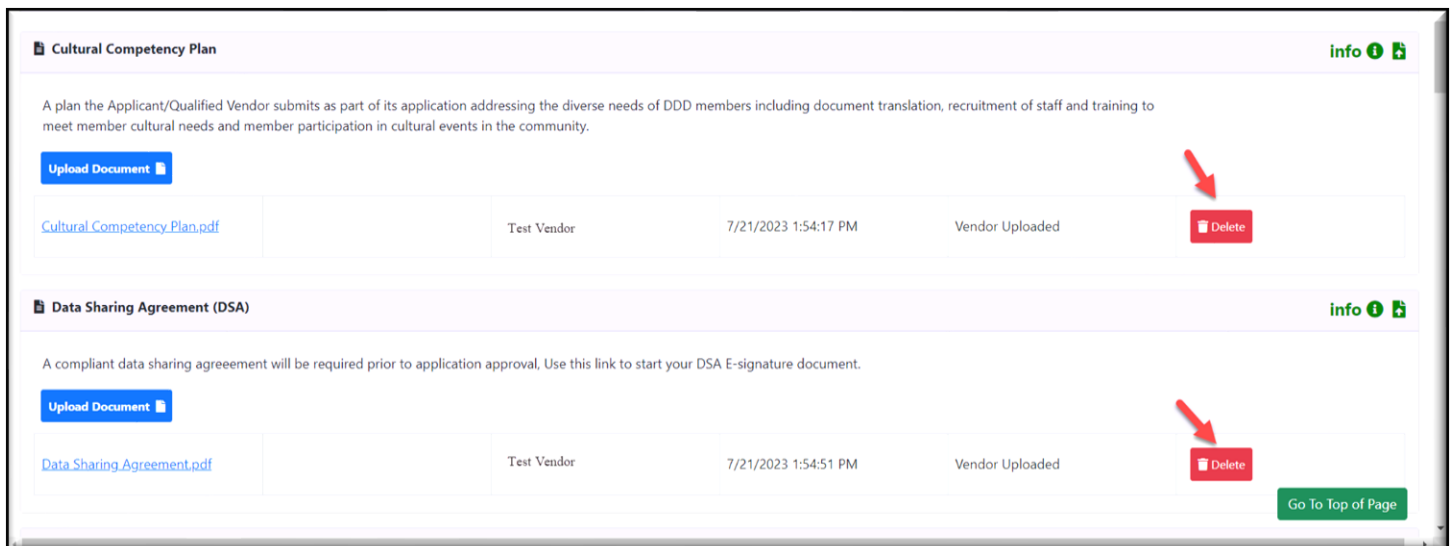
Step 4: After the files are selected, select the **document type** for each uploaded file, and enter the **document description** in the box given (see the yellow arrow below).



Step 5: Click the “Upload” button to upload the selected documents. Once the files are uploaded, the message “Your files have been uploaded successfully” will display at the top of the screen. Click “close” at the bottom to go to the previous page

