Division of Developmental Disabilities

DDD CAS – CONTRACT ADMINISTRATION SYSTEM

NEW REQUEST FOR QUALIFIED VENDOR APPLICATION [RFQVA]

User Manual

Division of Developmental Disabilities

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
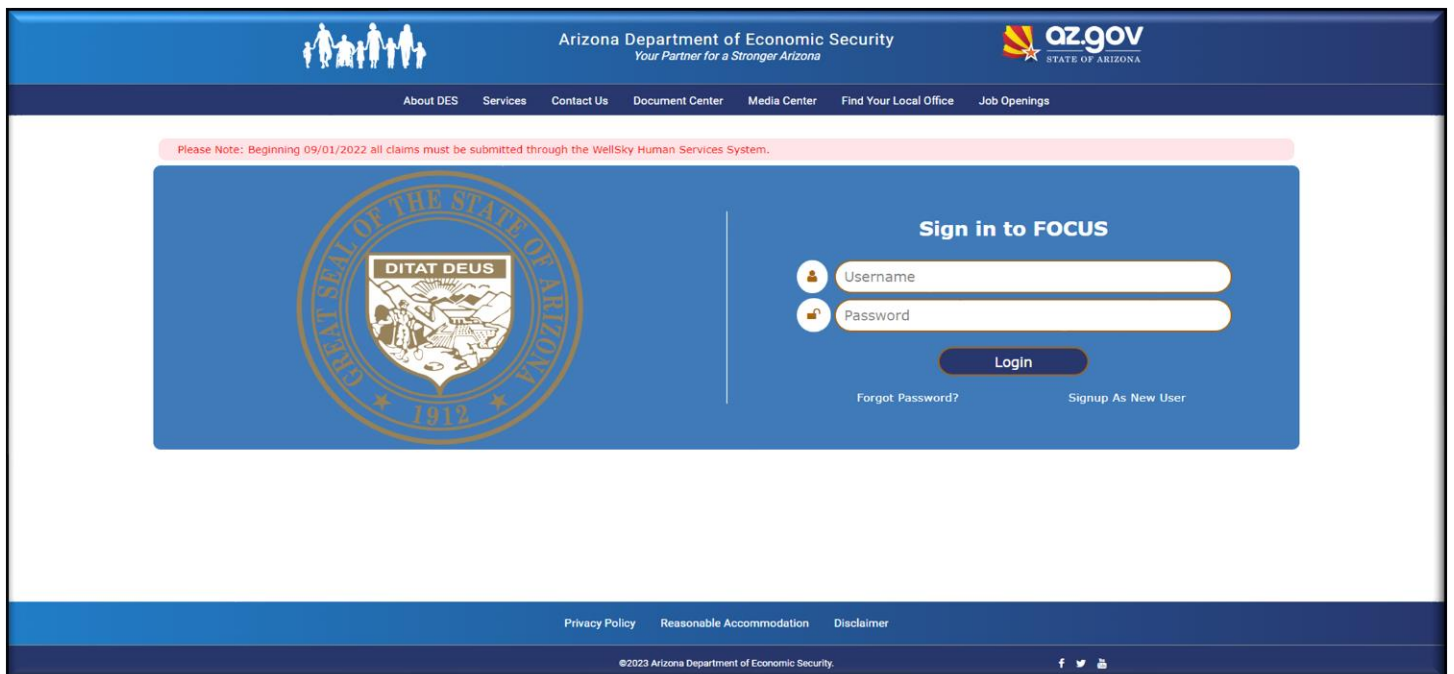
Step 2: Enter your username and password to access the FOCUS account page.
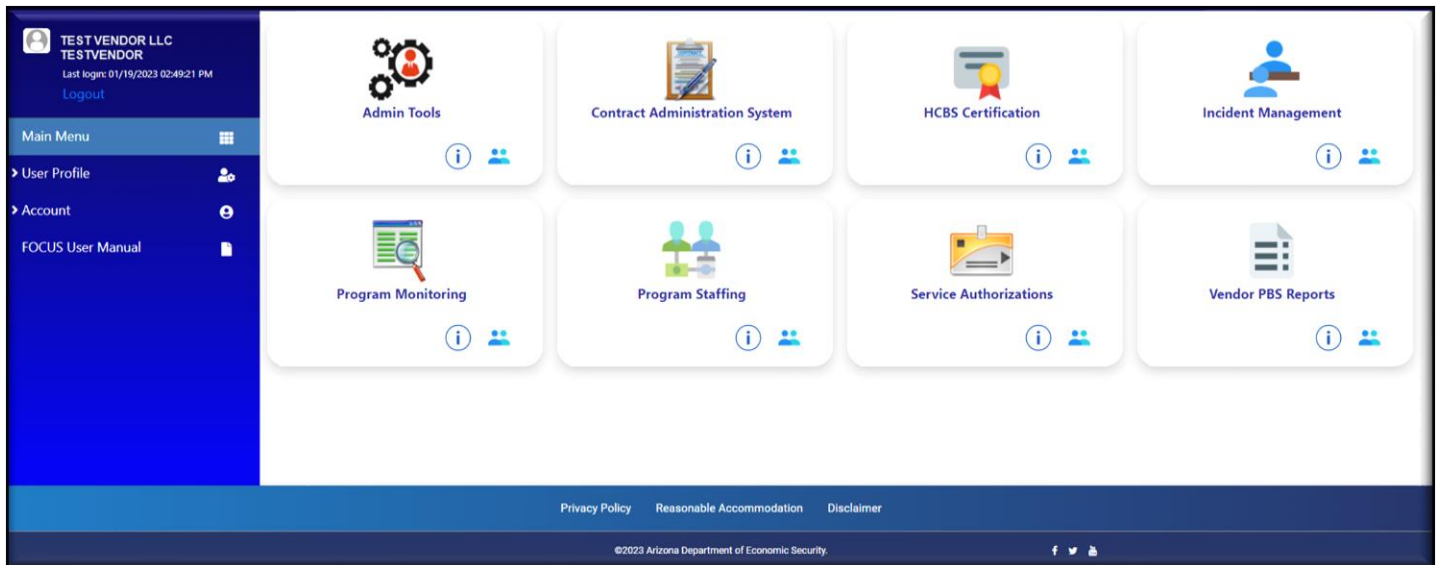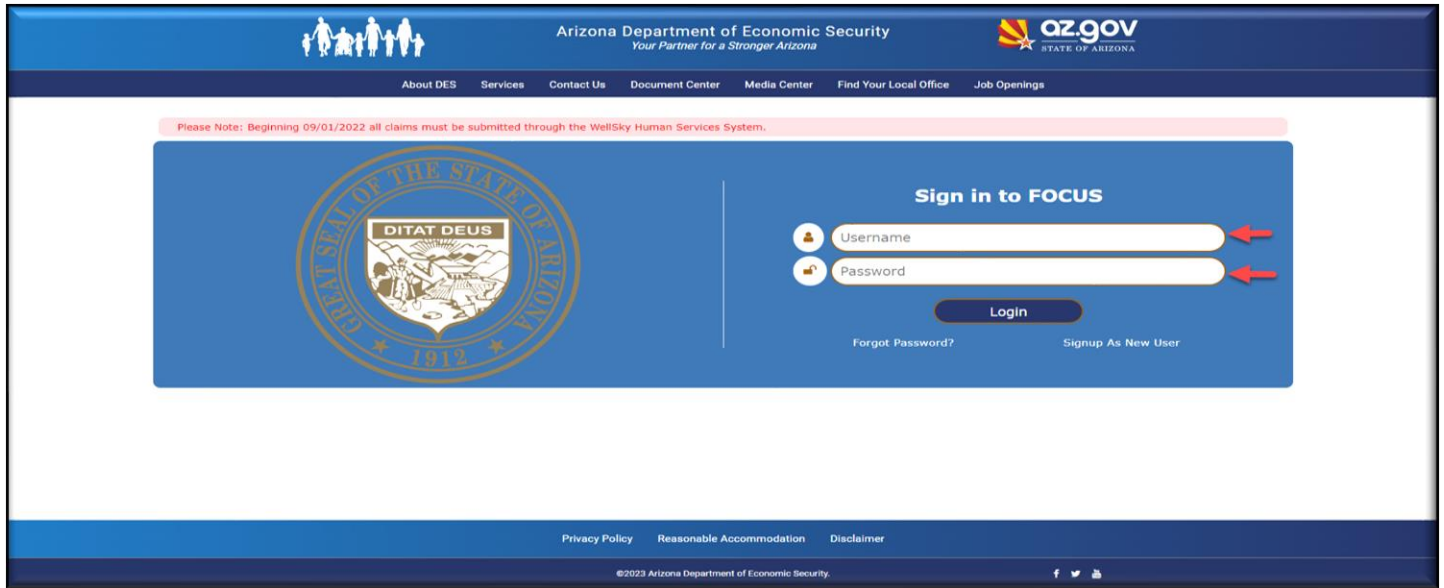
Access the User Manual from CAS

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.
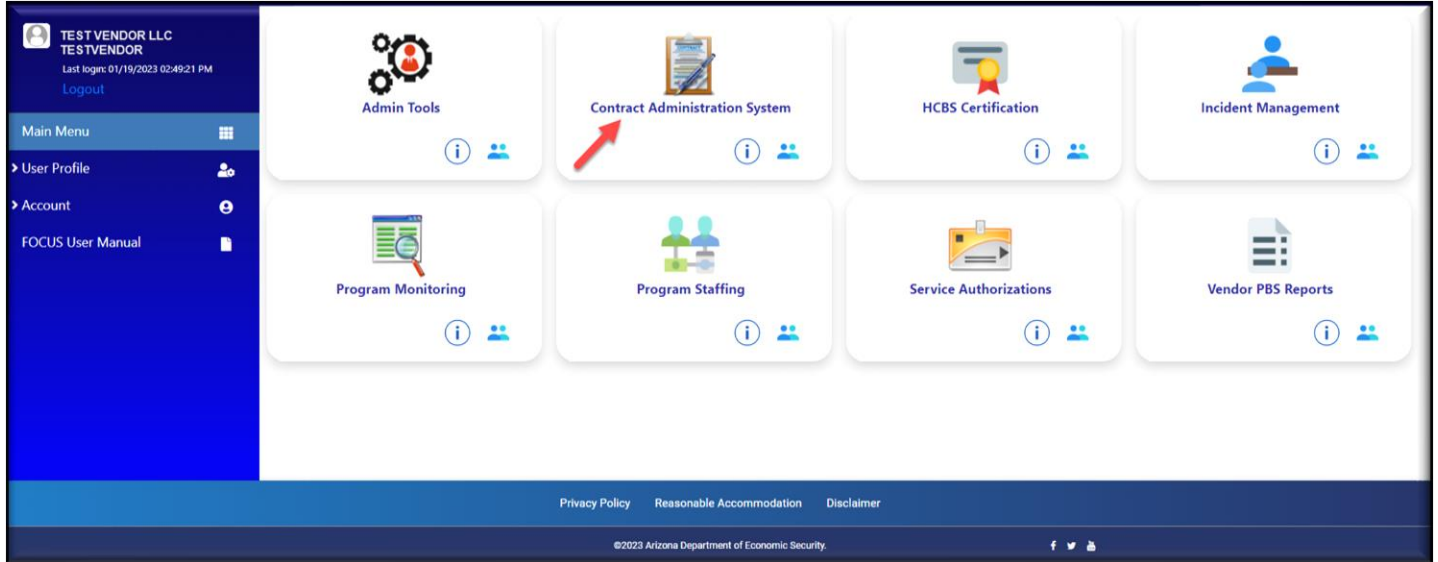
Step 2: Please read the message as shown below and take necessary action.
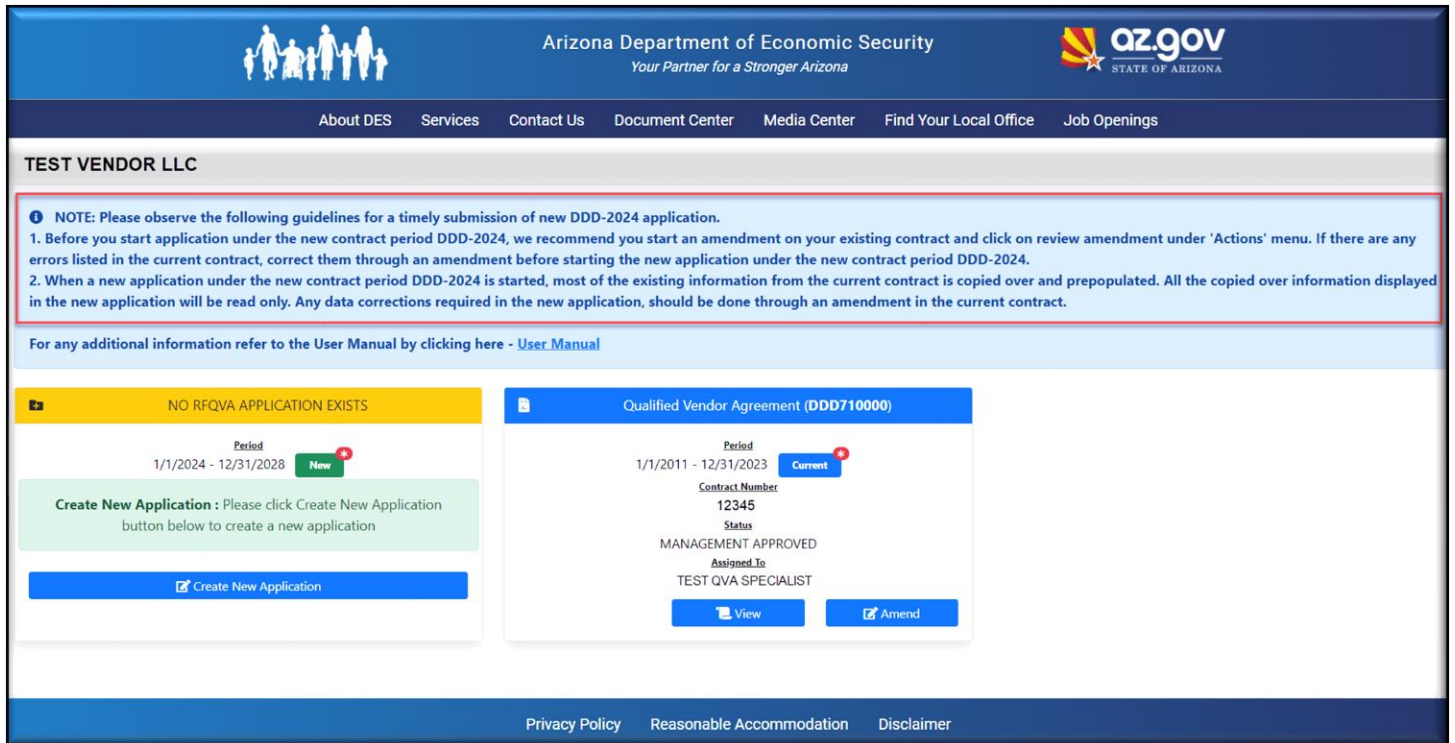
Step 3: Click the 'User manual' link to access this document from the application any time.
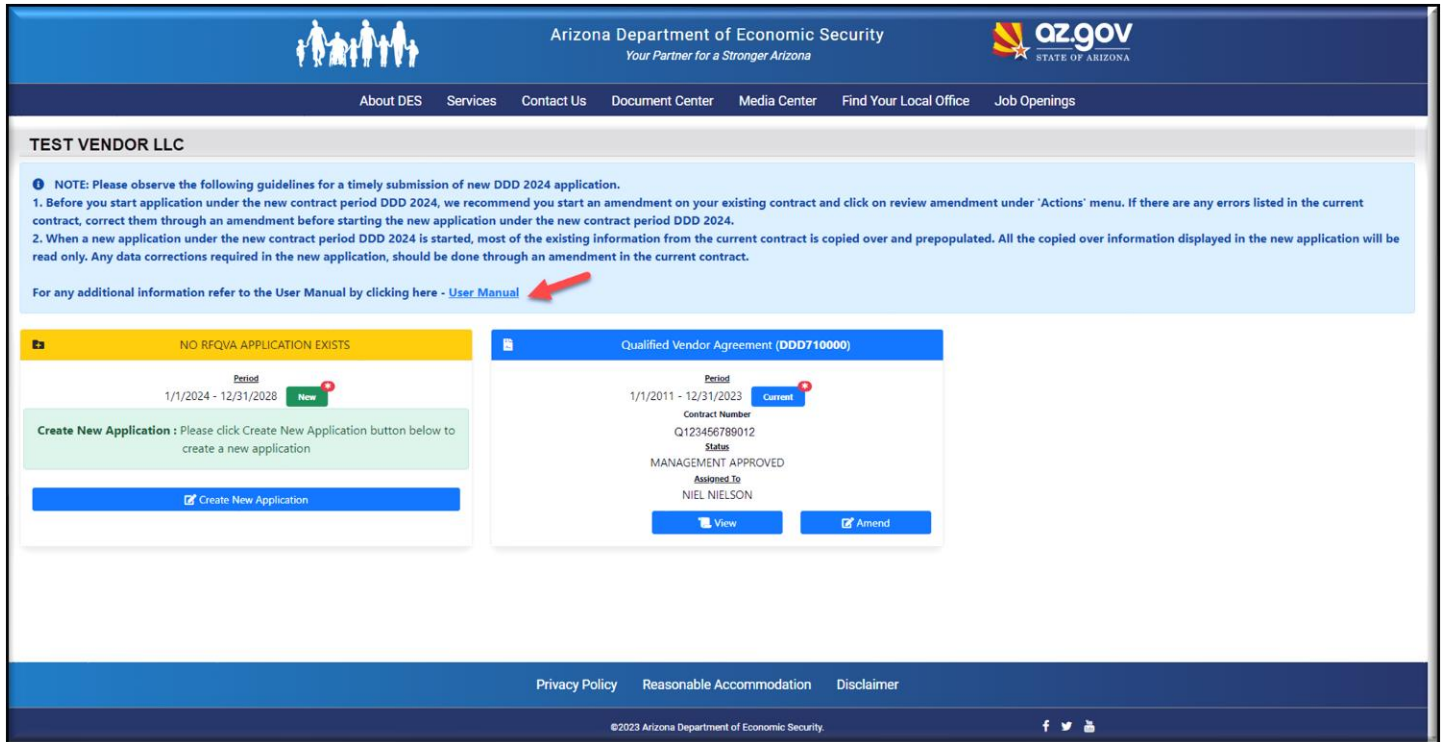
Check the User Role to Submit the New RFQVA Application