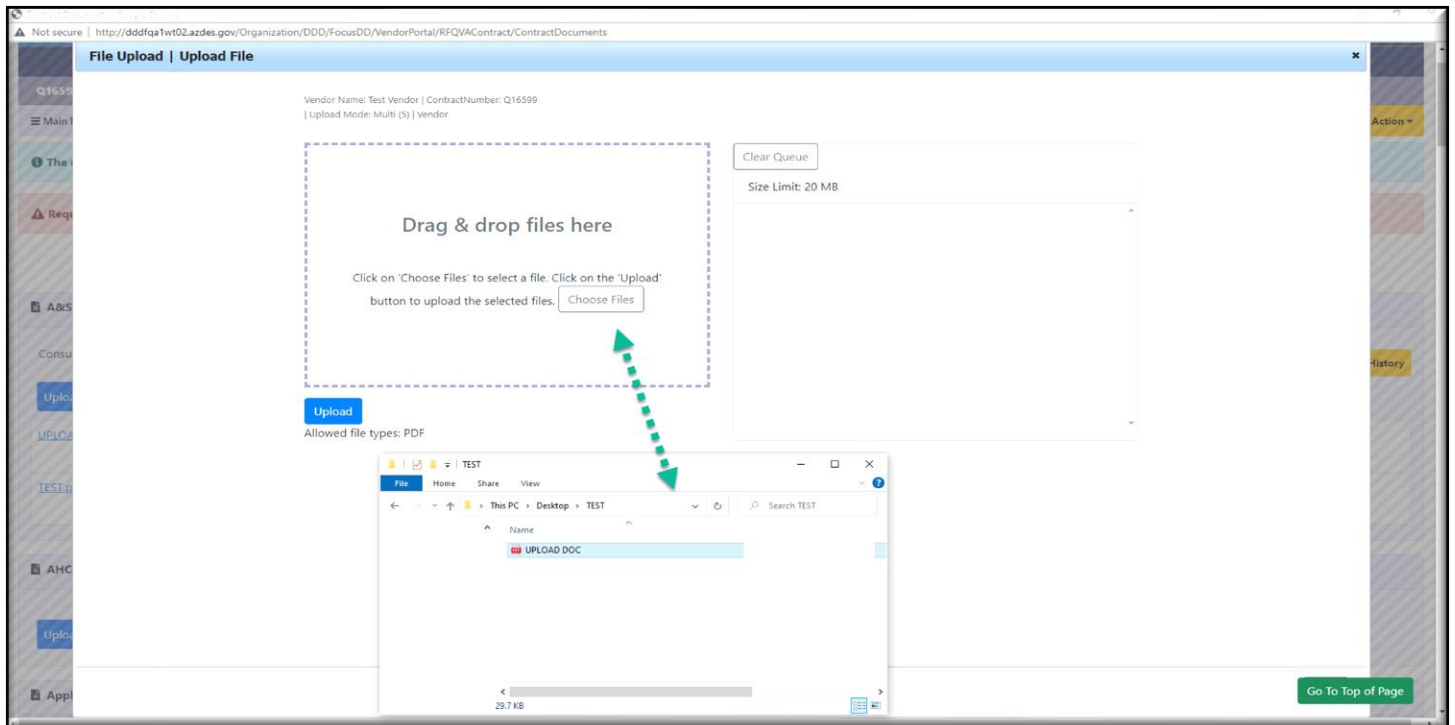


Step 6: Once the documents are uploaded, you will be able to see the uploaded document in each section (see the green arrow below). Use the “Delete” option if the uploaded documents are incorrect and need to be replaced (see the red arrow below).

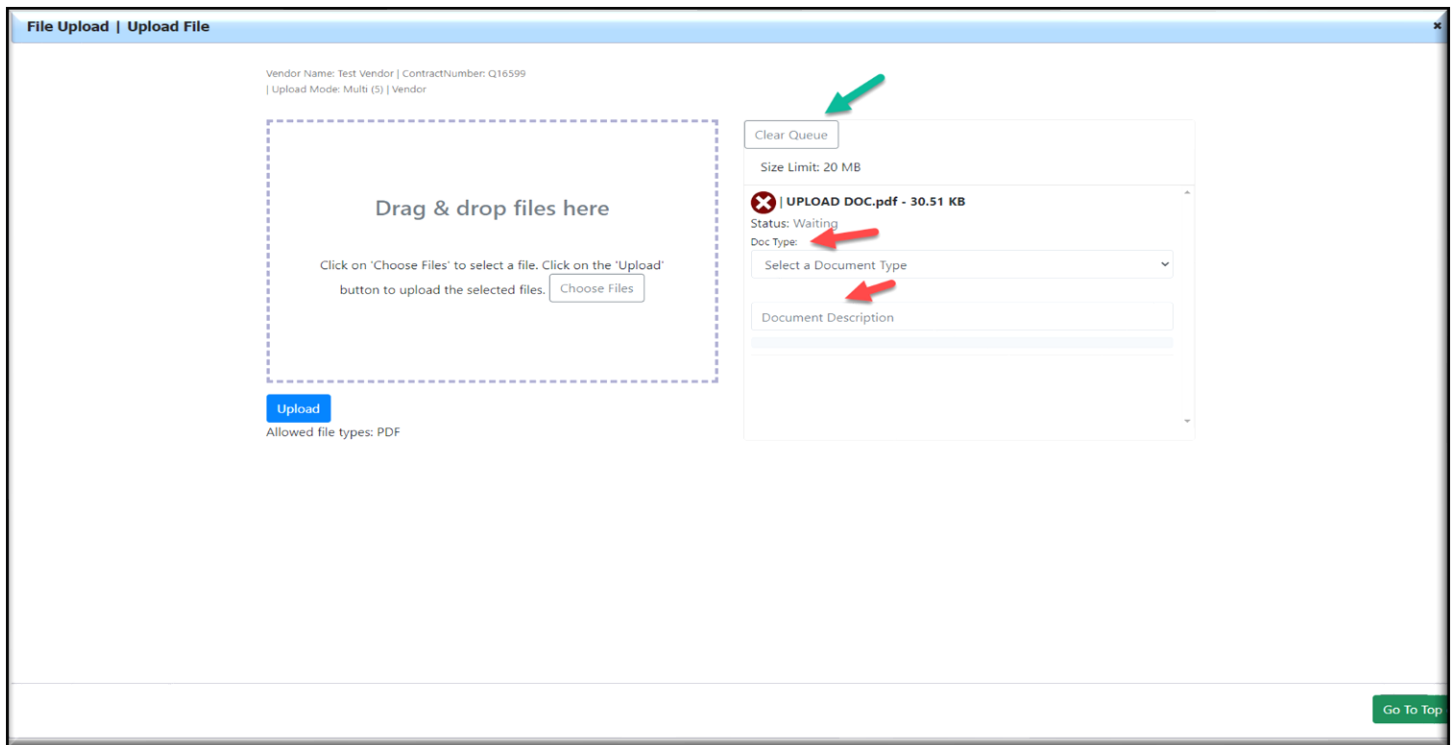


Contract Administration System (CAS) RFQVA DDD-2024 User Manual

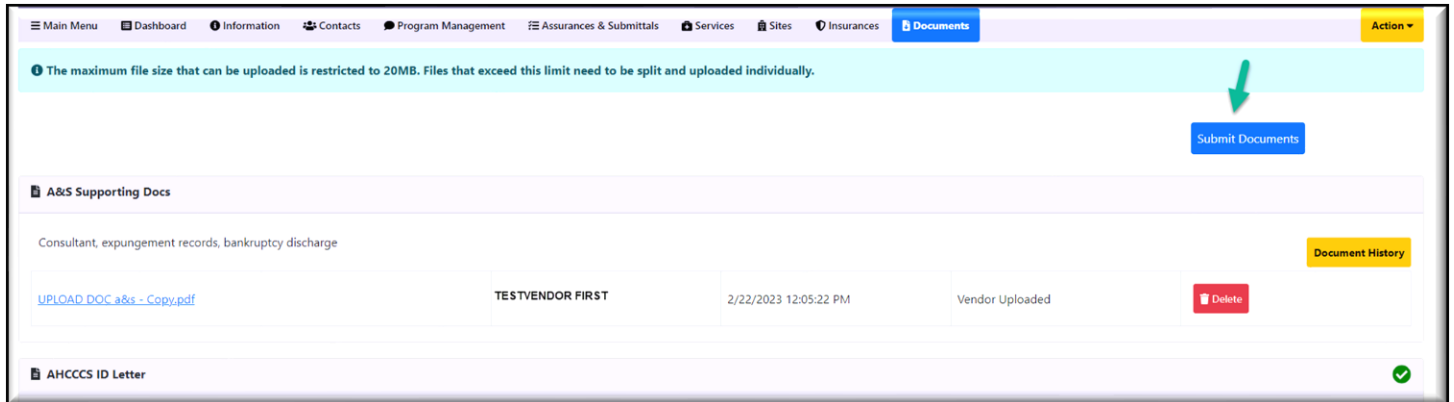
Step 7: Follow steps 1-5, to upload more documents if they are rejected or requested. You can also upload the documents, by dragging the files from the location where they are saved on your computer to this upload window. Select the files to upload and drag the files to this window