Step 1: Click on the icon displayed below for the Contract Administration system application on the FOCUS accounts page as shown below.
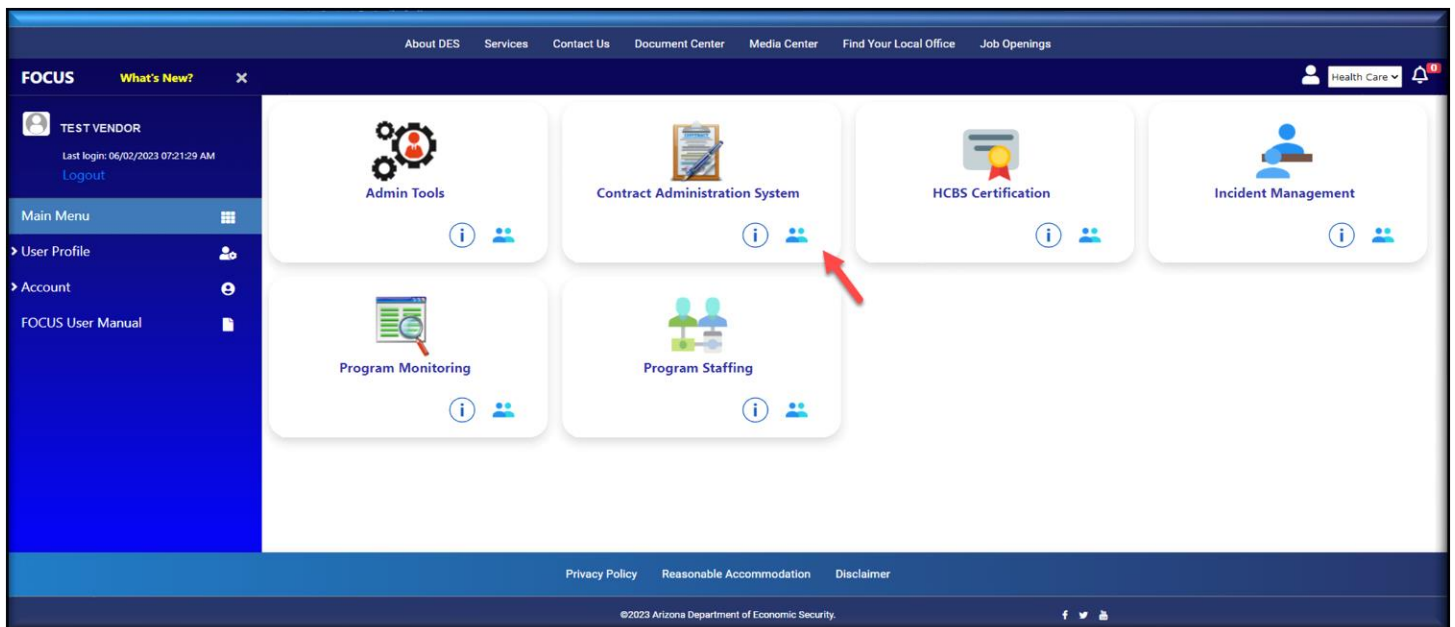
Step 2: View the roles provided for your username as shown below.
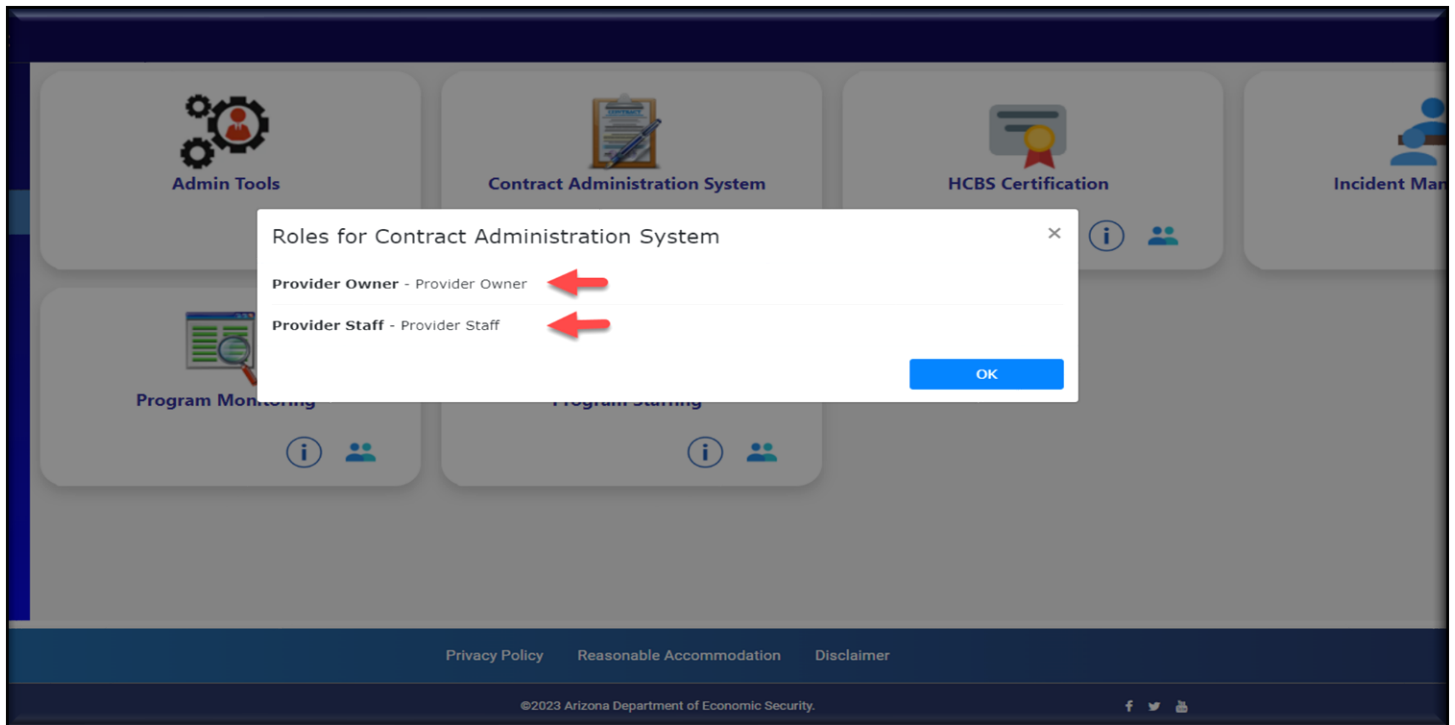
Step 3: You must have the "**Provider Owner**" or "**Signatory**" role to provide the attestation and submit RFQVA DDD-2024. If you do not have either of these roles, you will need to contact the administrator of your organization's account. If you are not authorized to have one of those roles, a user 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**.**
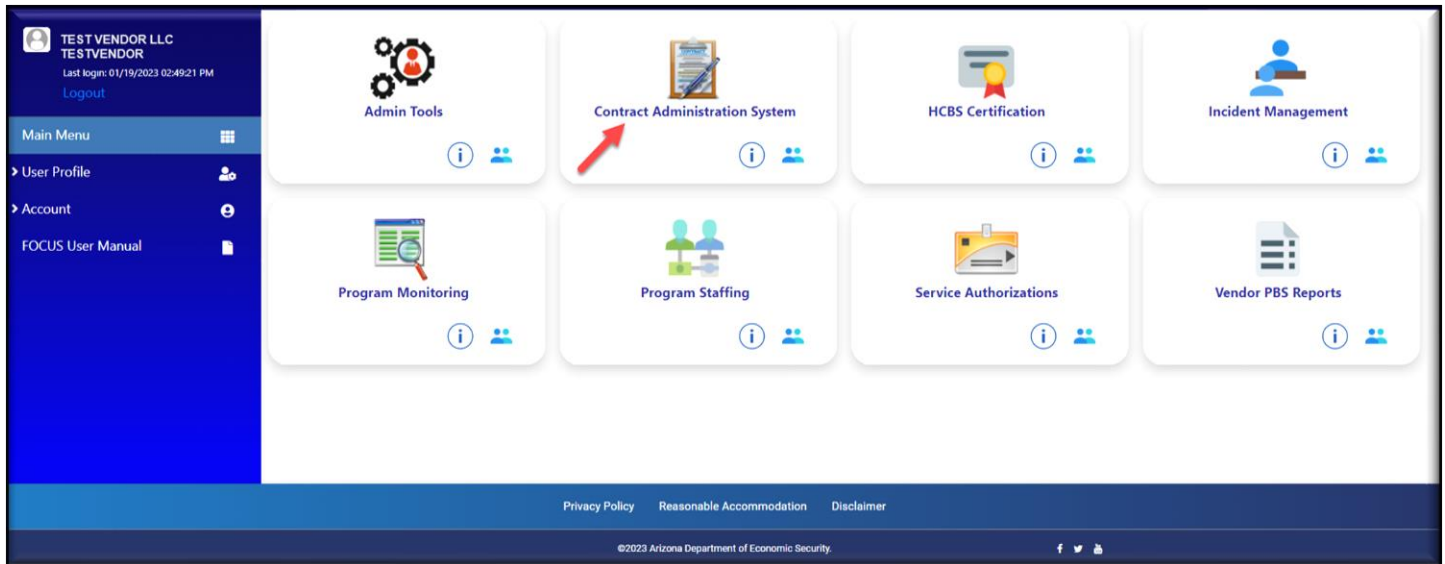
Step 6: Next click on the "**VIEW**" button in the existing **QVA contract** as shown below.
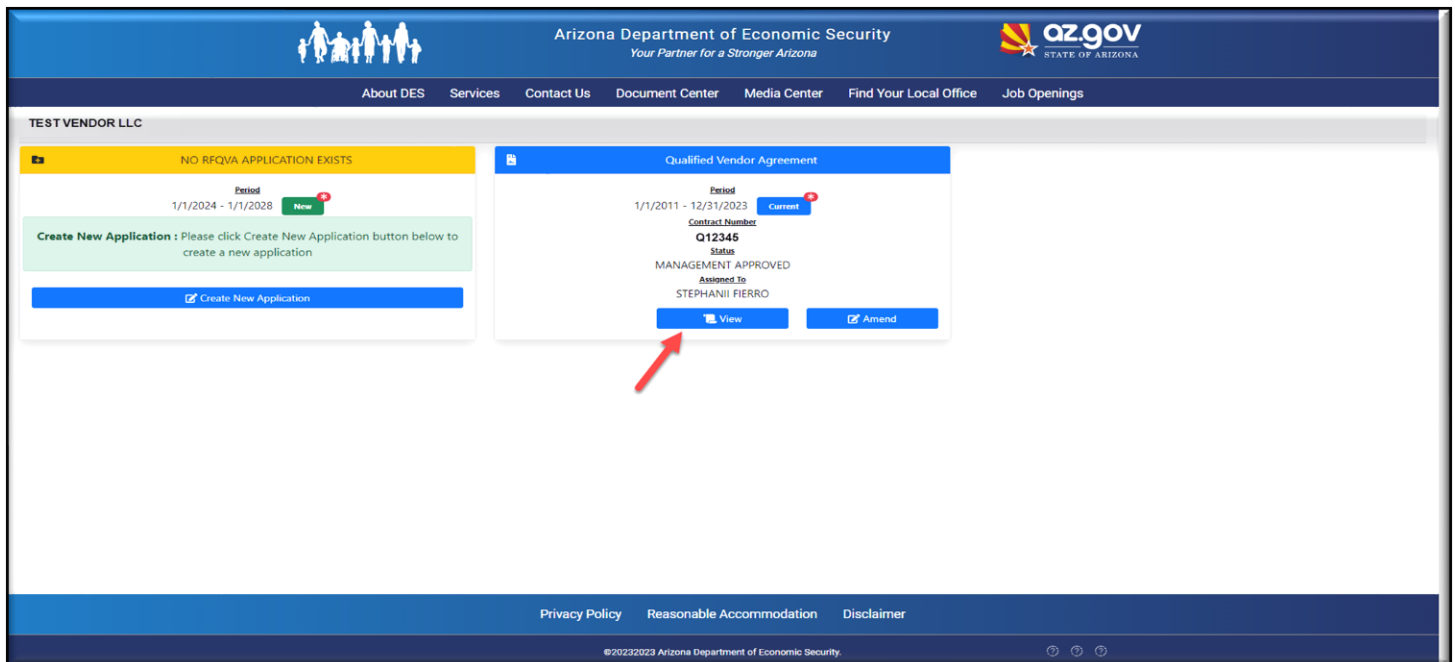
Step 7: Click on the "**Information**" tab and verify if your name is listed as **Executive Owner** or in the **Authorized Signatory** as indicated. As mentioned above, only users with the role "**Provider Owner**" or "**Signatory**" and whose names are listed as **Executive Owner Information** or **Authorized 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.

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

Attestation Authorization Error

You are not authorized to provide attestation for any of the following reasons:
1. You may not be provided with Provider Owner role or Signatory role.
2. You may not be any of the following:
i. Executive Owner
ii. Primary Authorized Signatory
iii. Alternate Authorized Signatory

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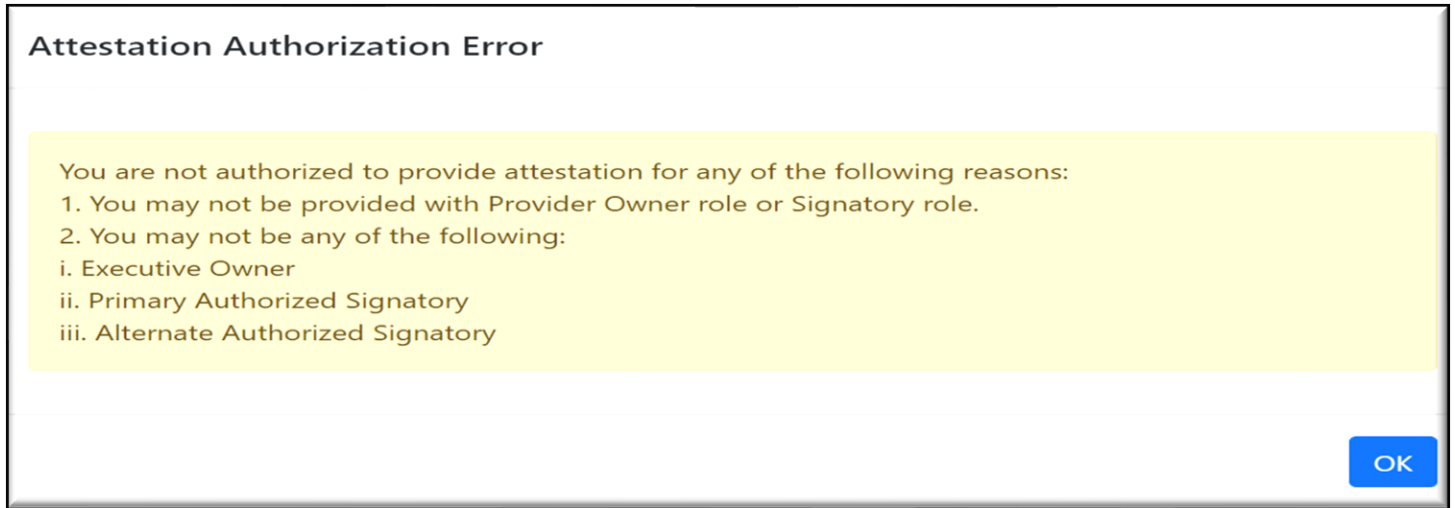
**Once you have the required roles for starting the new Application, please continue to the next section to begin RFQVA DDD-2024 **

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.
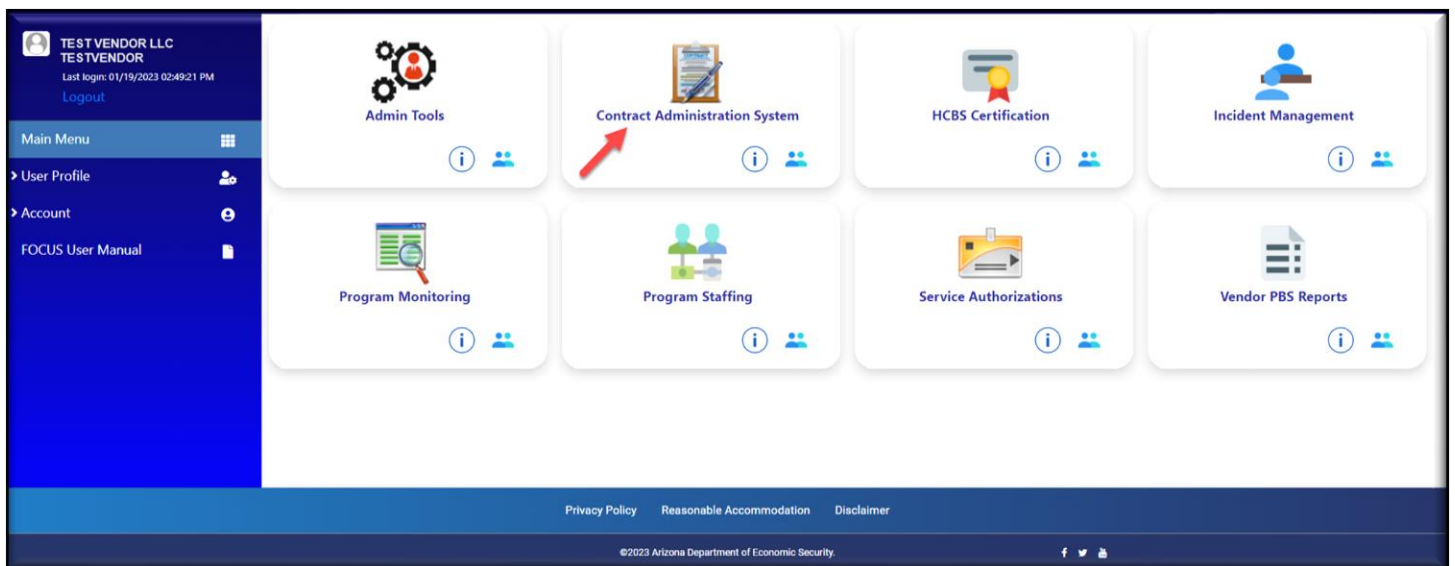
Below are the Contracts cards
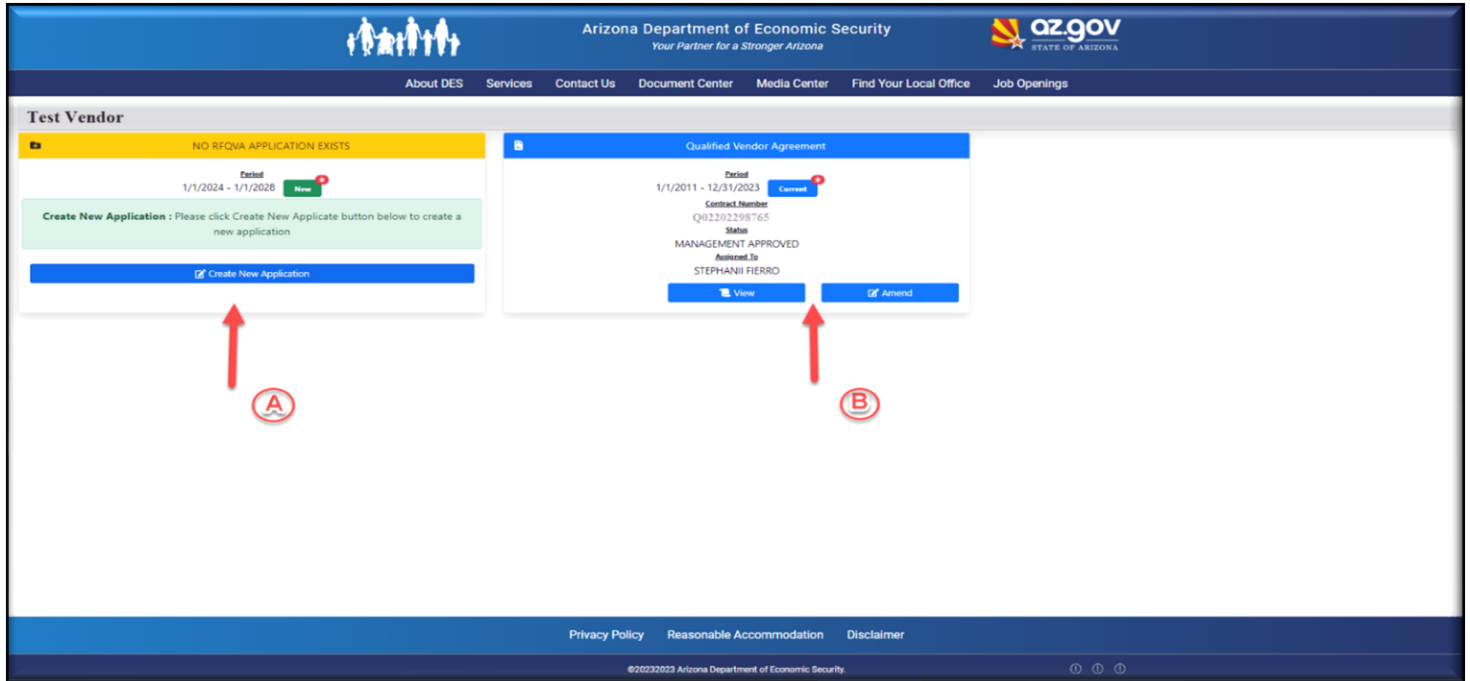
A → New RFQVA contract
B → Existing QVA contract

Step 2: Click on the "**Create New Application**" button under the new RFQVA contract as shown below.
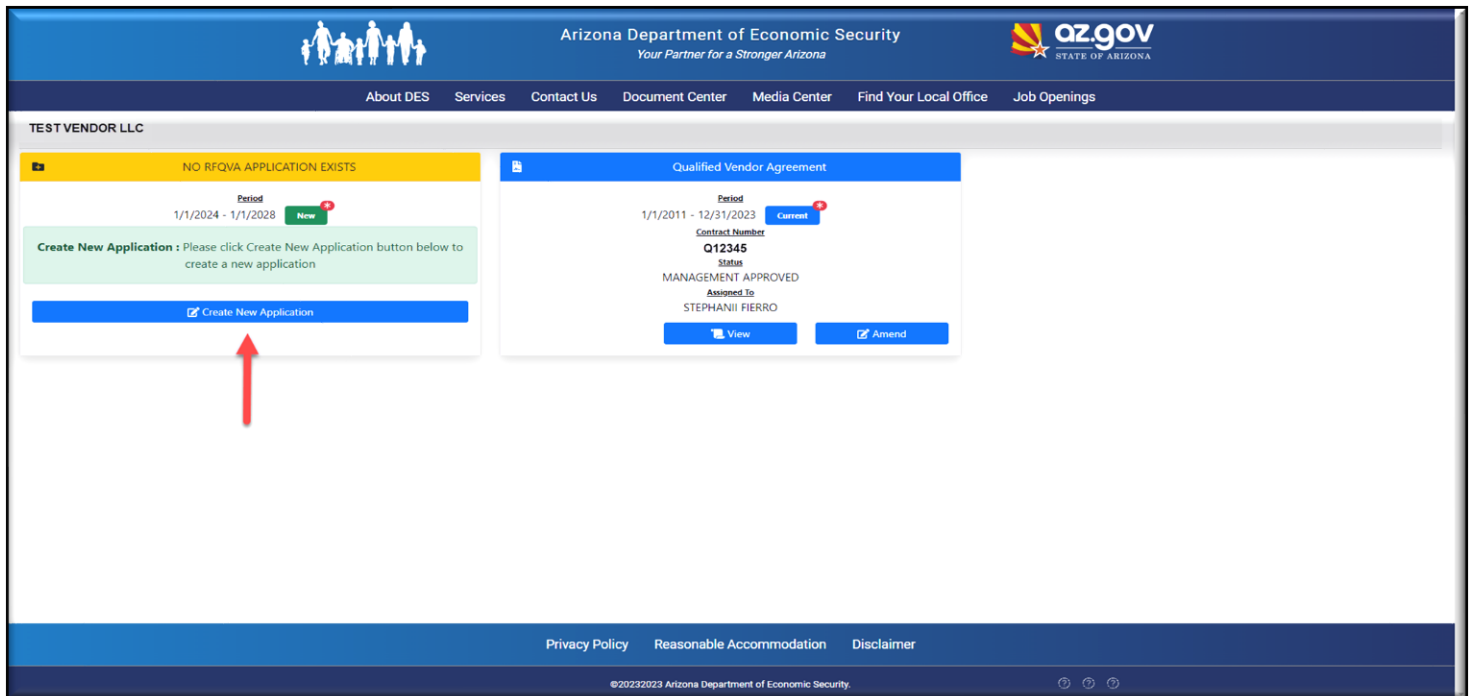
Step 3: A message will display as shown below. Click "**ok**". A new RFQVA application will be created by copying all the details from the existing "**Management Approved**" QVA contract, if all your existing services are solicited for the new RFQVA DDD-2024.
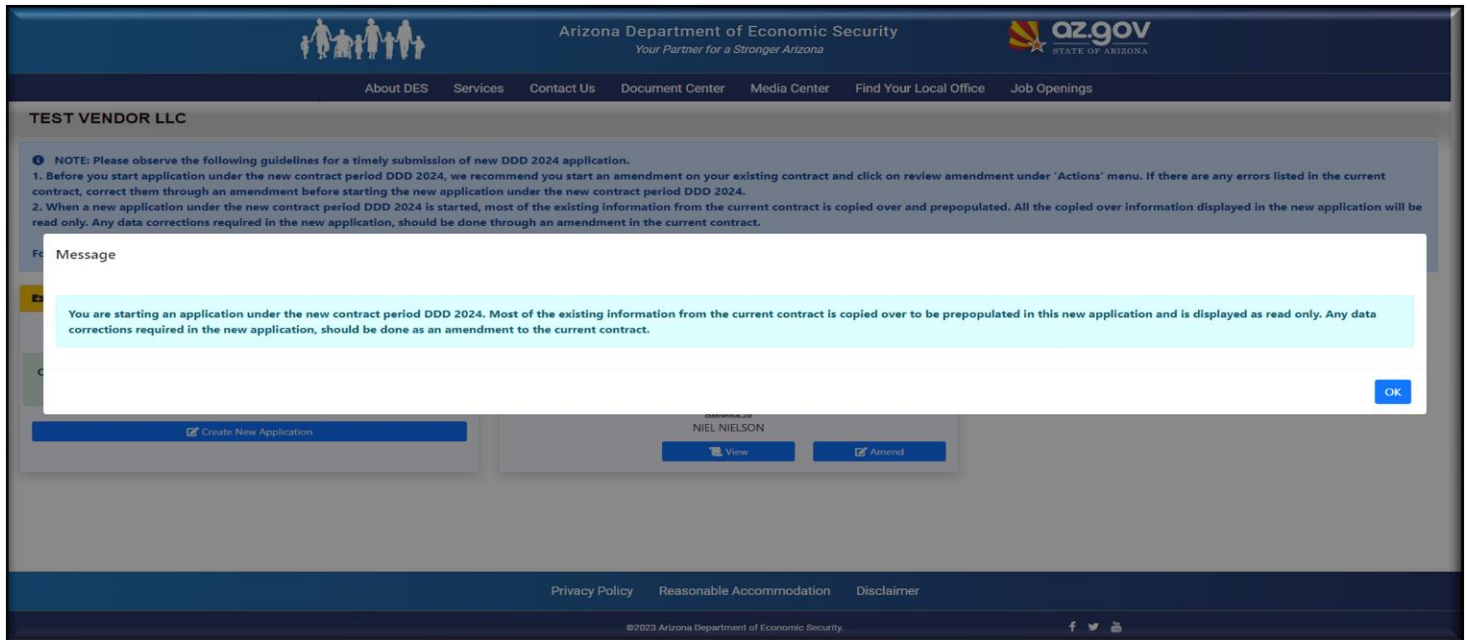
Step 4: If there are some services in your existing contract that are no longer solicited for in the new RFQVA DDD-2024, you will see a message with the list of services that cannot be carried to the new contract. Click "**Proceed**" button to continue the new application without these services, or click 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.
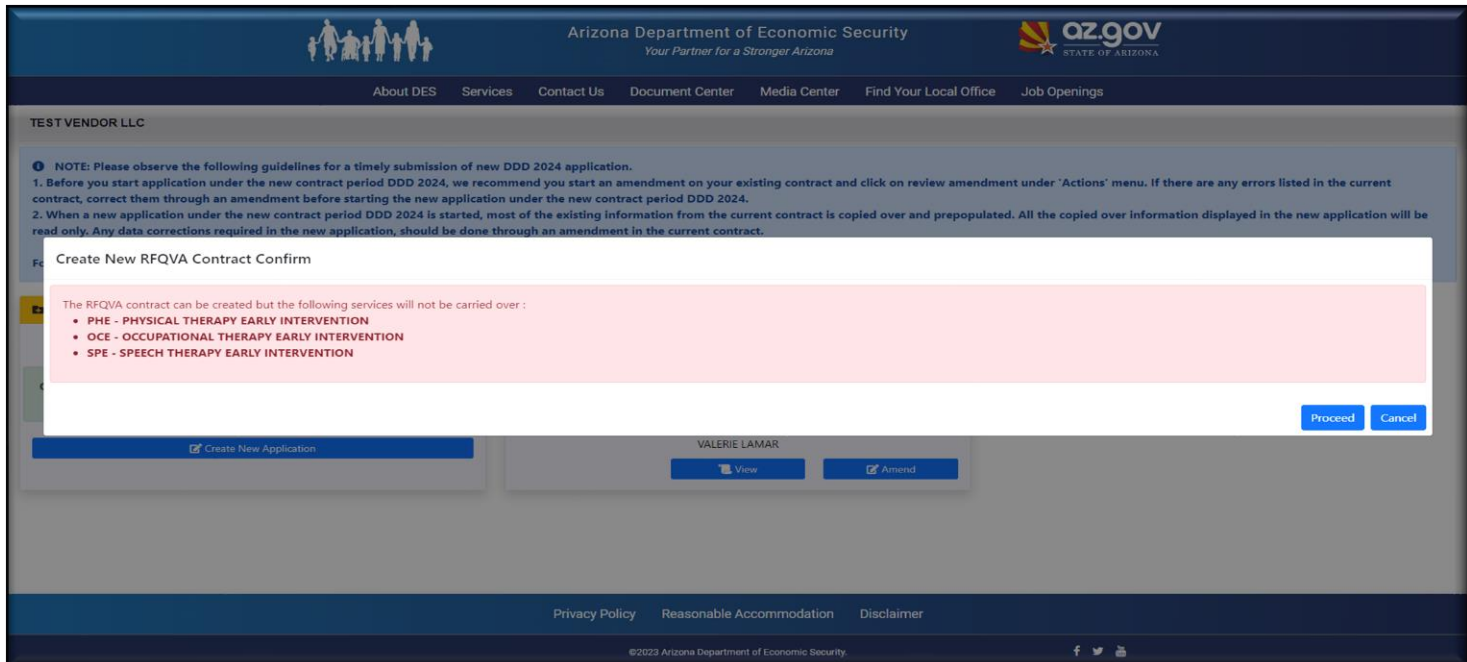
Step 5: If none of your existing services in the current contract are solicited for in the RFQVA DDD-2024, the below message will be displayed, and the new RFQVA application will not be created.
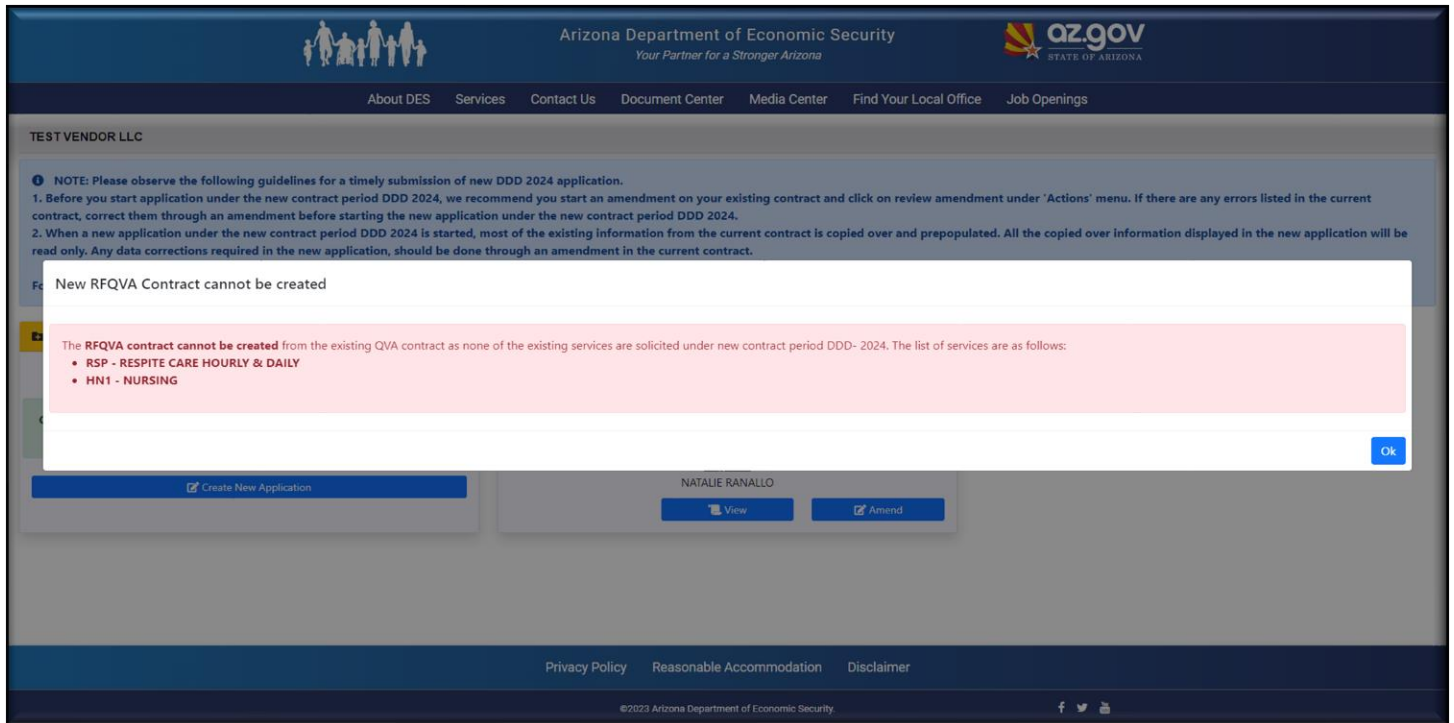
Step 6: If your existing contract has any DTS or TTE services, they will be replaced by DTT and PTW respectively, and you will see the following message. You can click on "Ok" and the new application will be created with the service names.