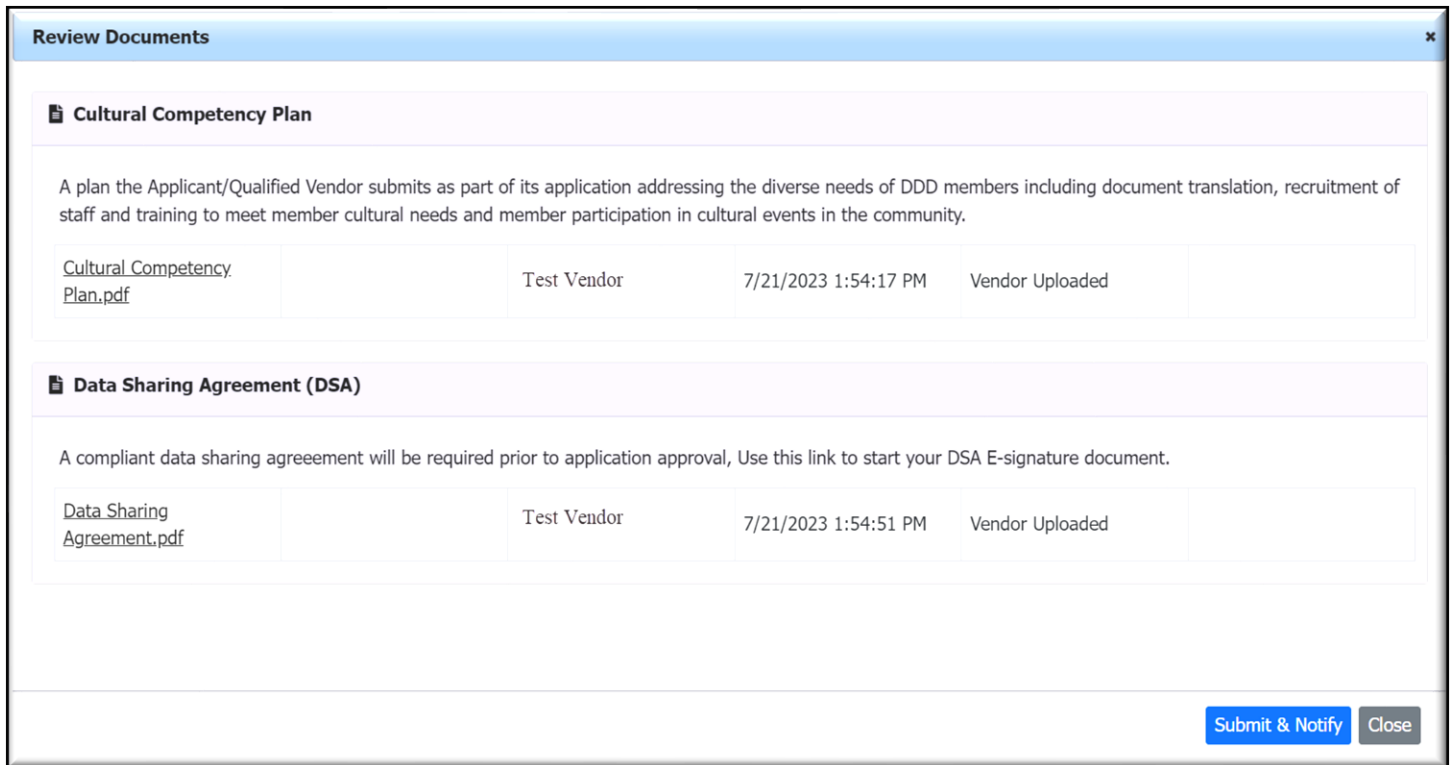
Step 8: After dragging and dropping the files, choose the document type and enter the document description. Click the “Clear queue” (see the **green arrow** below) button if you want to remove this and upload new files.