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.
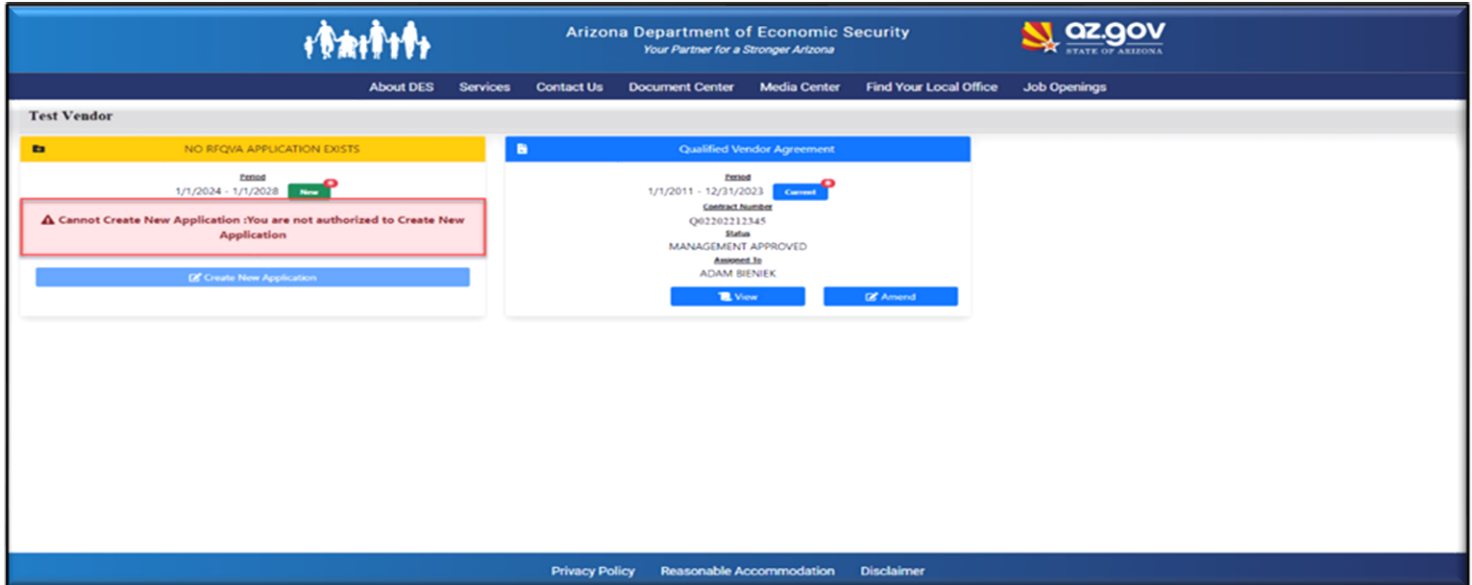
➢ If you don't have valid insurance, contact your assigned Contract Management Specialist to update the insurance on the existing QVA contract to begin a new RFQVA.
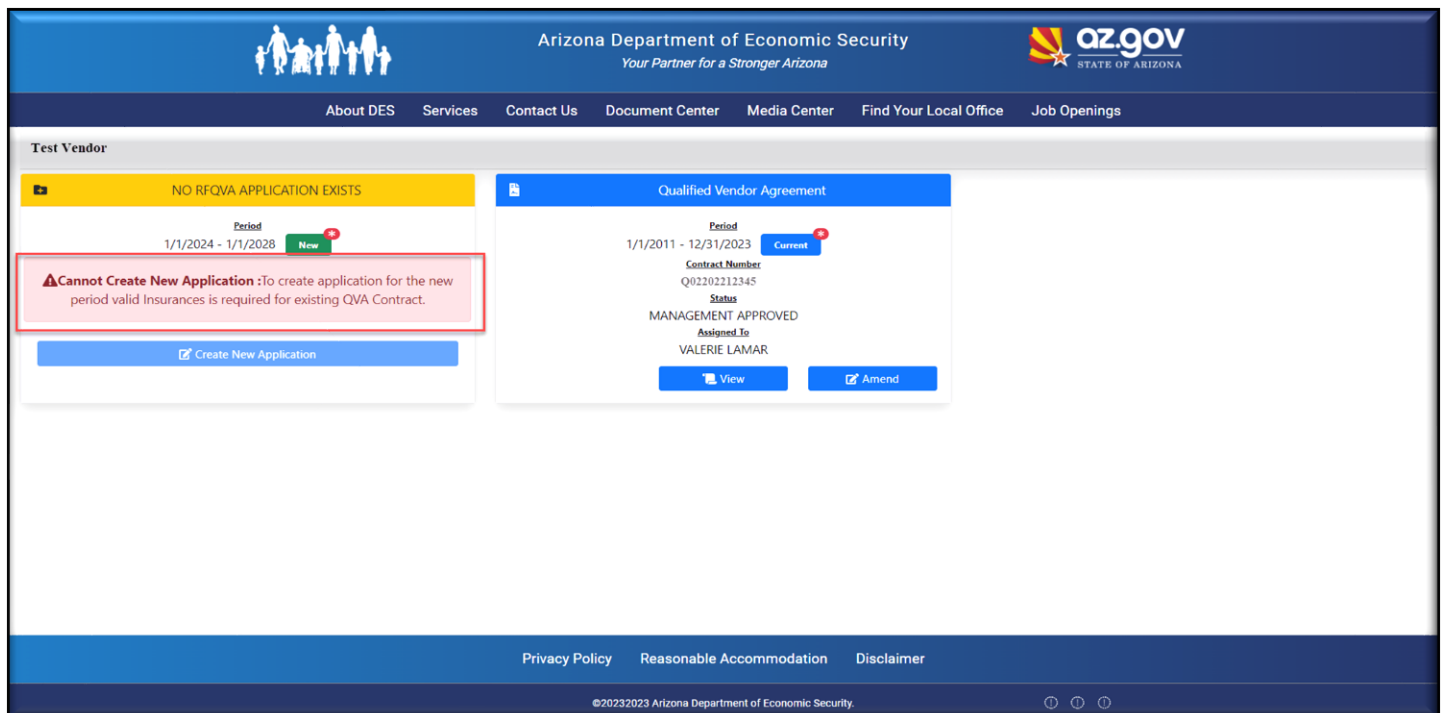
➢ If your existing QVA contract is in the process of an amendment, the **Create New Application** will be disabled**.** To submit the new RFQVA, one of the processes can be followed.

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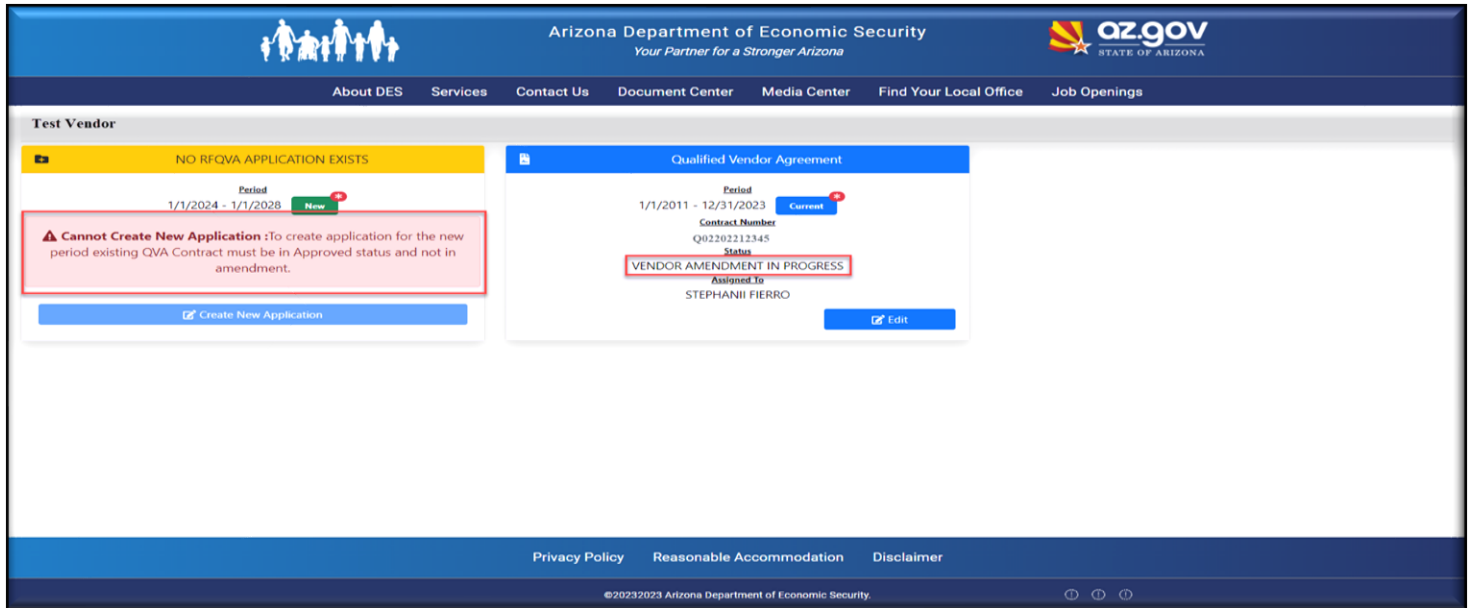
➢ If your existing contract is in "**Contract Specialist in Progress-Amendment**" status, the **Create New Application** button will be disabled. You must wait for the approval of your amendment and then create the new RFQVA.
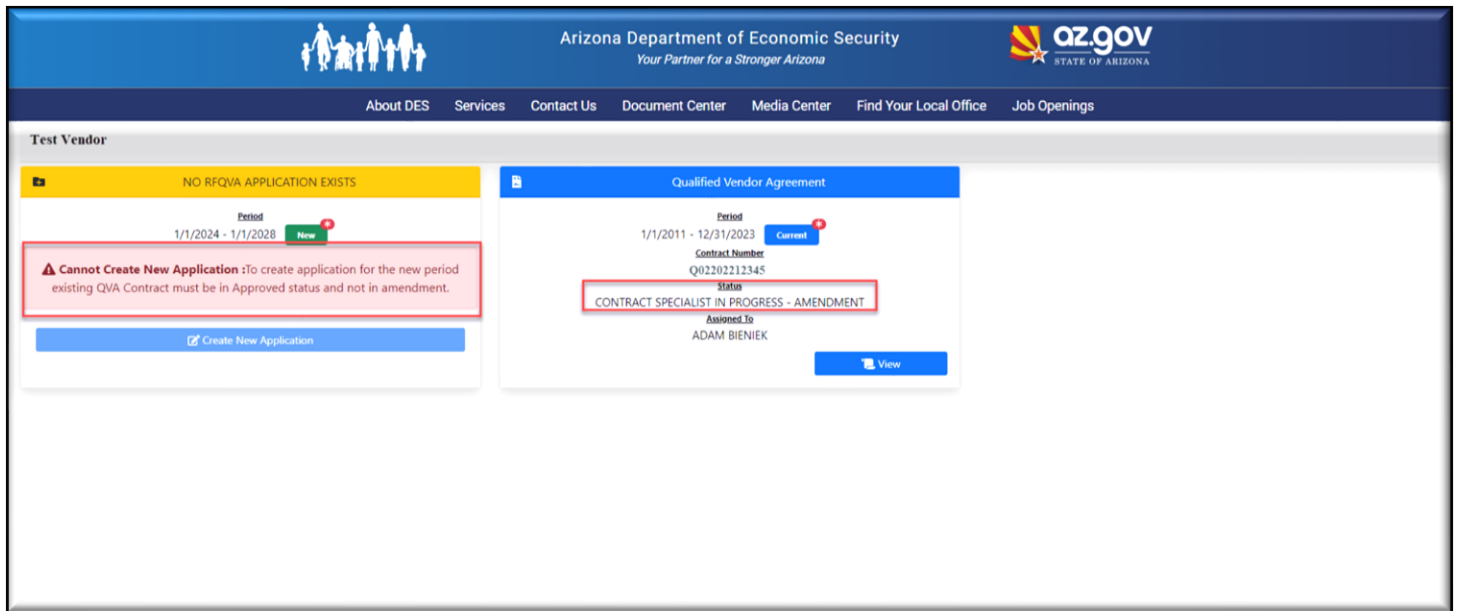
➢ If your existing contract is in "**Management in Progress-Amendment**" status, the **Create New Application** button will be disabled. You must wait for the approval of your amendment and then create the new RFQVA.
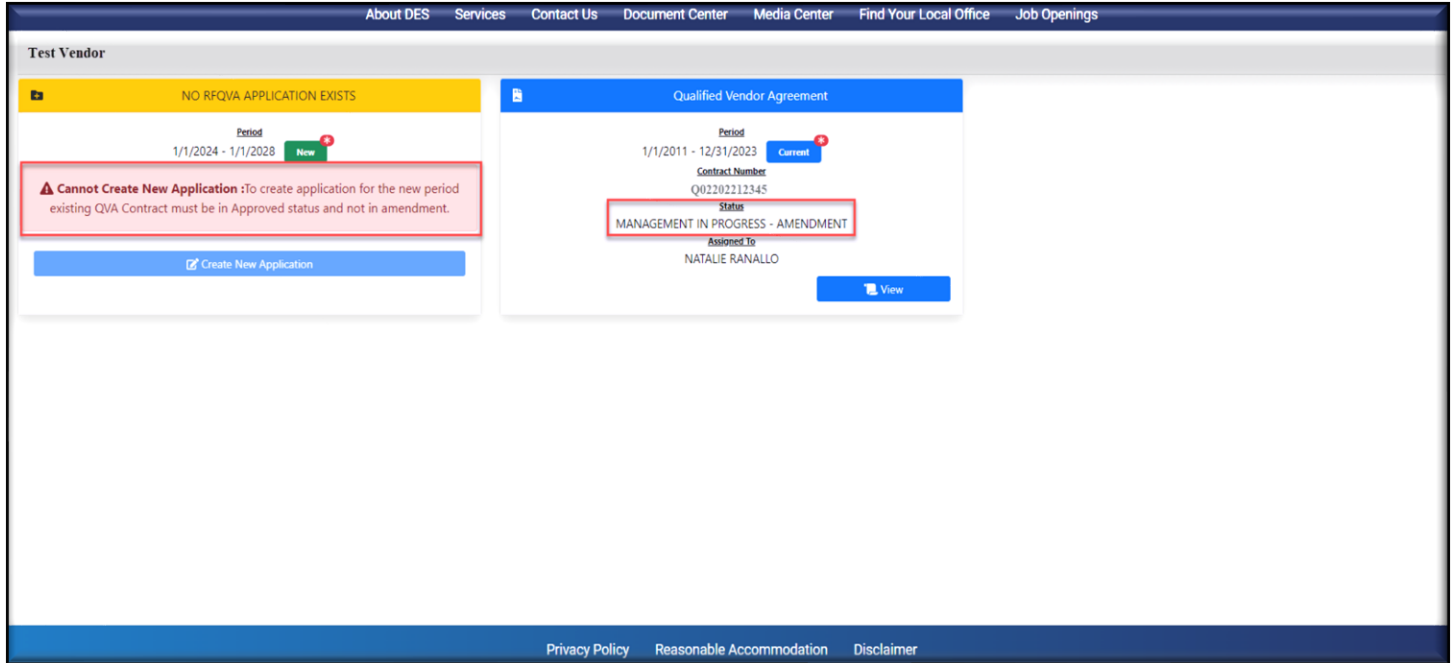
Start new RFQVA Application from the existing QVA contract

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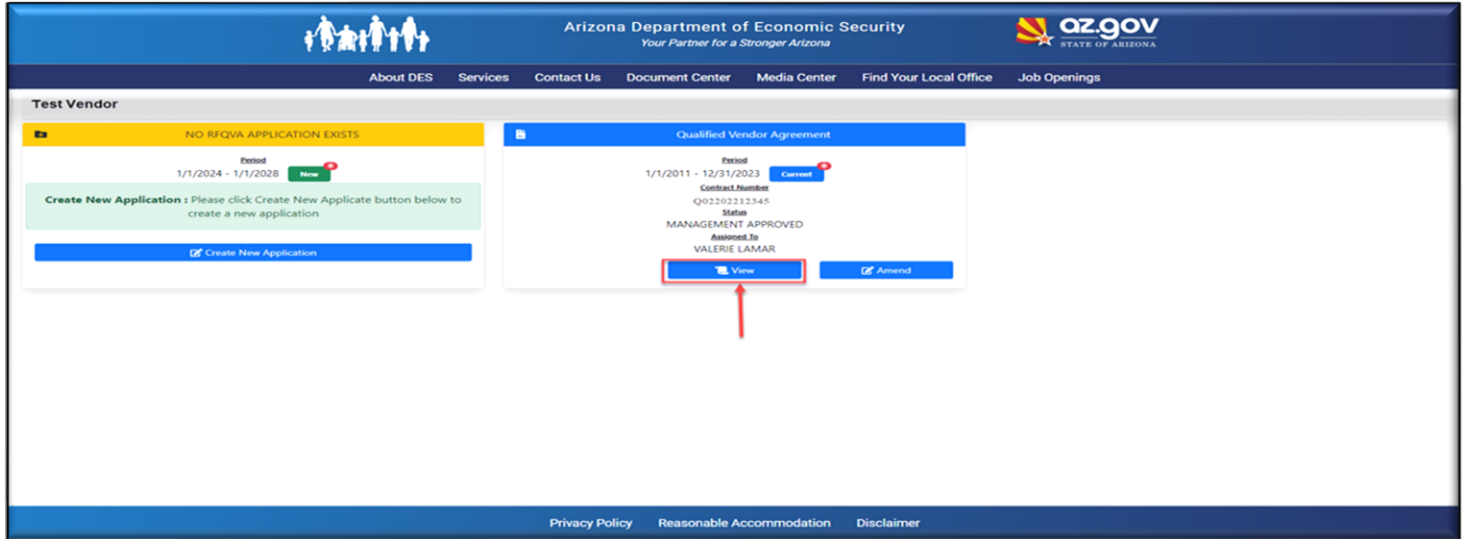
Step 2: The Main Menu page of the existing QVA contract will display. Click on the "**Begin New RFQVA Application**" link under the "**Actions** "on the right side of the page as shown below.

Step 3: A message will display as shown below. Click on the "**Close**" button.
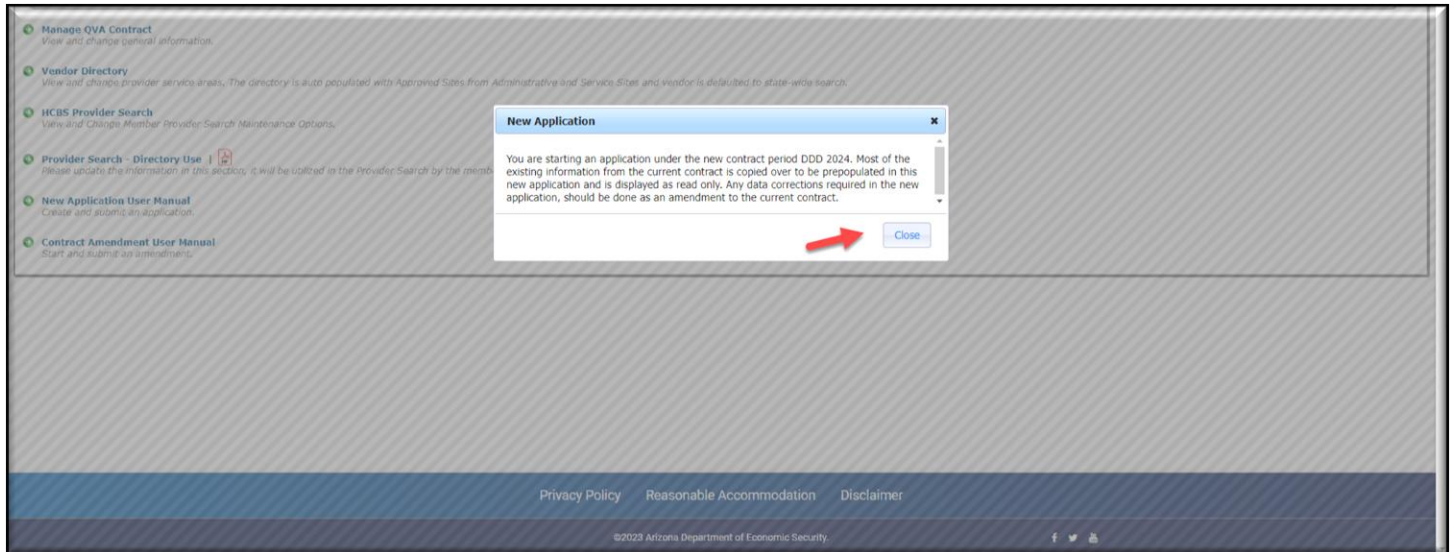
Step 4: Once you click on the "**Close**" button in step 3 above, a new RFQVA will be created with all the details from the existing QVA contract. Also, you can see a new RFQVA Contract number at the top and the status of the application.
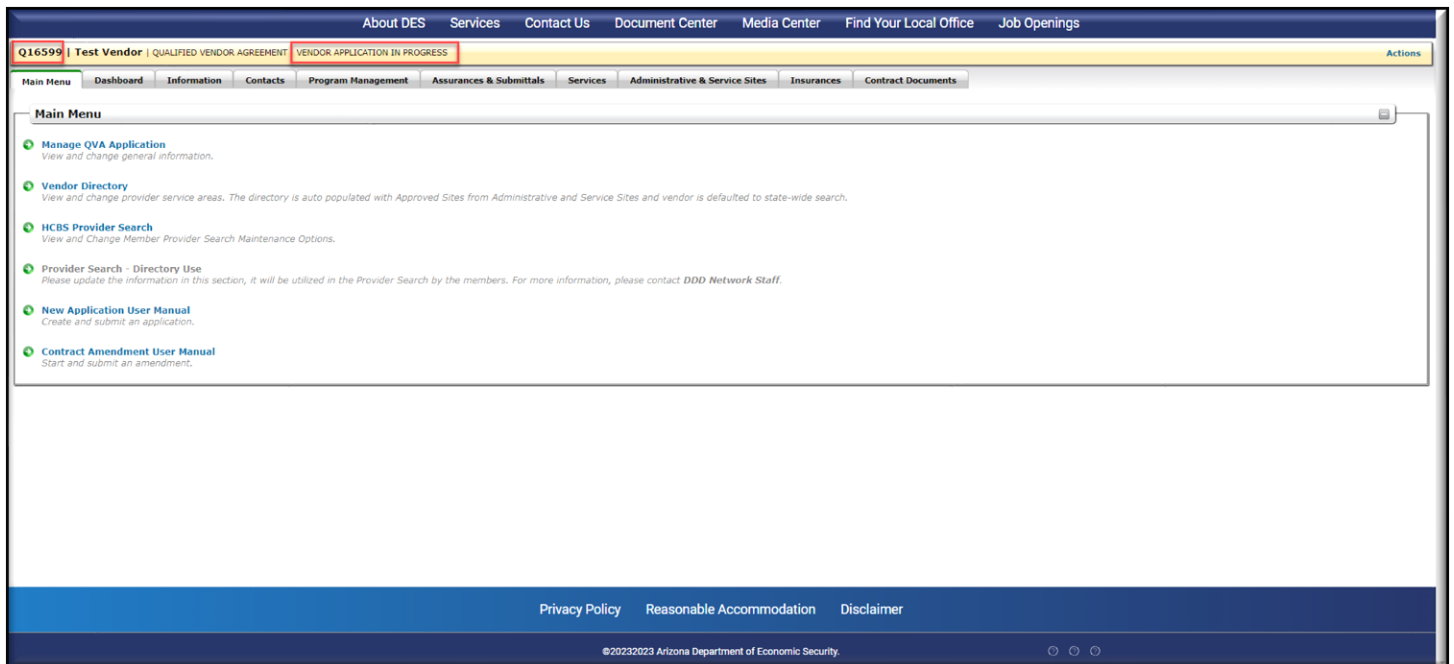
** You have started the new RFQVA application, now go to next section to Review the details in the application**

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.
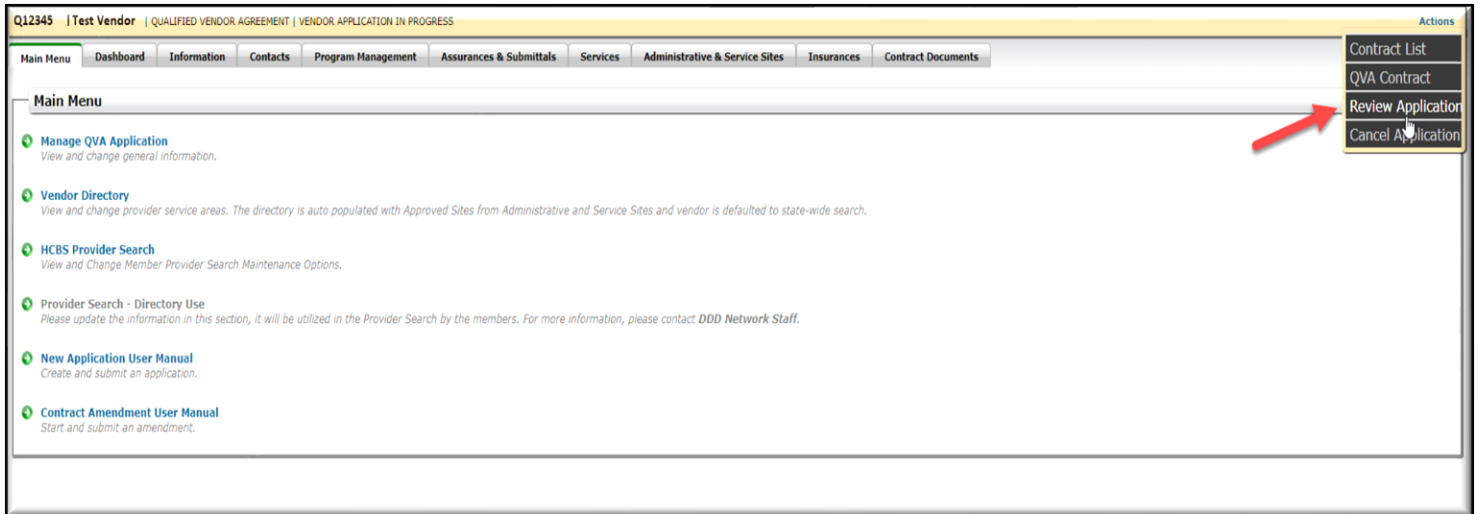
Step 2: All the missing information that needs to be completed will be listed on this page. Click the name of the tab to go to the specific tab to complete the missing information.
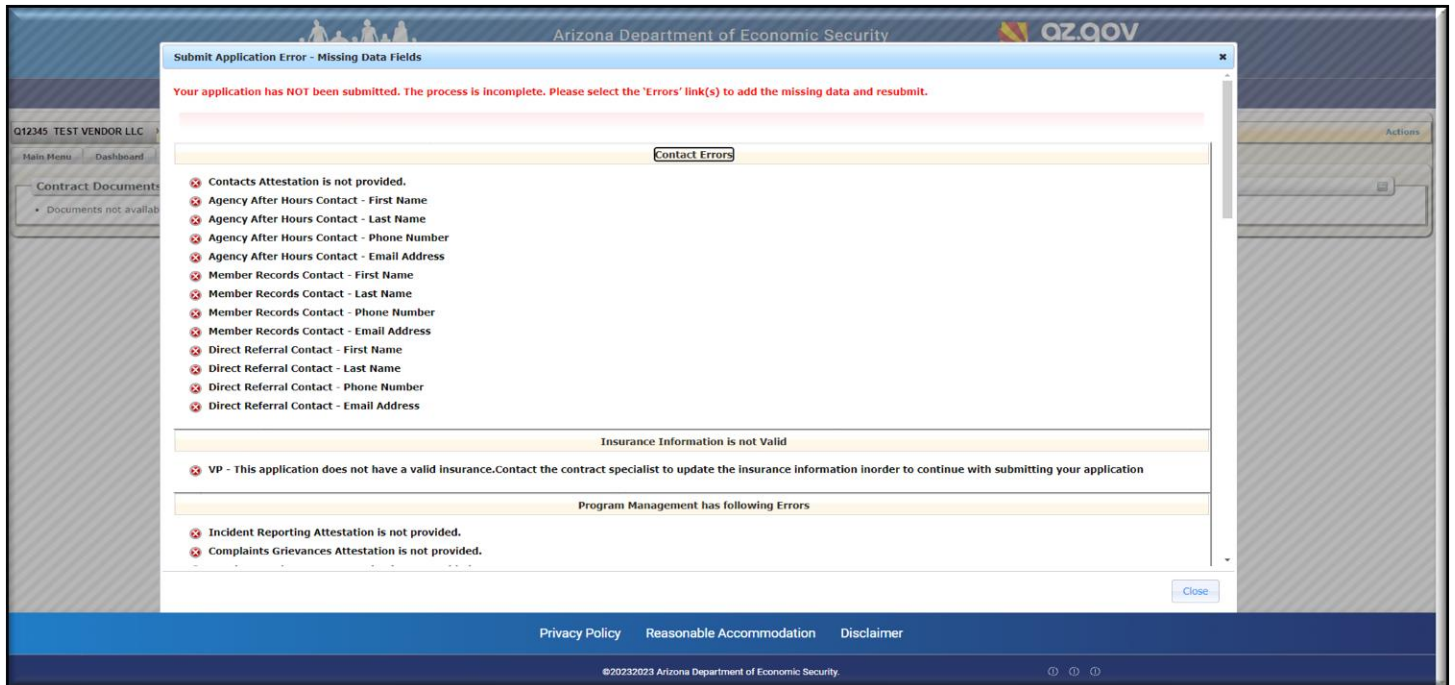
** You have Reviewed the new RFQVA application, now go to next section to fill the missing details**

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.

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.

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

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.

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.

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 renter the information.

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.
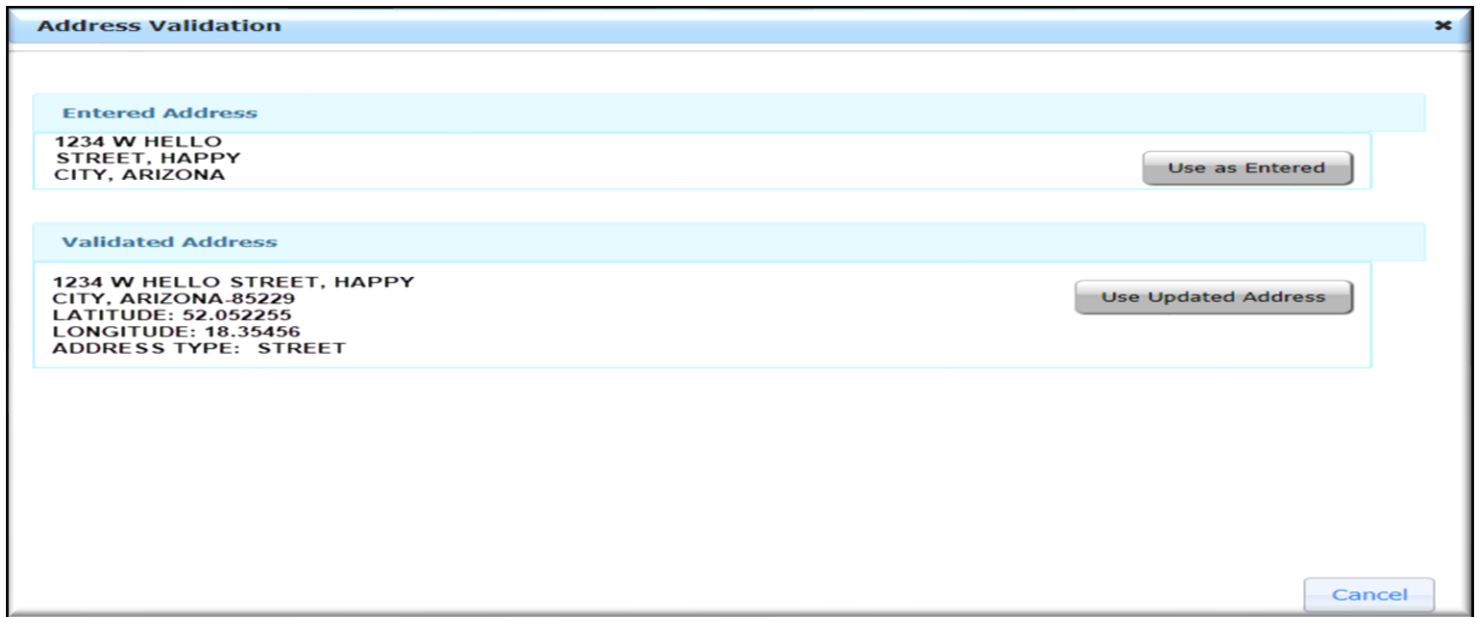
Step 9: Once the address is saved, the "**Data saved successfully**" message will appear on the top of this page.
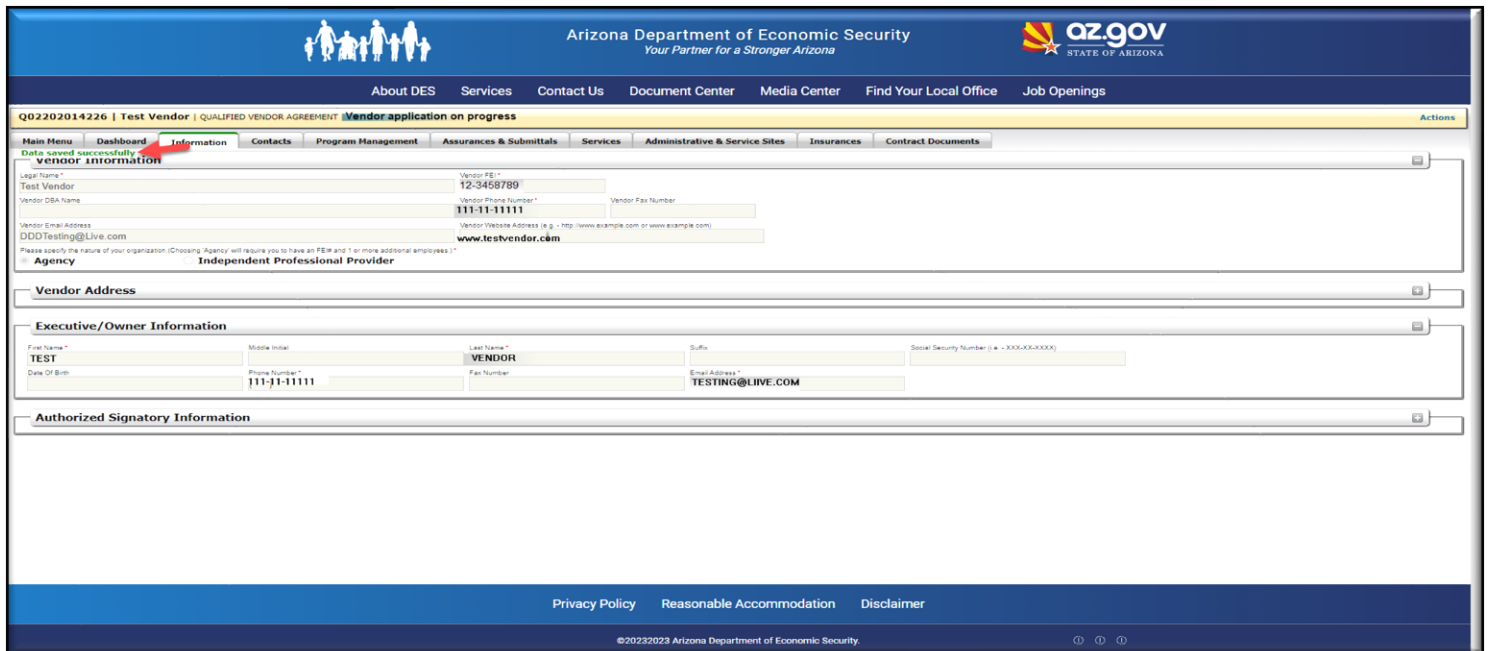
You have completed the Information tab details. Please go to the next Tab

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.
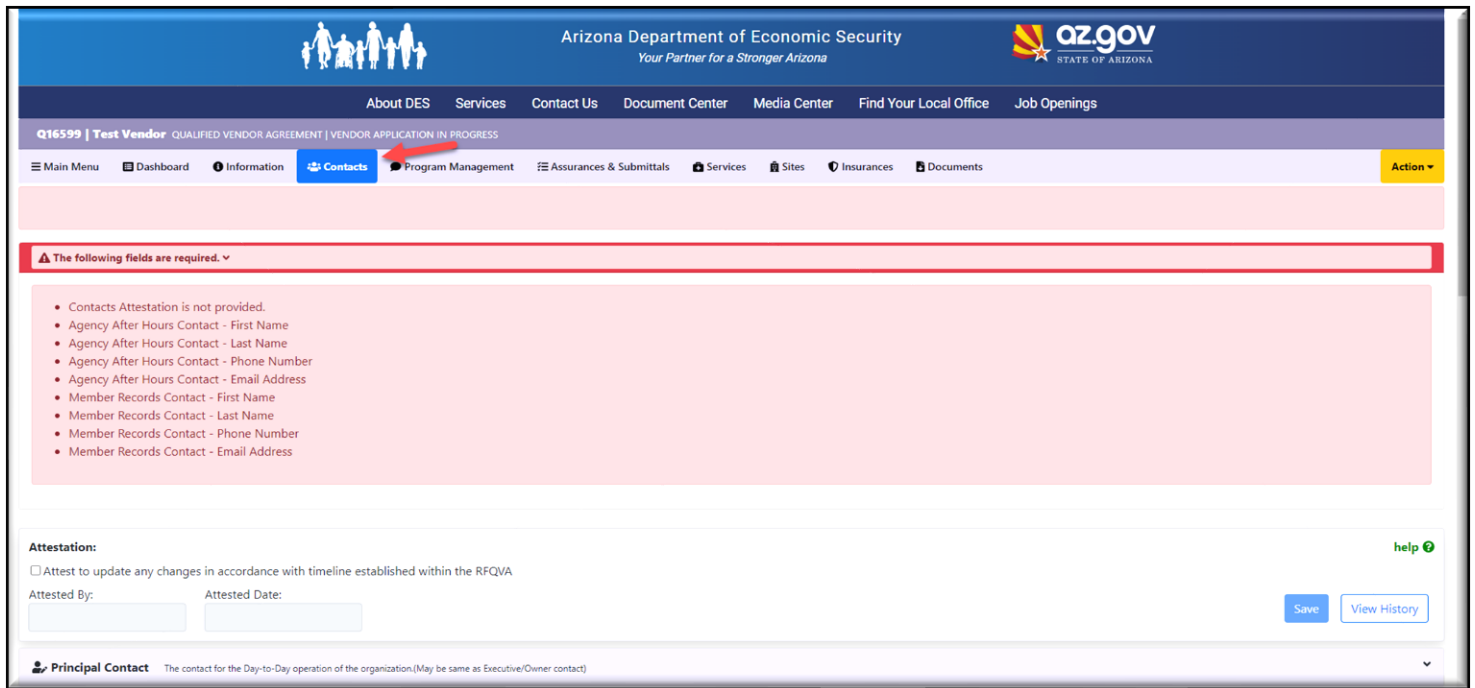
Step 2: Provide information for any missing details or blank fields. Any missing details or blank fields will be highlighted in red as shown below. No changes can be made in the new RFQVA for the details that are copied from the existing QVA contract. If you want to make any changes to the copied information, please follow the amendment approval process for the existing QVA contract before November 1, 2023.
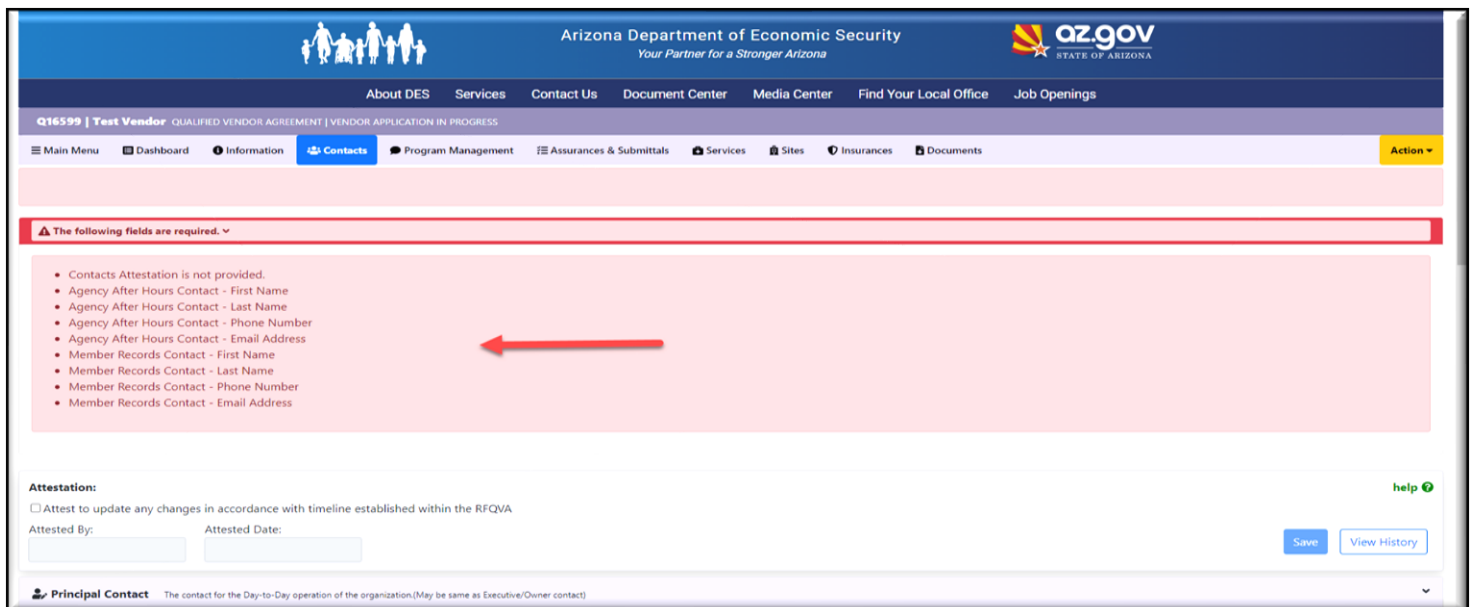
Step 3: Review all the contact details.