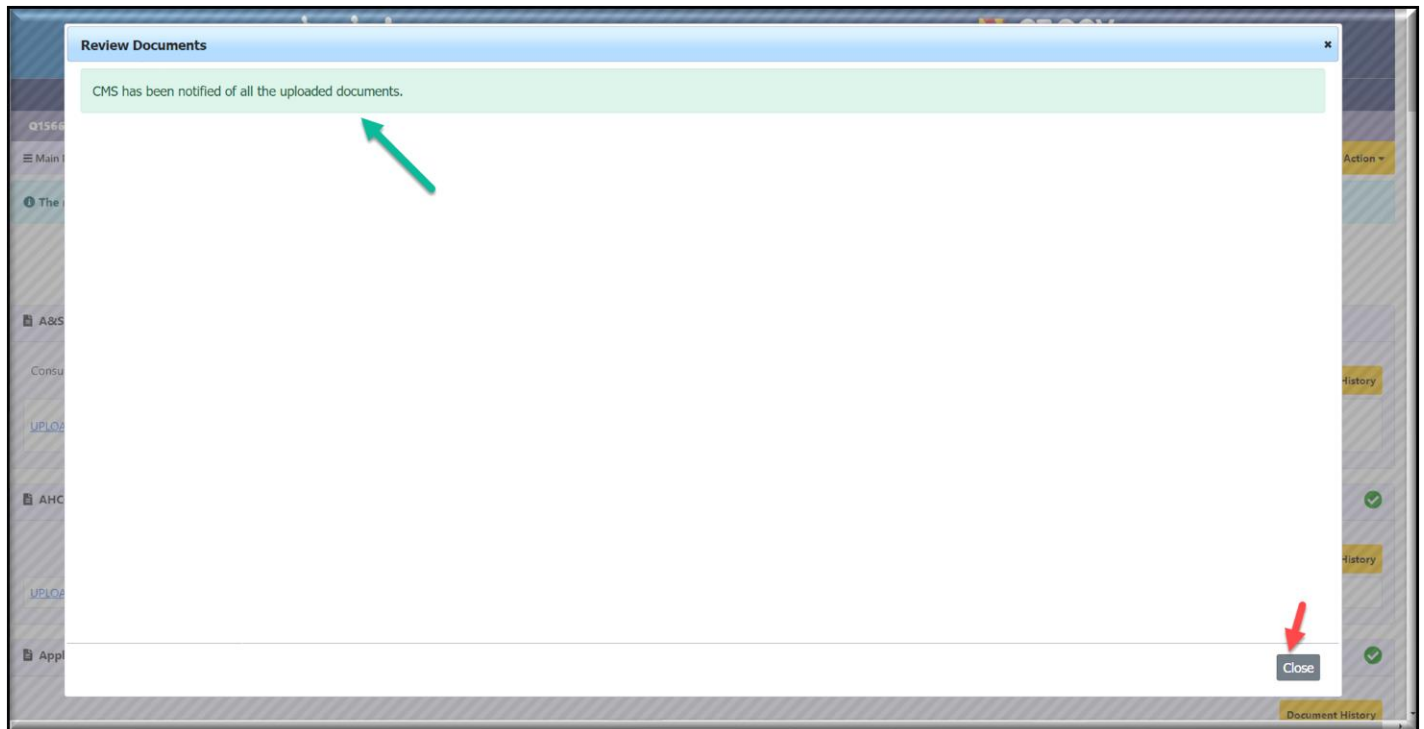
Step 9: Once rejected or requested documents are uploaded, click the “**Submit Documents**” button to submit the application with the correct documents as shown below. The “**Submit Documents**” button will display even if only one rejected or requested document is uploaded, so the CMS can be notified.



Step 10: Once you click the “**Submit Documents**” button, you will see the below screen. Click on the “**Submit & Notify**” button as shown below



Step 11: After clicking the “**Submit & Notify**” button, the below message that the CMS has been notified will be displayed. Click the “**Close**” button at the bottom.