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

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
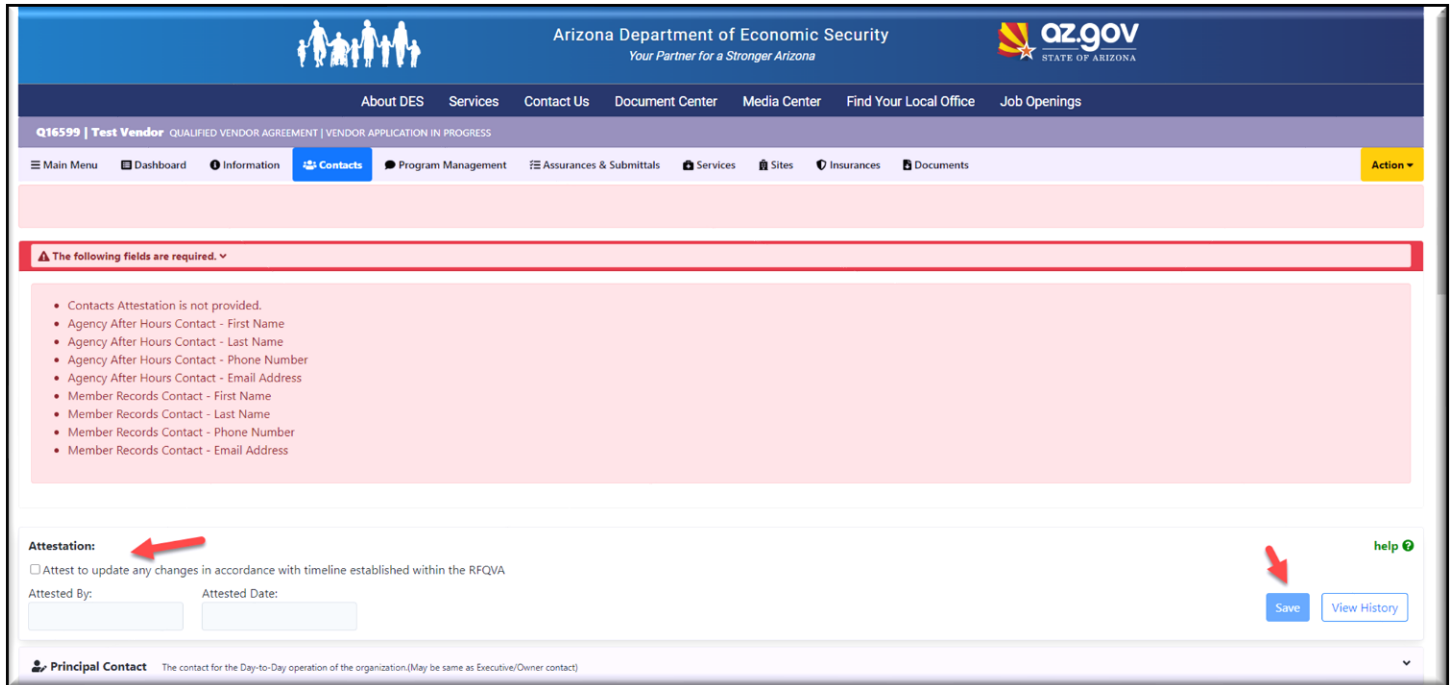
Step 6: You can see now the "**Attested By**" and "**Attested Date**" is populated with the details as shown below.
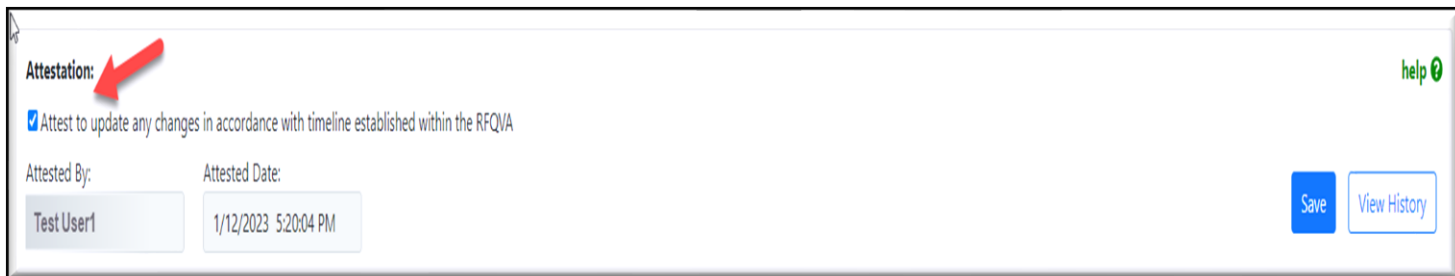
Step 7: Click the "**Help**" button on the right side to see who can provide the attestation.

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 your 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.
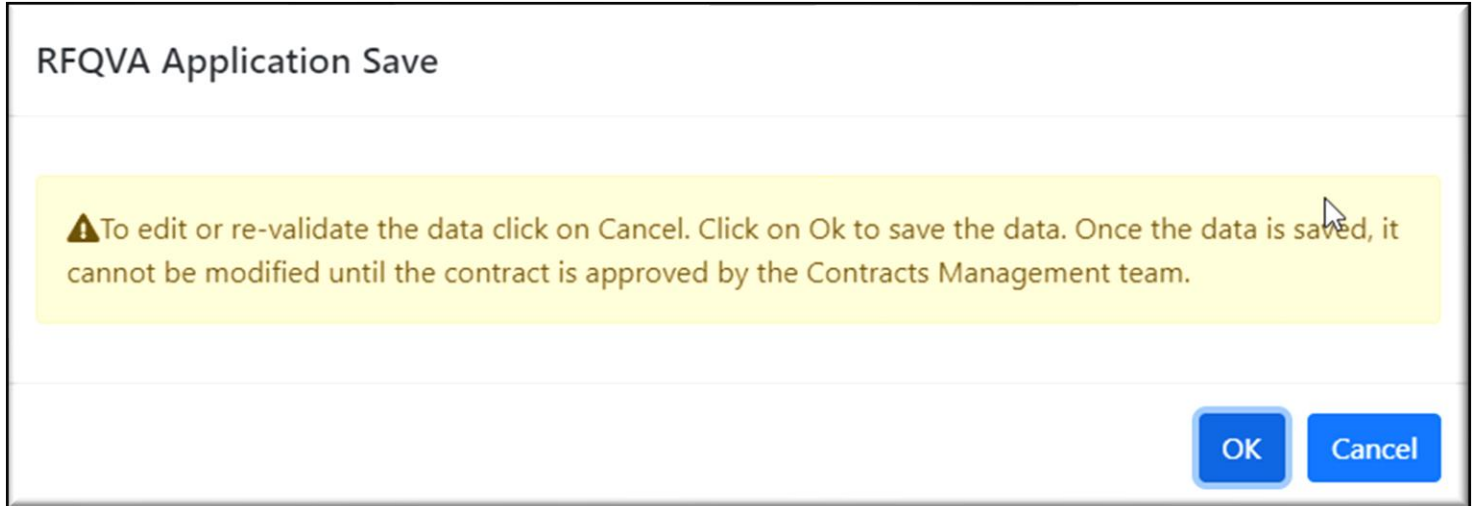
Step 9: Now all the details are provided and saved. You will see the below message that all the data was saved successfully.
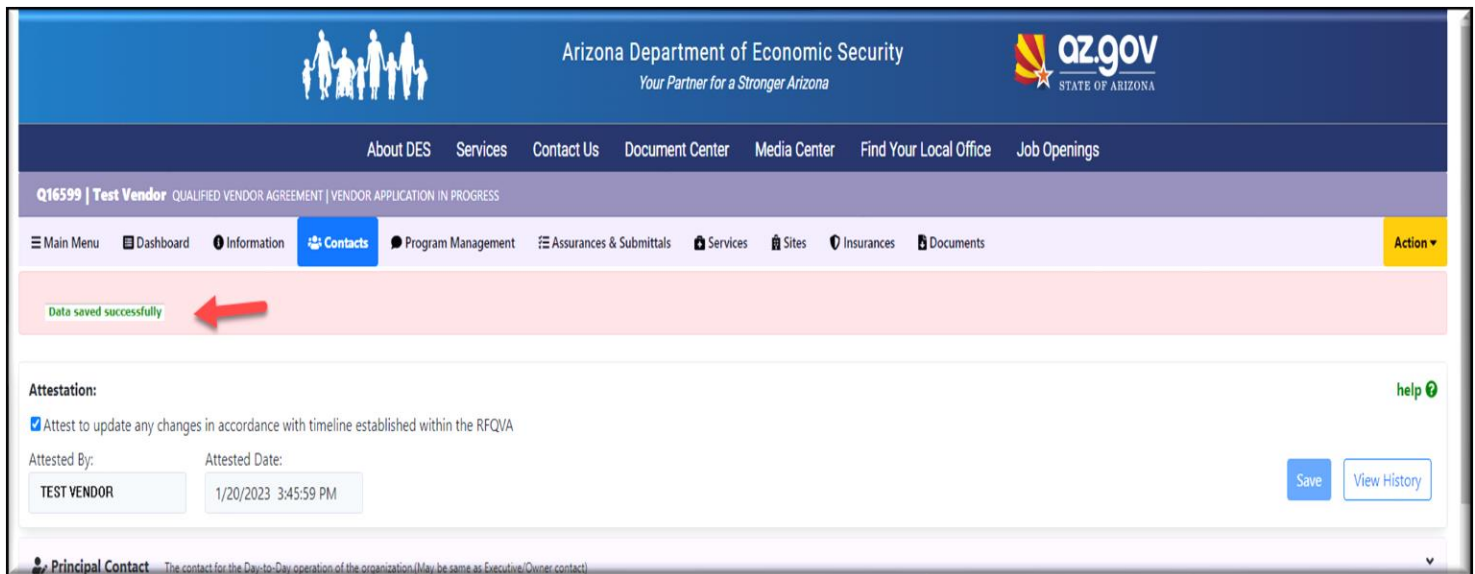
Step 10: Click on the "**View History**" button on the attestation section as shown below to check the attestation history.

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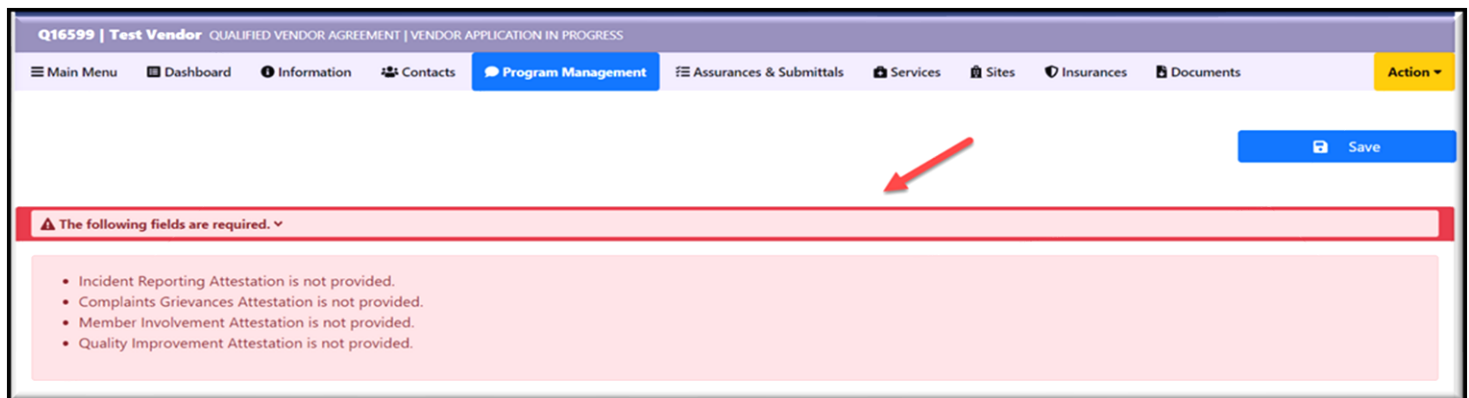
Step 2: Attestation can only be provided by the users who have the "**Provider Owner**" and "**Signatory**" roles. Also, the name should be listed as one of the below.

- 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.

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

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.

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.

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.

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.

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.

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.

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.

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

Step 13: if you want to attest all the sections together, click the Program Management tab.
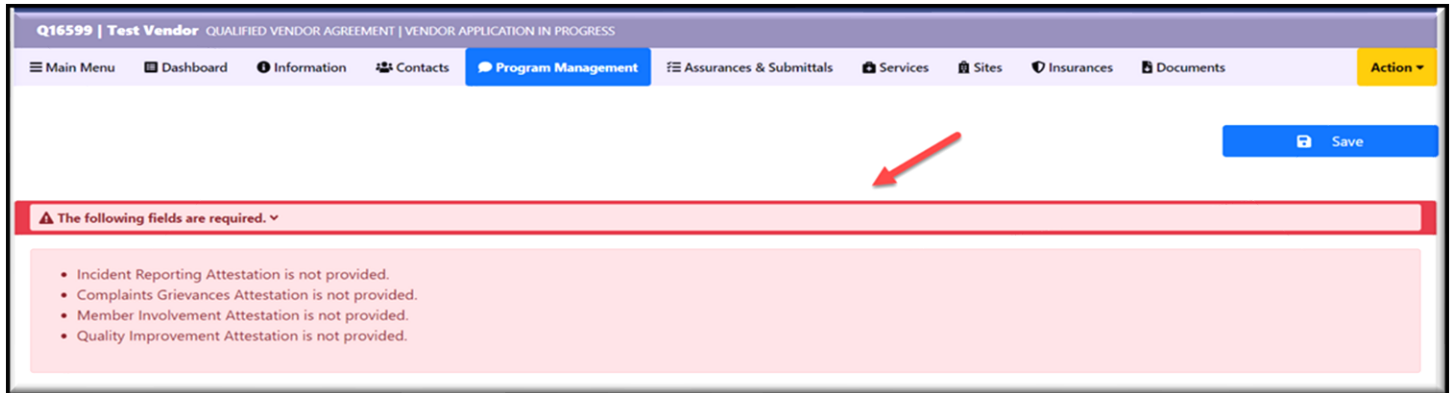
Step 14: Review the **First name, Last name and Title** and then click the **Attestation check box** in all the sections where the **red arrow** is pointing below. Then click the "**Save**" button on the right side where the **Yellow arrow** is pointing. After saving, you will see the message as shown below where the **green arrow** is pointing.
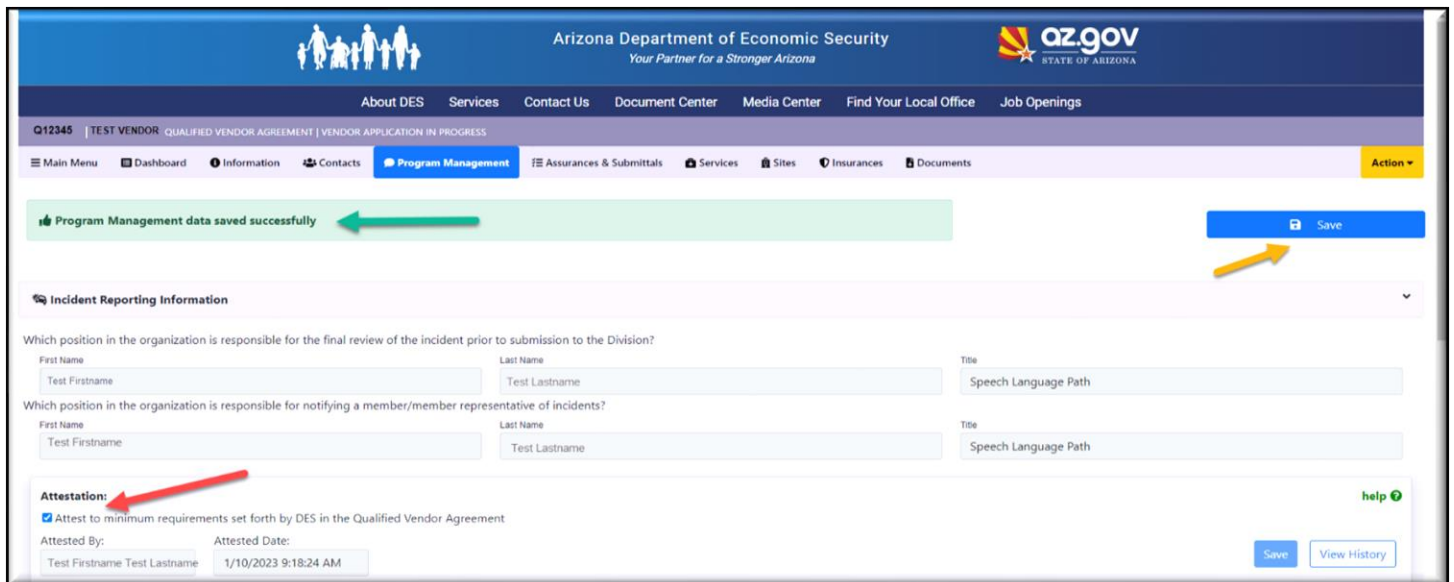
Step 15: For your convenience, the "**Save**" button will be available both at the top and bottom right side of the page.

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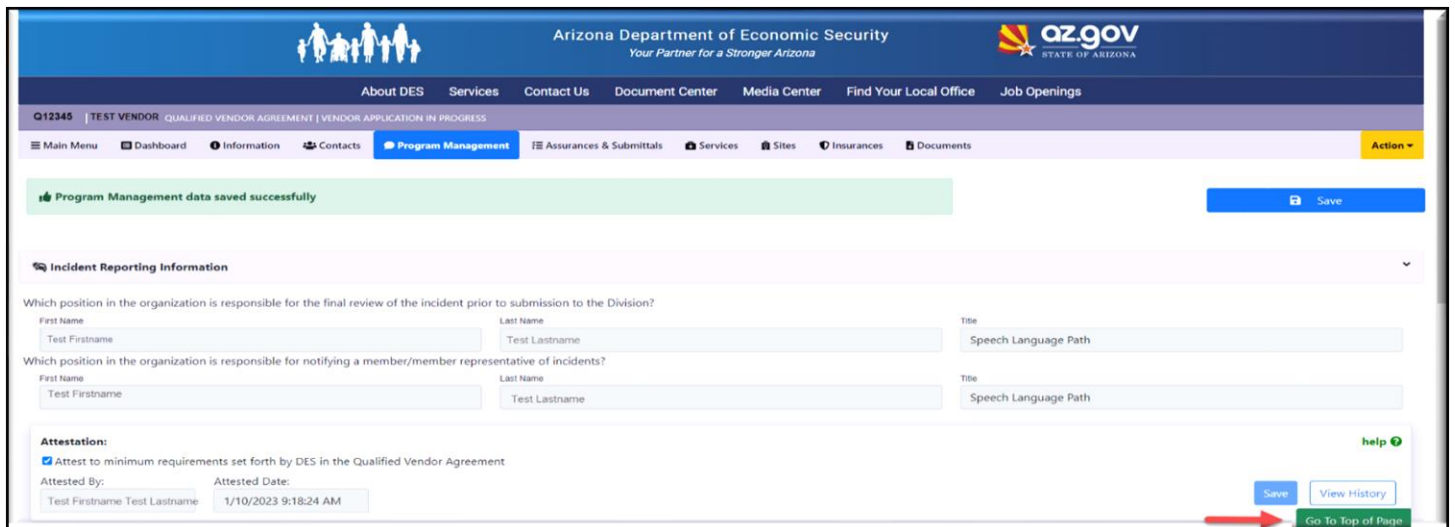
Step 17: Click "View History" at the right side of each section to see all your attestation details including the name of the person who attested as well as the date and time when the attestation was provided.

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.

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.
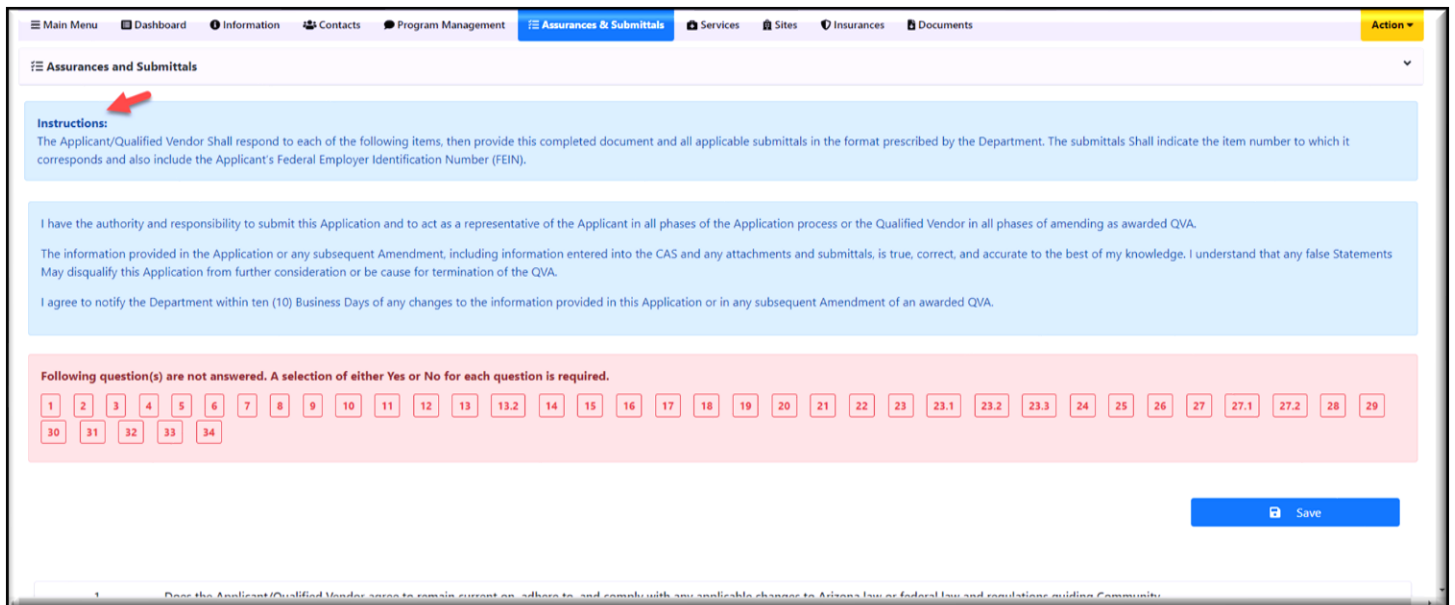
Step 2: All the question numbers that are required to be answered will be highlighted at the top as shown in the below picture. Please scroll down and provide the answers one by one. If your answer for the question is '**Yes**', then click the "**Yes**" button. If your answer for the question is '**No**', 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.

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.
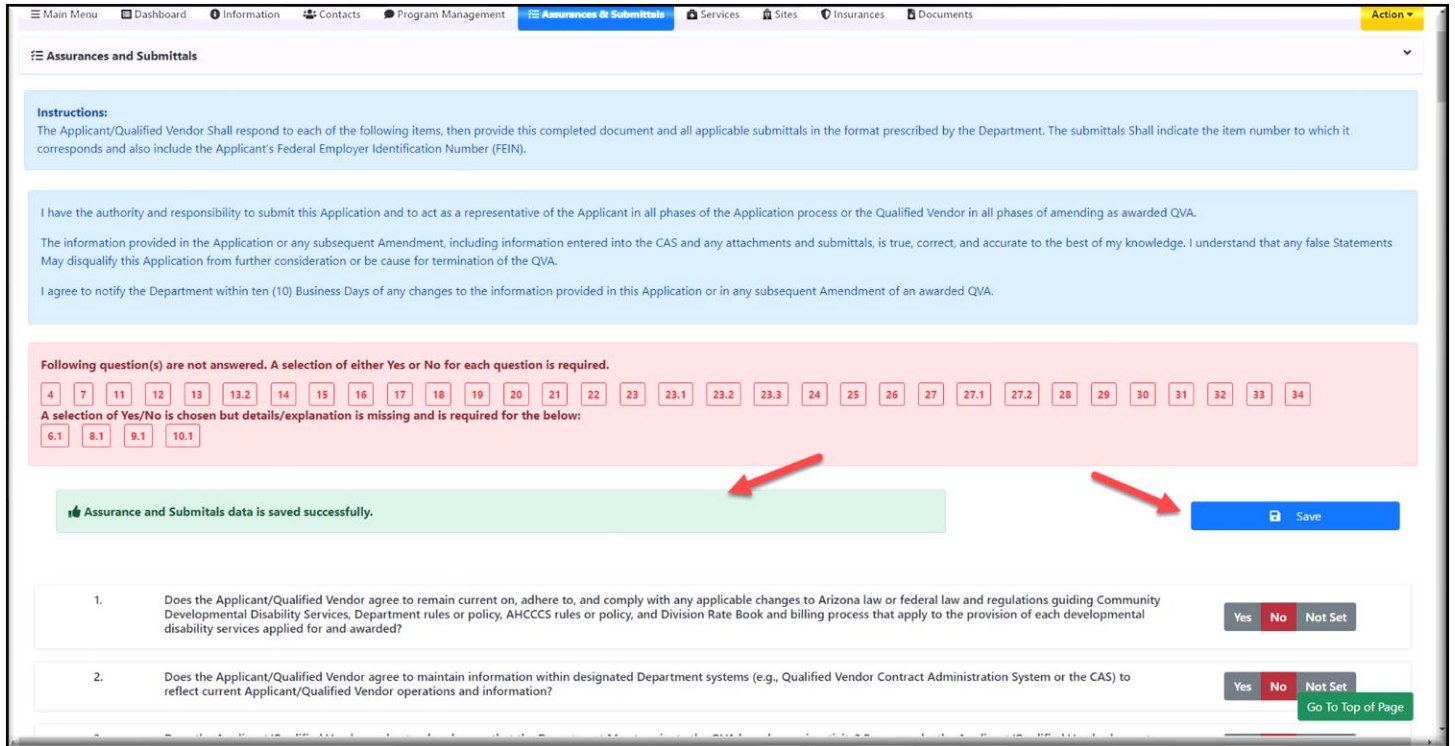
Step 4: If you did not answer any required questions, those question numbers will be shown at the top. Answer the incomplete questions and then click the "**Save**" button.
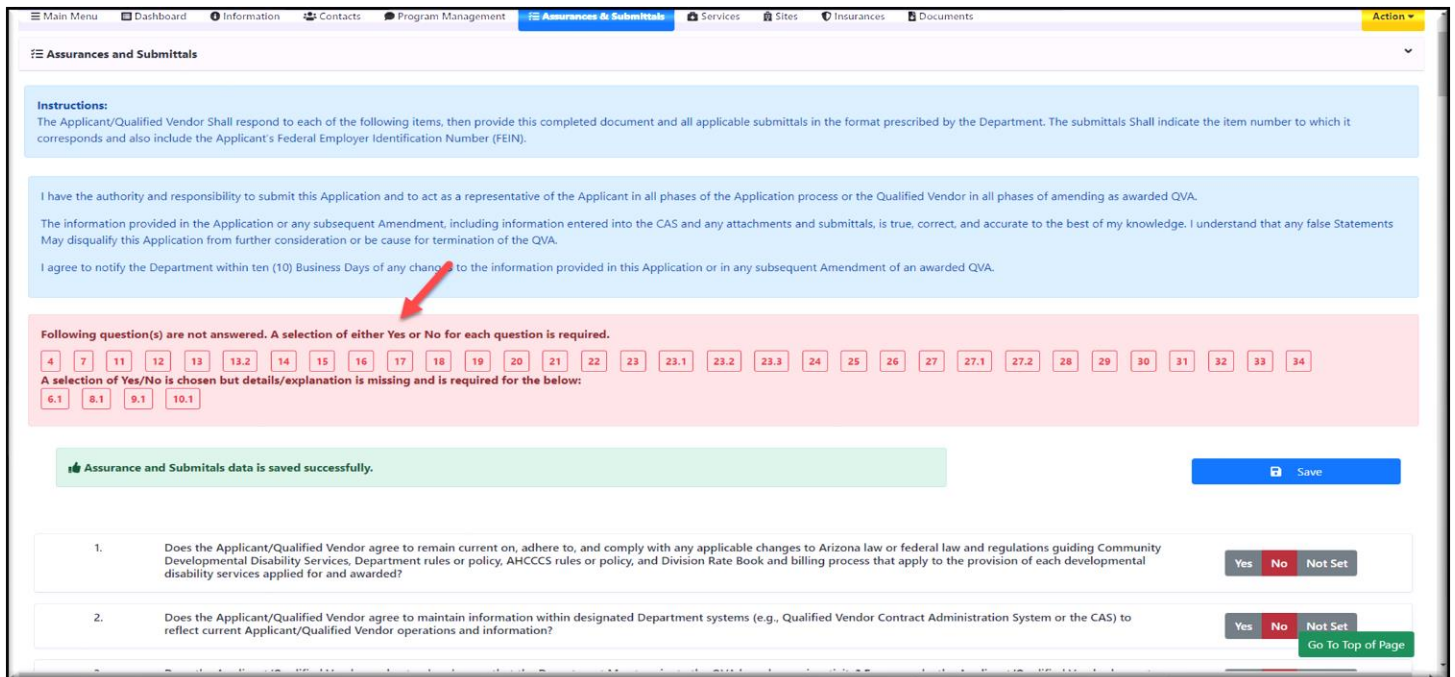
Step 5: Use the "**Go To Top of Page**" button at the right side anytime if you want to return to the top of the page while answering the questions.

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.

Step 2: Click on the **"Multi Service Attestations"** button as shown below on the Services page.
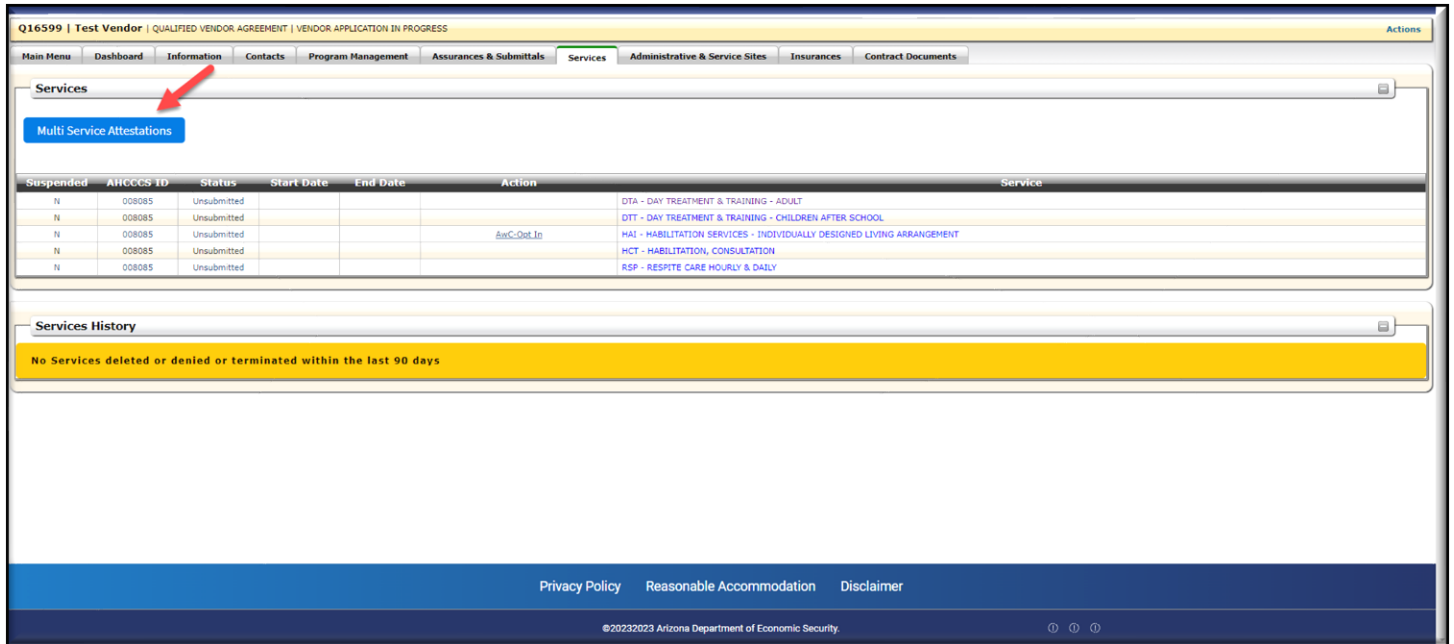
Step 3:   After clicking **"Multi Service Attestations"** you will see all the services and details as shown below. Review all the available details and click the "**Attest All**" button.
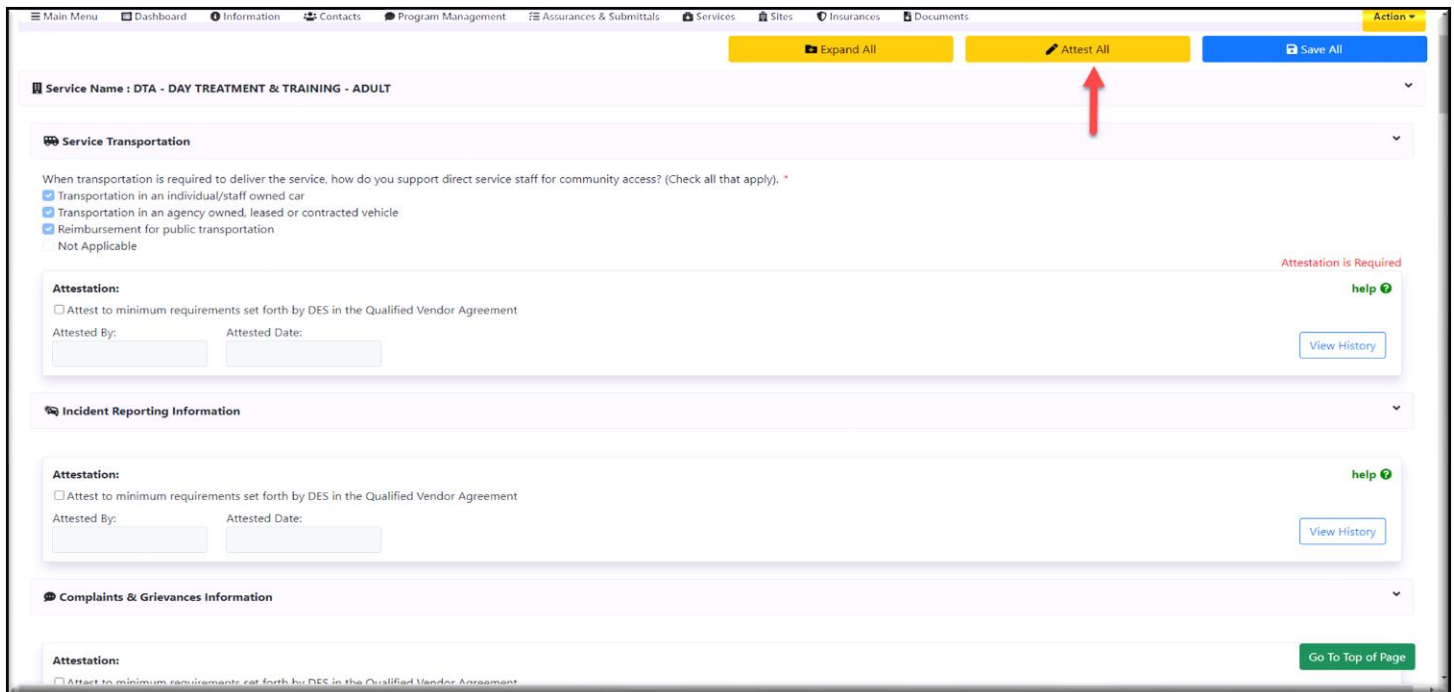
Step 4: When you click the **"Attest All"** button, the attestation is provided to all the services at the same time, and you will see a message that your attestation has been provided. You will be prompted to save.

Step 5: Click the "**Save All**" button and the attestation will be saved.

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.