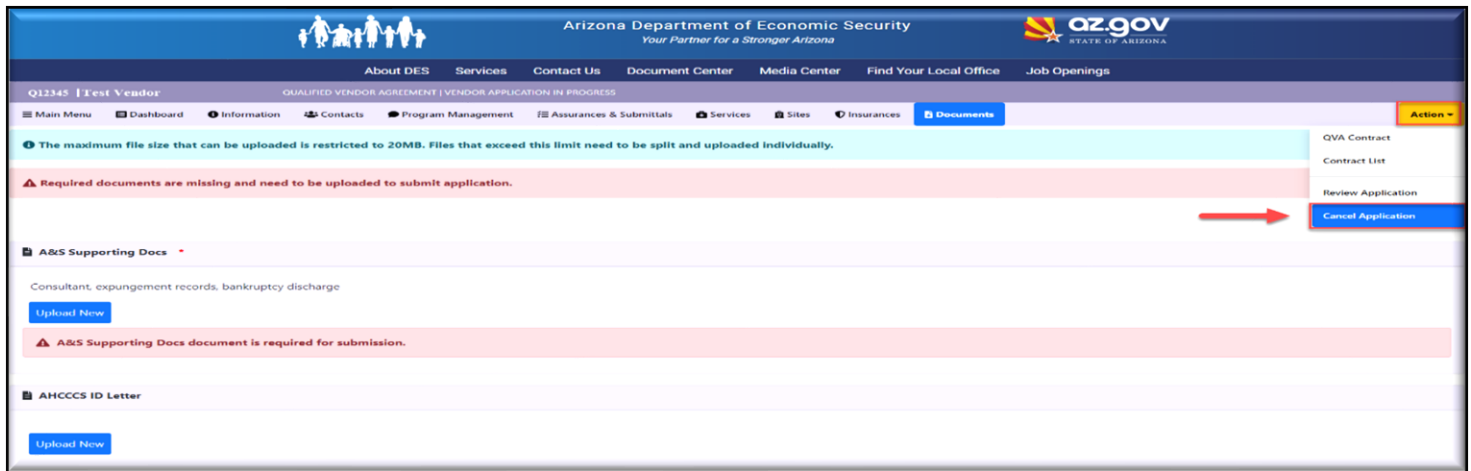
**** You have now uploaded the rejected or requested documents and notified the CMS for further processing of the application. ****

Cancel Application

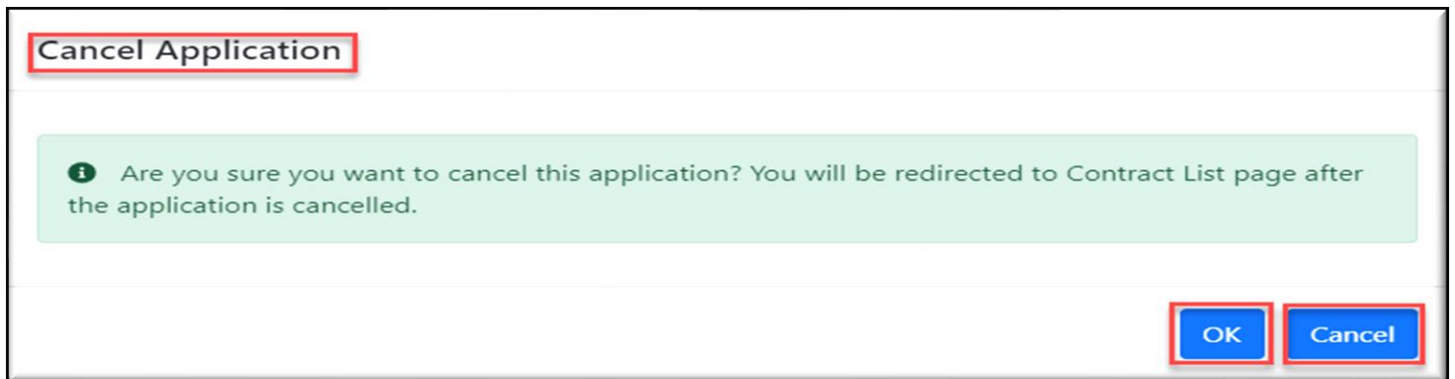
- If you want to cancel the application for any reason you can only cancel it before submitting.
- You can cancel the application and create a new RFQVA application later also.