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

Step 8: All the sections of the specific service that need an attestation will be highlighted in red as shown below.
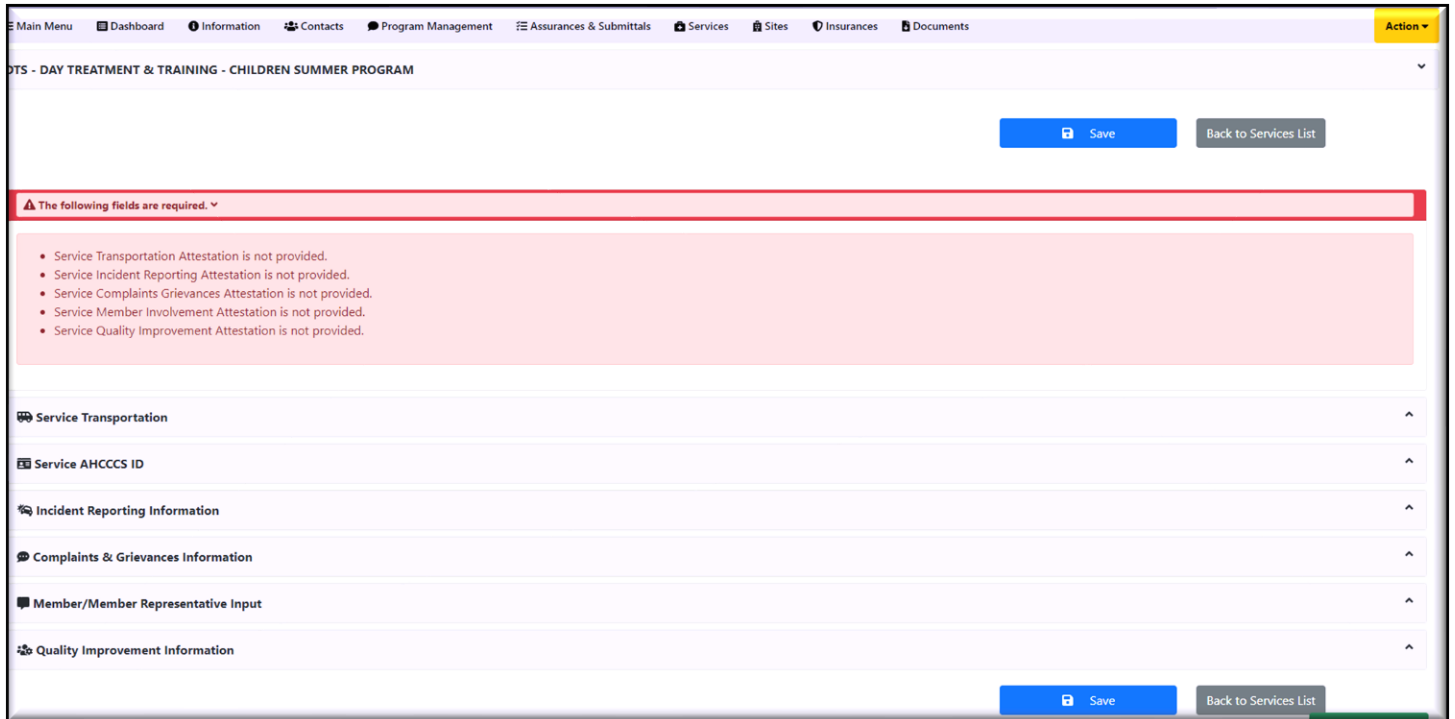
Step 9: Click on each section, review all the details, and provide the attestation by clicking the attestation check box. The "**Attested By**" and "**Attested Date**" will be populated with the details as shown below. Click on the "**Save**" button to save the attestation.
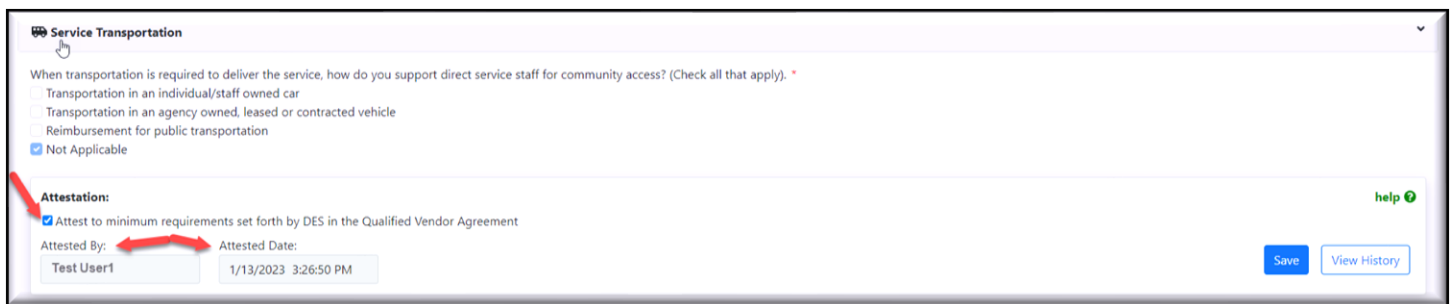
Step 10: Once the "**Save"** button is clicked, it will display the message that all the services are saved successfully.
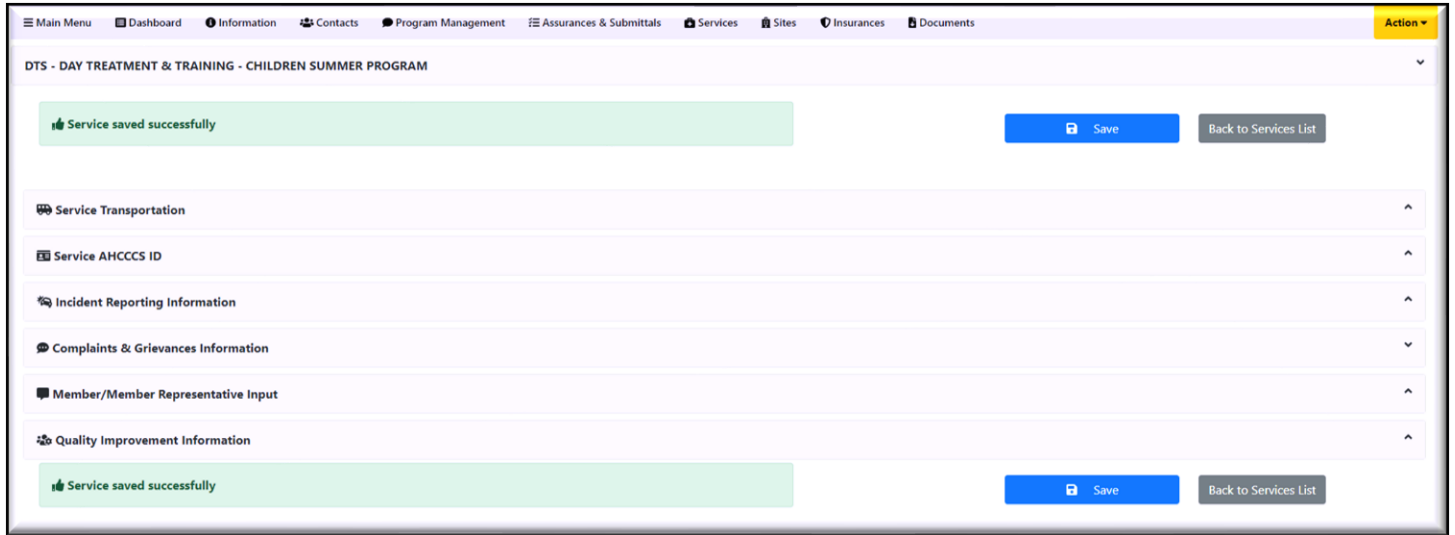
Step 11: Click on the "**Help**" option to see who is authorized to provide the attestation.
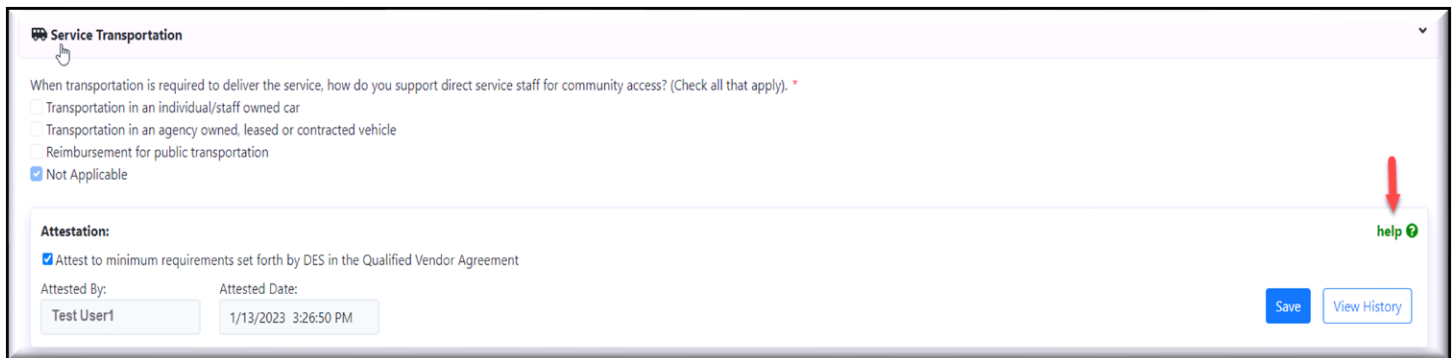
Step 12: After saving the attestation click on "**View History"** as shown below to see the attestation history details.
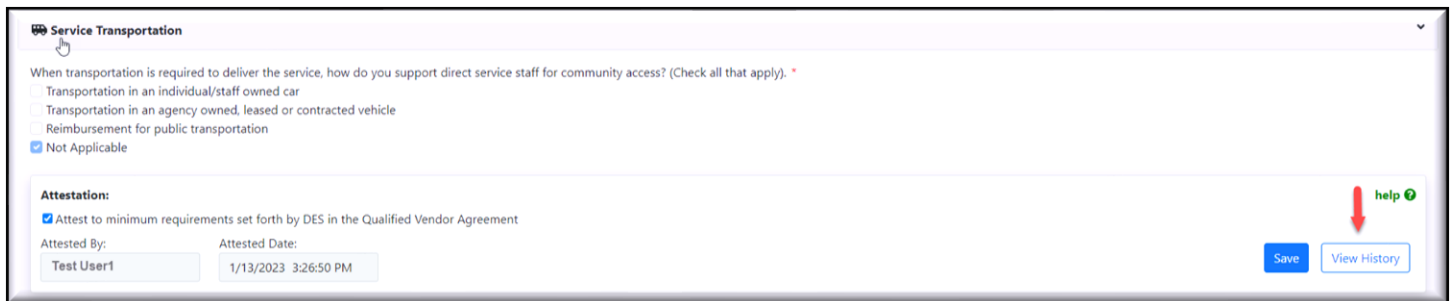
Step 13: You will be able to see the details like **"Attested By", "Attestation Start Date"** and **"Attestation End Date".** Click on "Excel" to download the attestation history details in a Microsoft Excel format or click on "PDF" to see the attestation history details in PDF format.
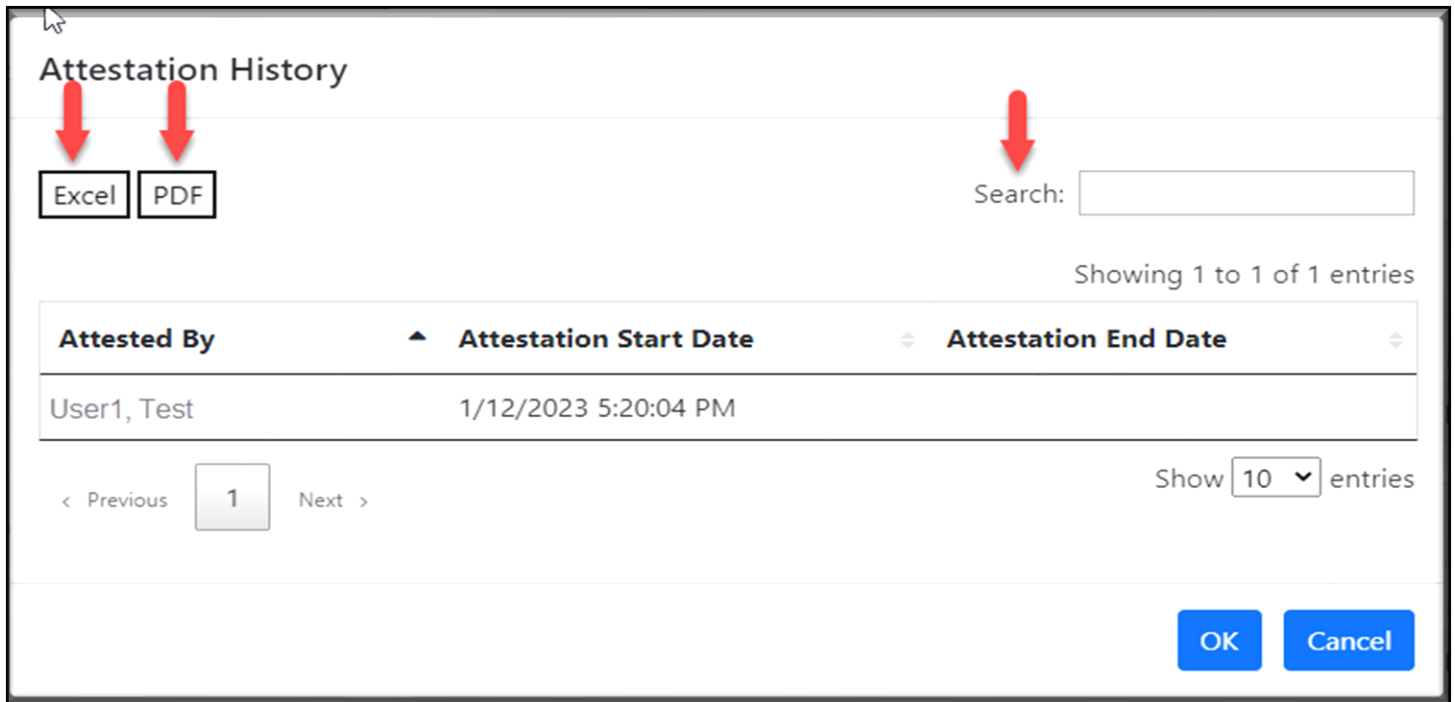
Step 14: Use the "**Go To Top of Page"** button to return to the top of the page anytime while reviewing or providing attestation.
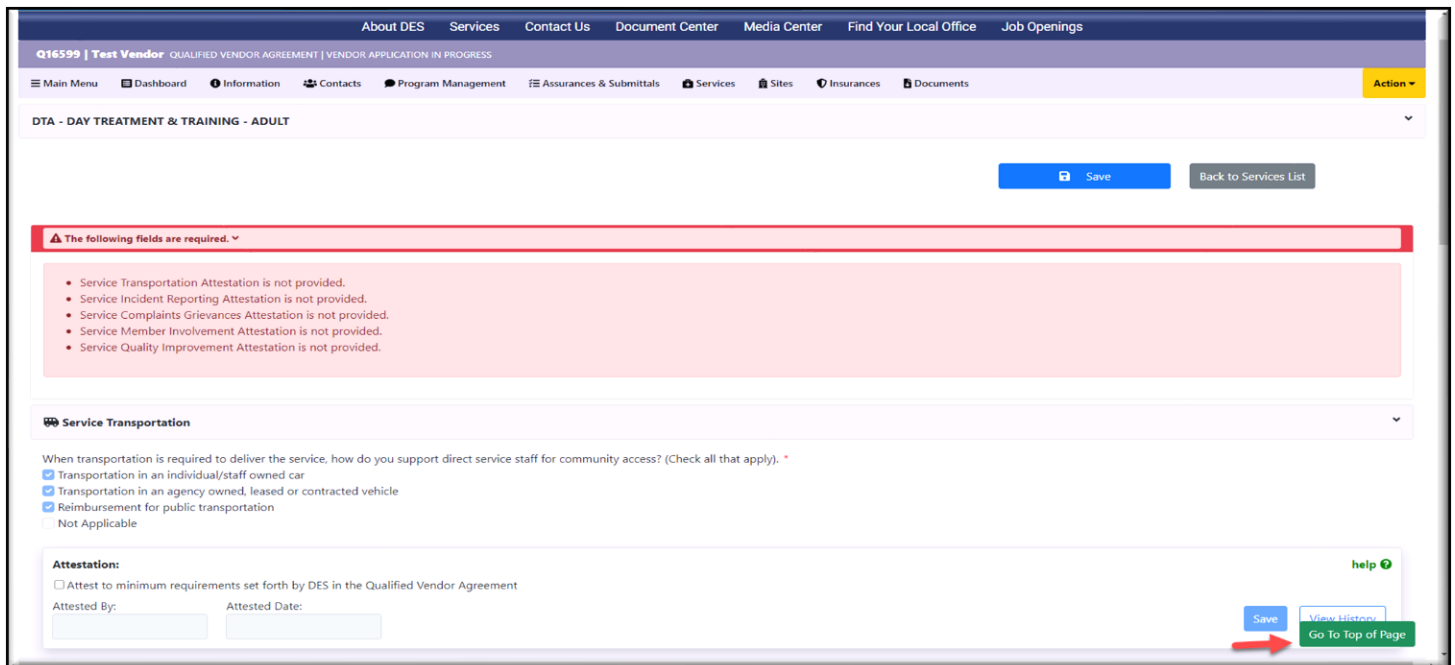
You have completed the Services tab details. Please go to the next Tab

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
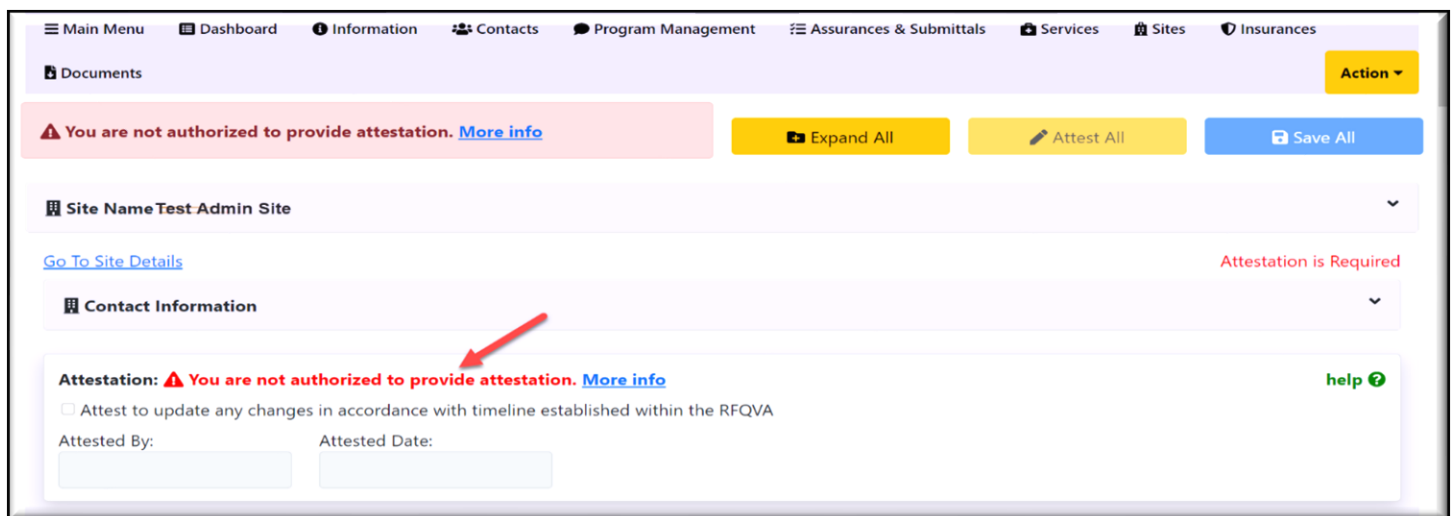
➢ All the information in this tab is auto populated from the existing QVA contract. No changes can be made to any of the fields in the Site Information tab for the new RFQVA.

➢ 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.**

Please follow the below steps to complete the details for the "**Sites"** tab.

Step 1: Click on the "**Sites"** tab in the new RFQVA**.**

Step 2: Click the **"Site Attestation"** button to review the details and provide attestation.

Step 3: All the Site names and the Attestation check boxes will be visible on this page.
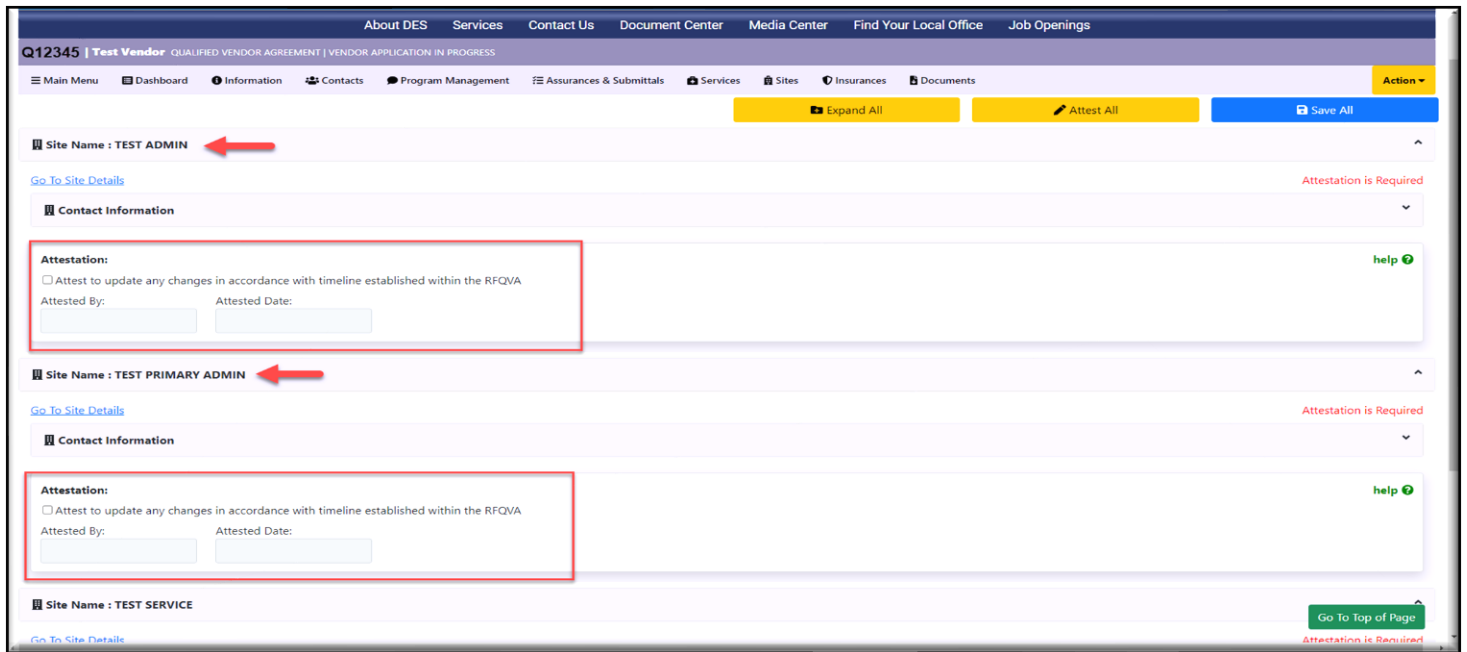
Step 4: Click on "**Contact Information**" as shown below, review all the contact information for the sites and click the attestation check box.
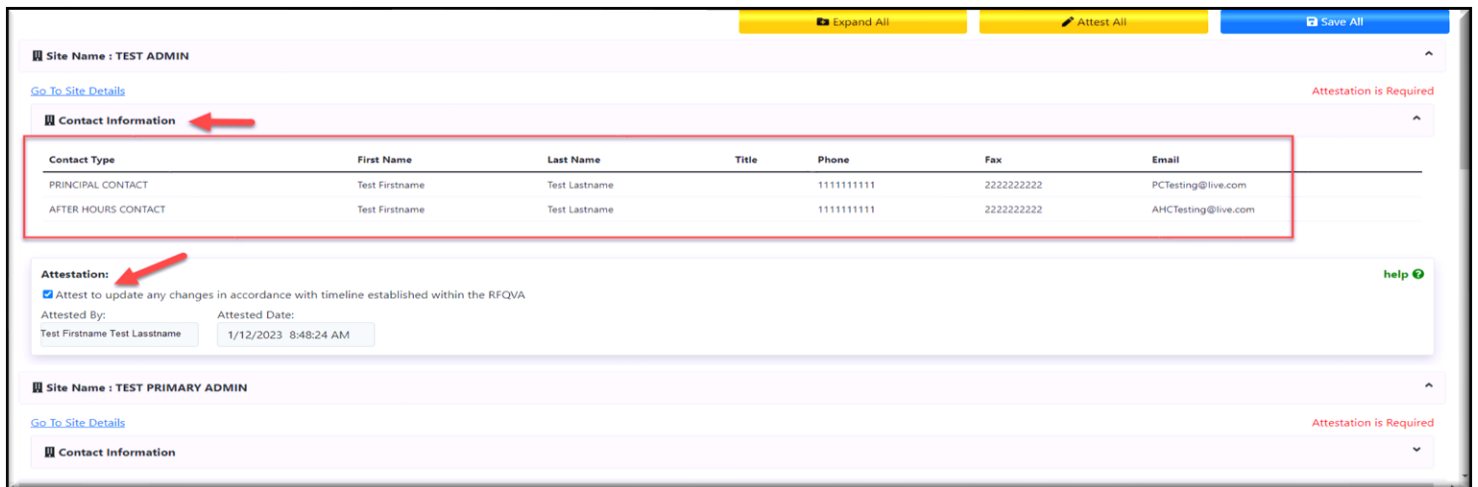
Step 5: If you want to review all the details of any specific site, click the "**Go to Sites Details**" link.

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

Step 7: Provide the attestation as shown below.

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.

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

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.

Step 11: Click each **Attestation checkbox** one by one in this page to provide the attestation.
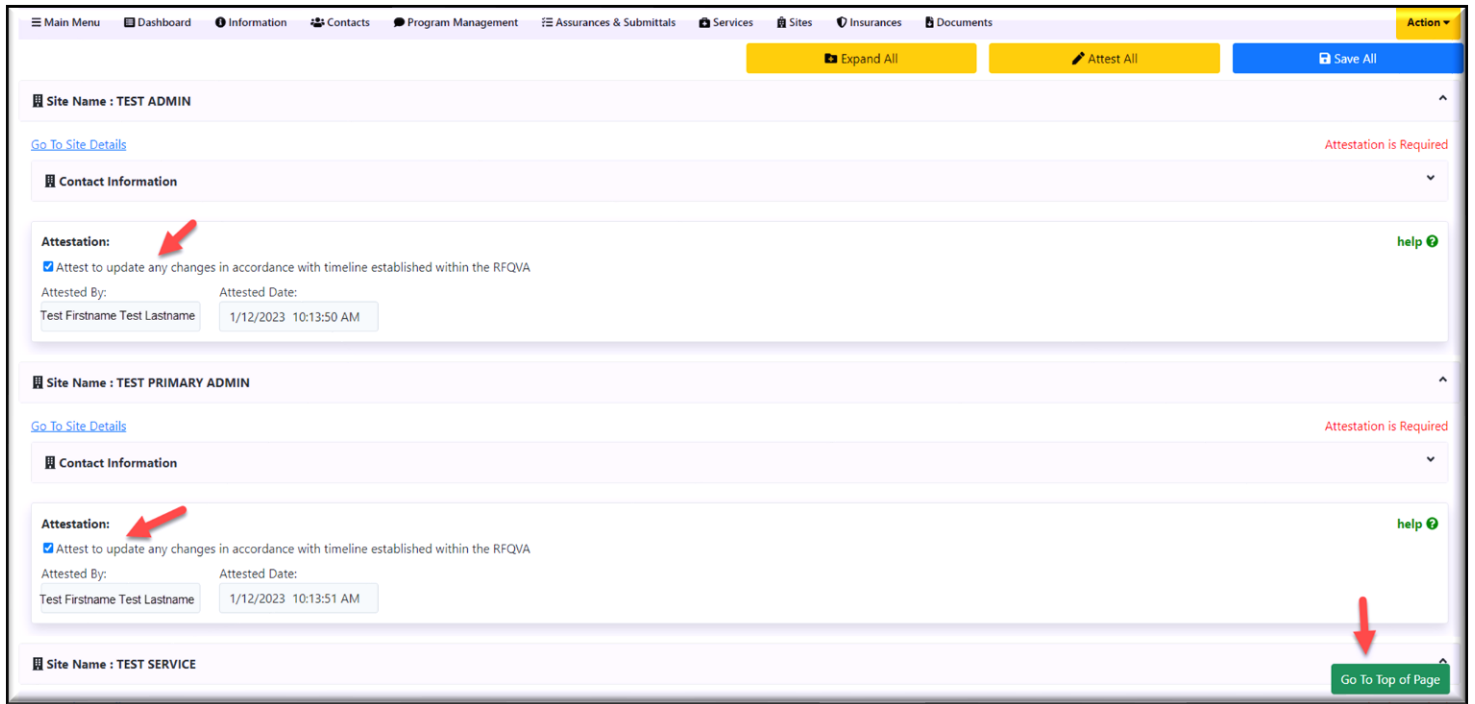
Step 12: Click the "**Attest All**" button to provide attestation to all the sites at the same time.
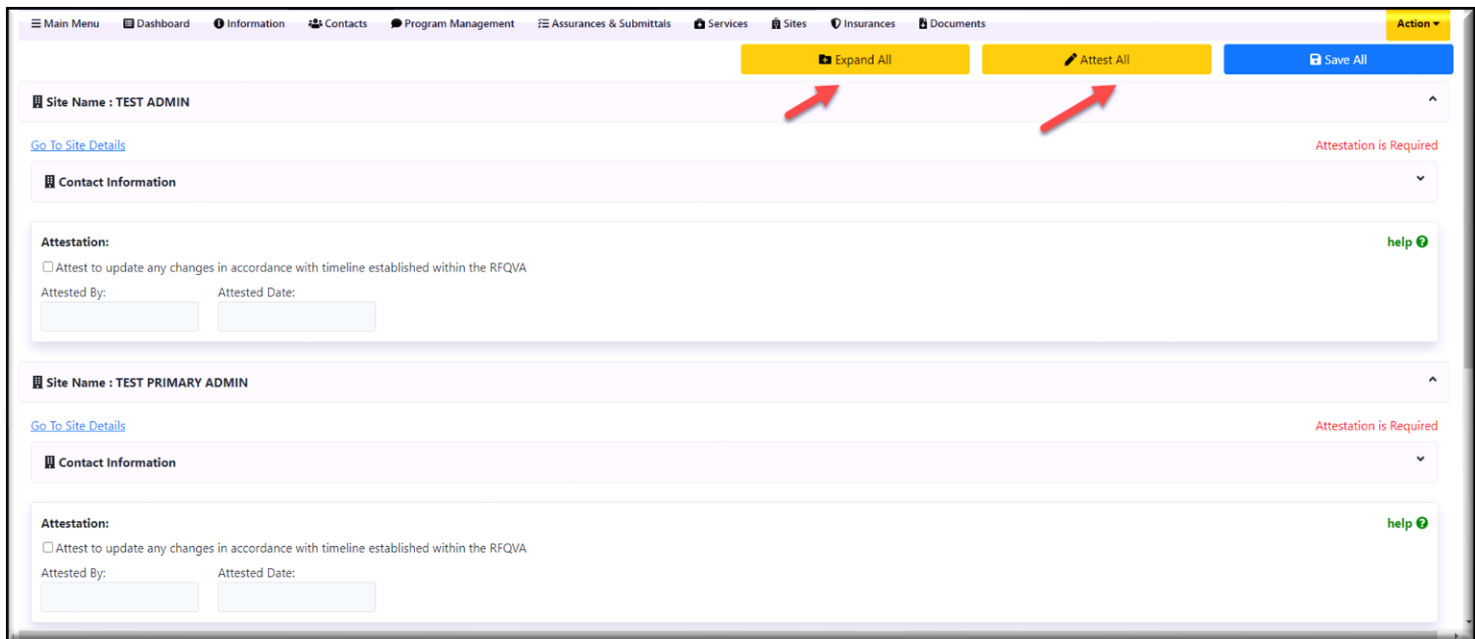
Step 13: After providing attestation to all the sites, the below message (indicated by the red arrow) will display.
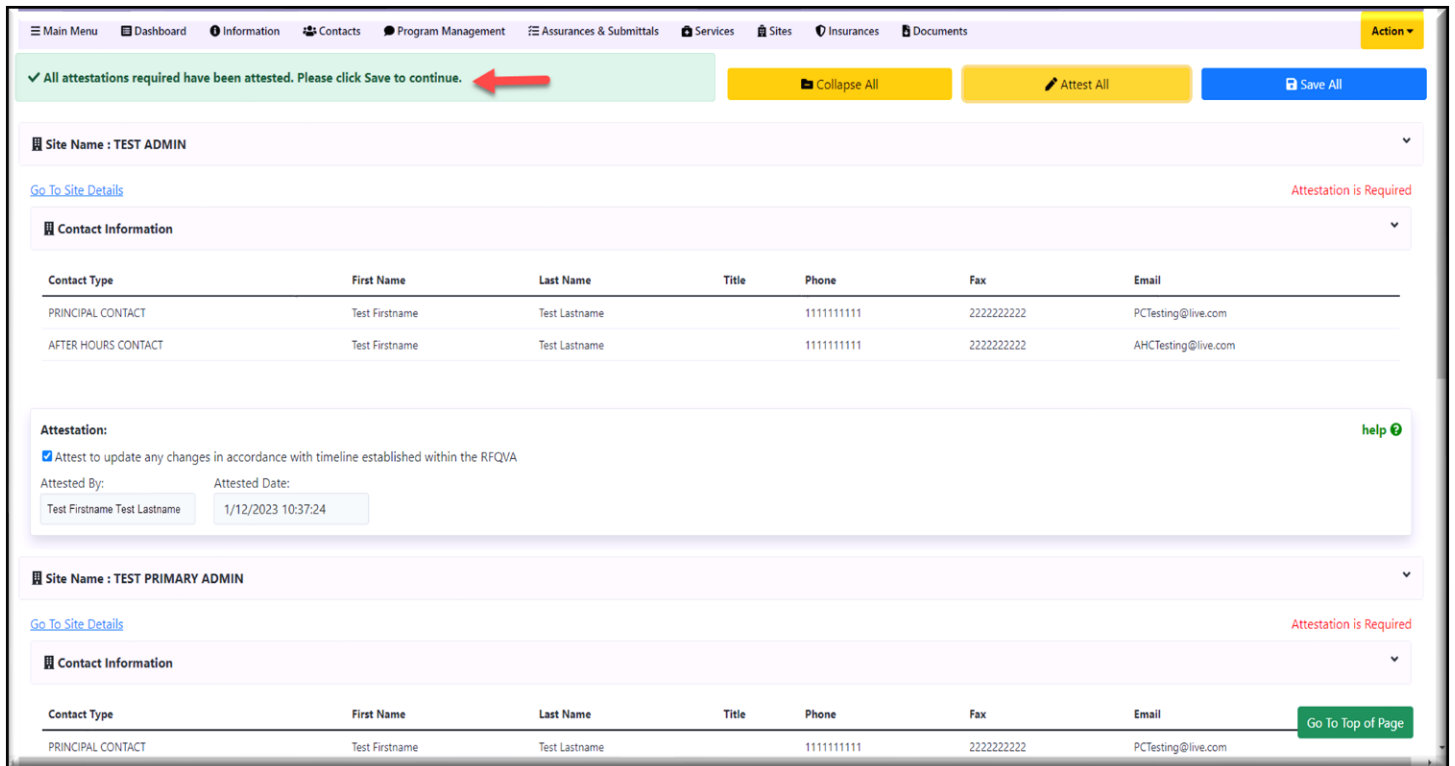
Step 14: After providing the attestation for all the sites, click the "**Save all button**" at the right side and the attestation will be saved.