Follow the below steps to cancel the application before it has been submitted.

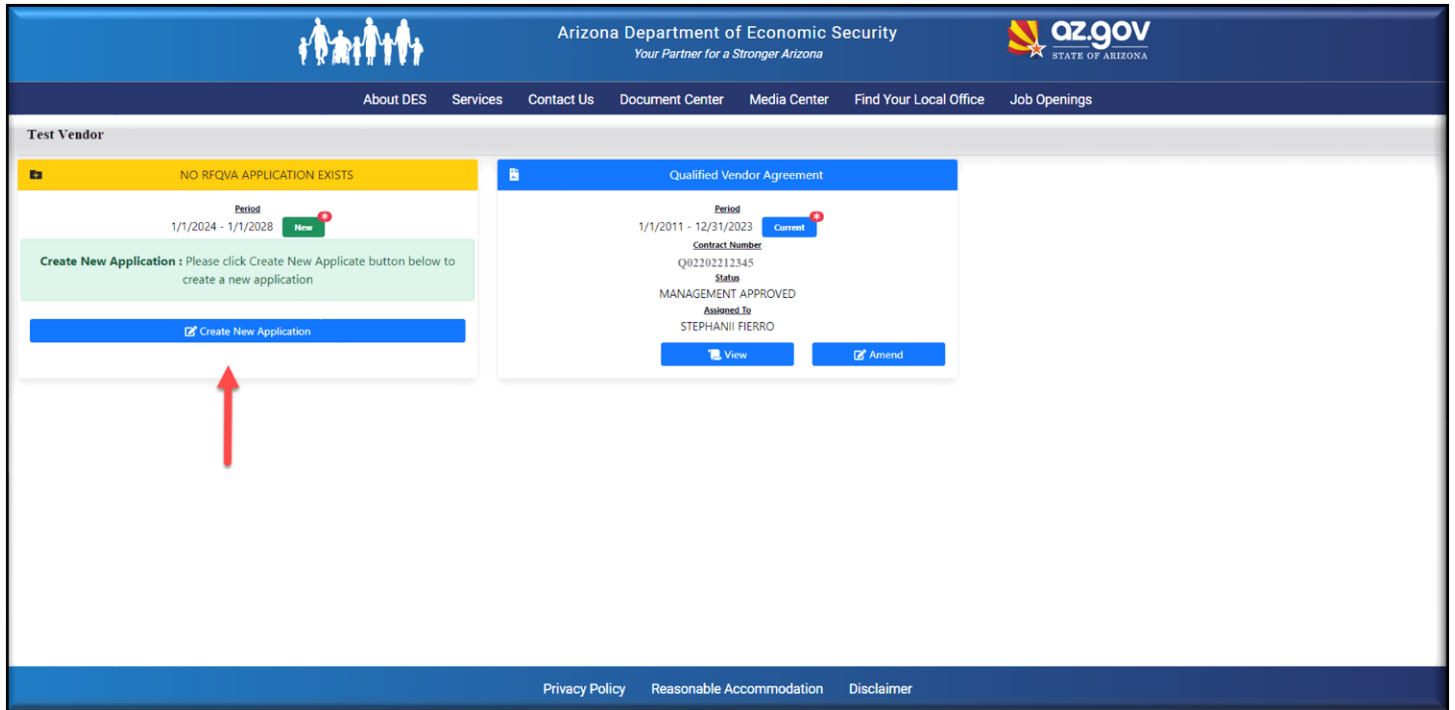
Step 1: Click the “**Actions**” link on the right side when you are in the application for RFQVA DDD-2024, where you will see the “**Cancel Application**” option.



Step 2: You will see a warning message asking you to confirm if you want to cancel the application. Click “**OK**”



Step 3: Now the application for RFQVA DDD-2024 is cancelled, and you will see the below Contracts List Page. You can begin a new application by clicking the **“Create New Application”** button if you want to create one.



**** You have come to the end of the Manual****