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.
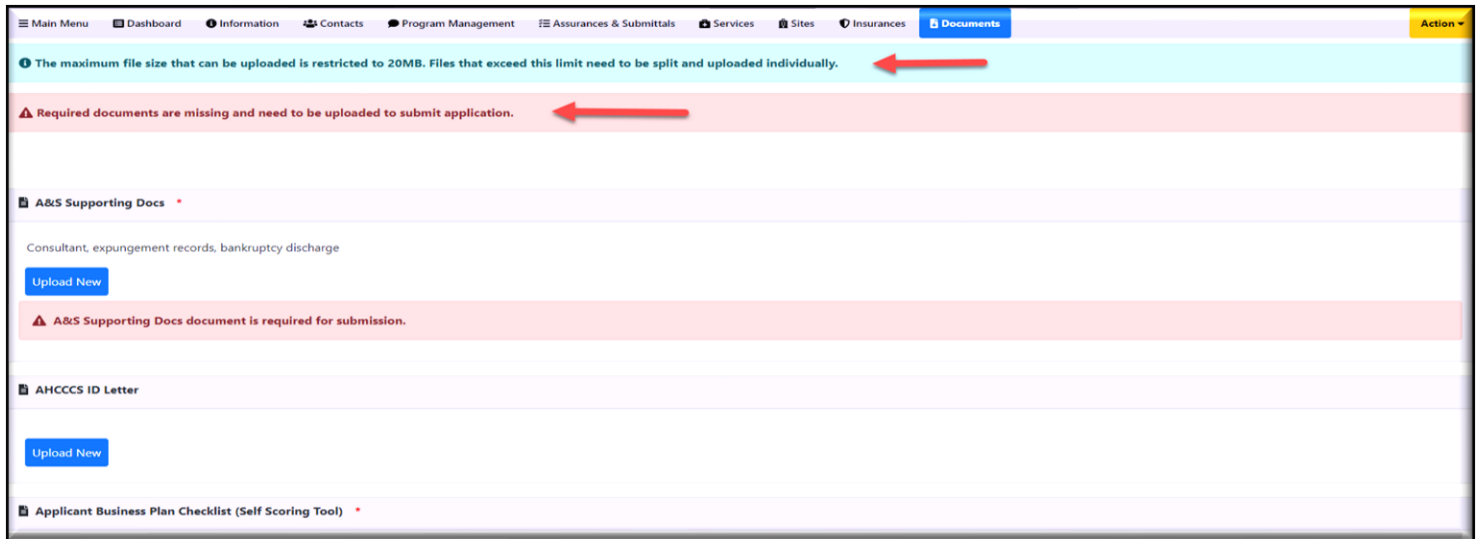
- ➢ If a file size exceeds more than 20 MB, the below error message will display.
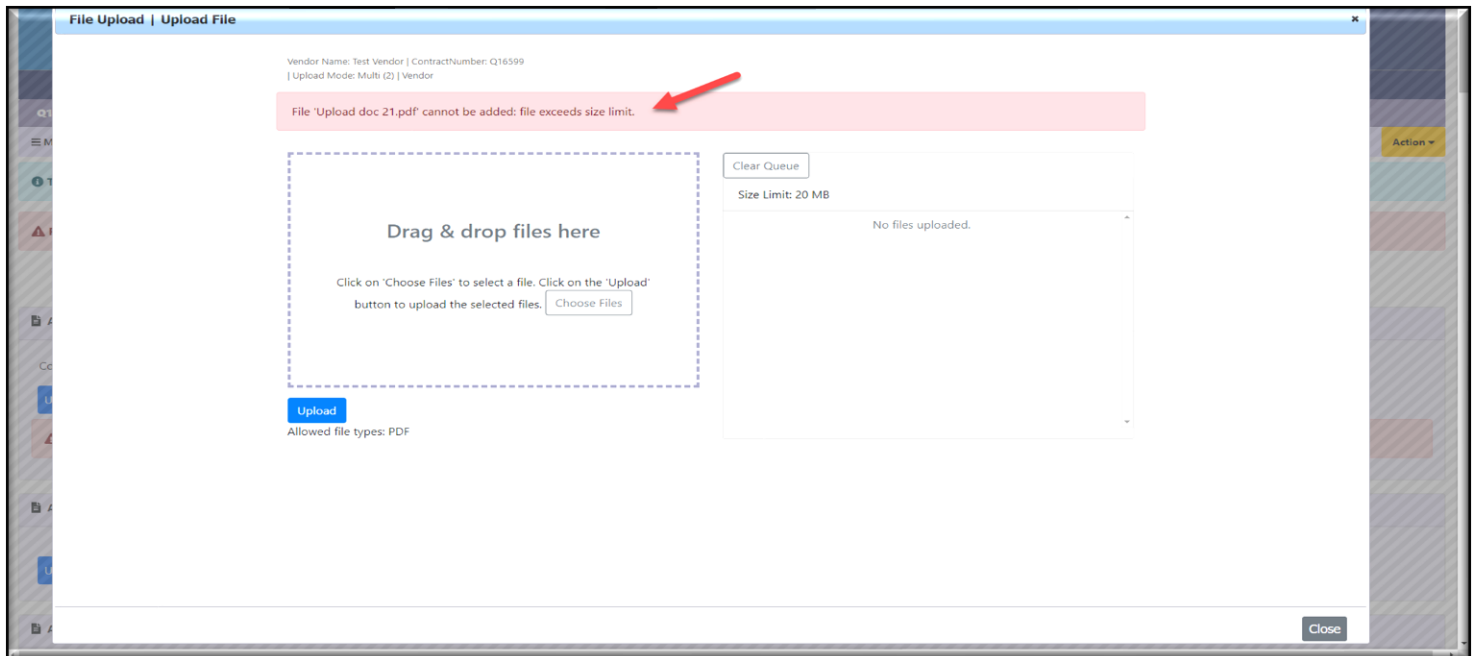
➢ Hover the mouse over the "**Upload documents**" button as shown below, to see the number of files that you can upload at a single time.
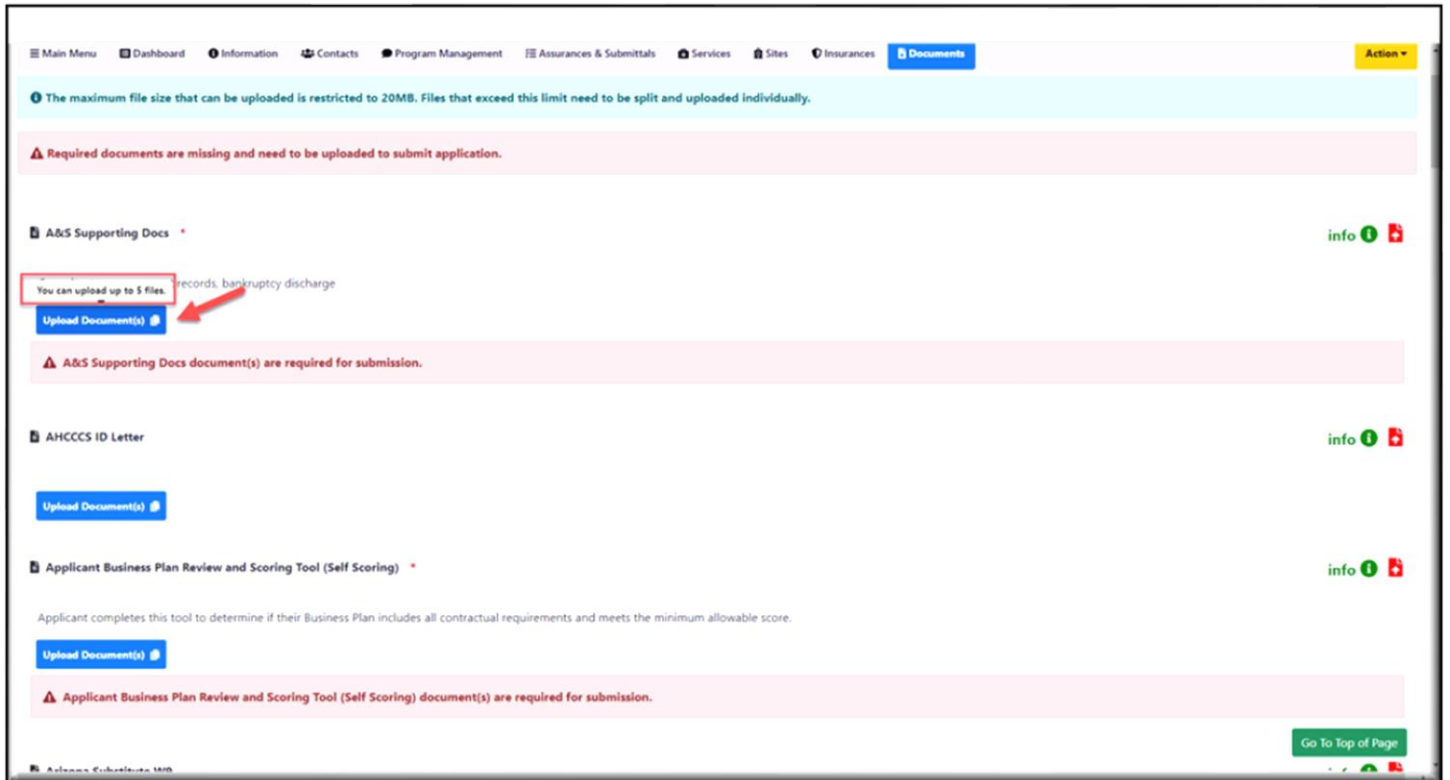
➢ Click the **"info"** link at the right side of the document type name as shown below, and the Information window will open. The information window will provide additional details.
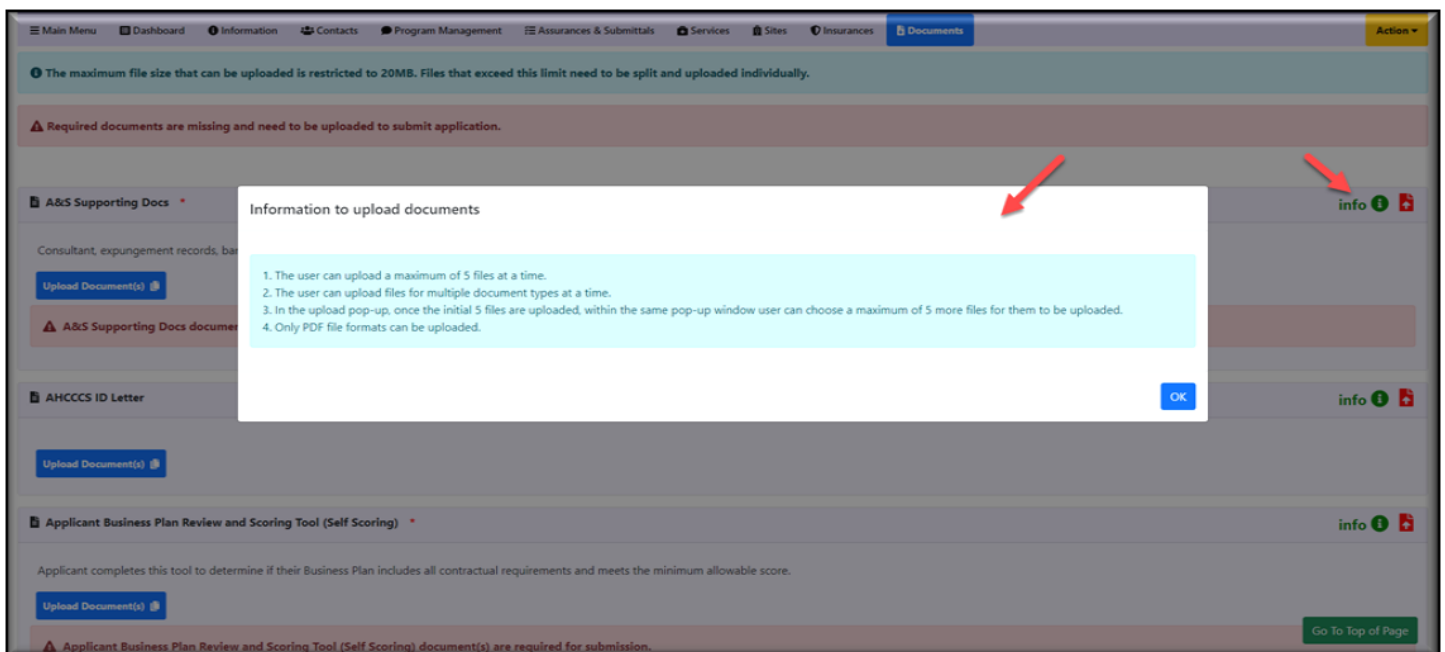
➢ Before uploading the document, a **red upload arrow** will be visible on the right side as shown below indicating the document has not been uploaded.
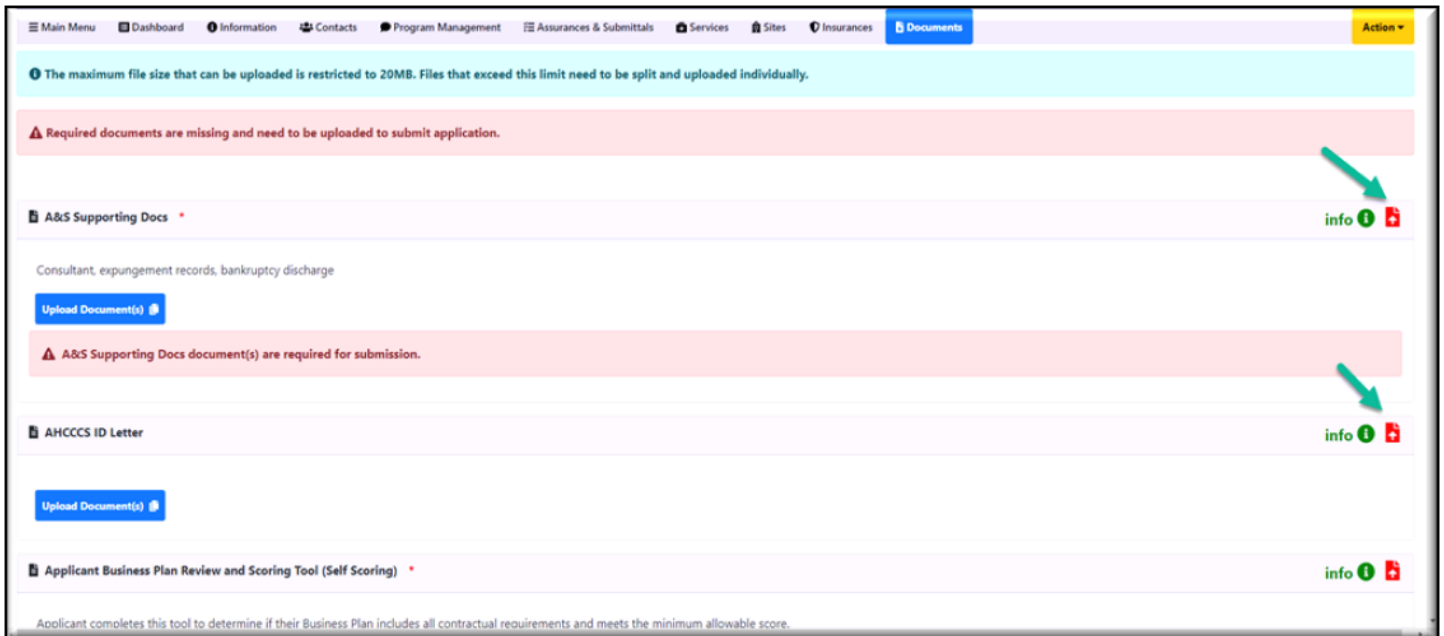
➢ After the document is uploaded, a **green upload arrow** will be visible on the right side as shown below, indicating the document has been uploaded.
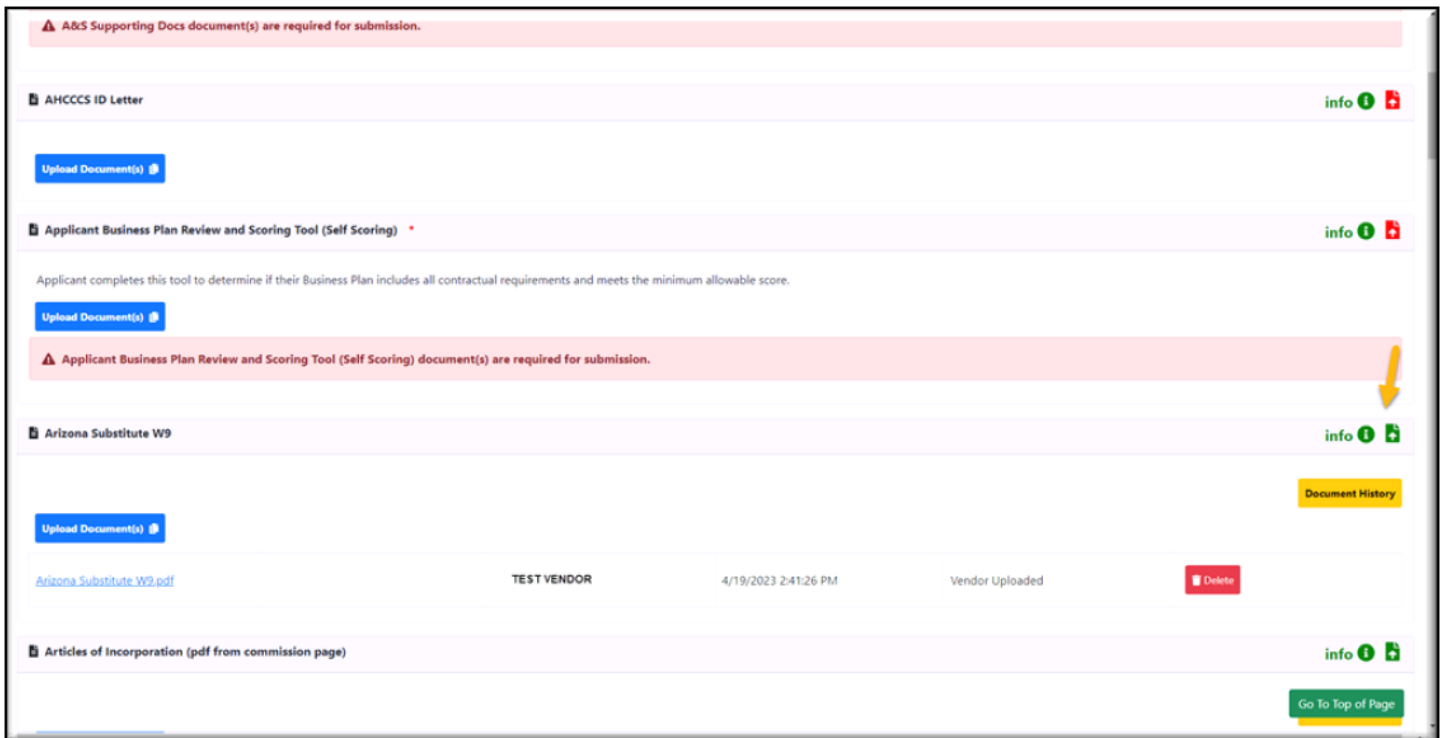
➢ All the documents that are required to be submitted will be marked with the red asterisk sign as shown below.

➢ 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
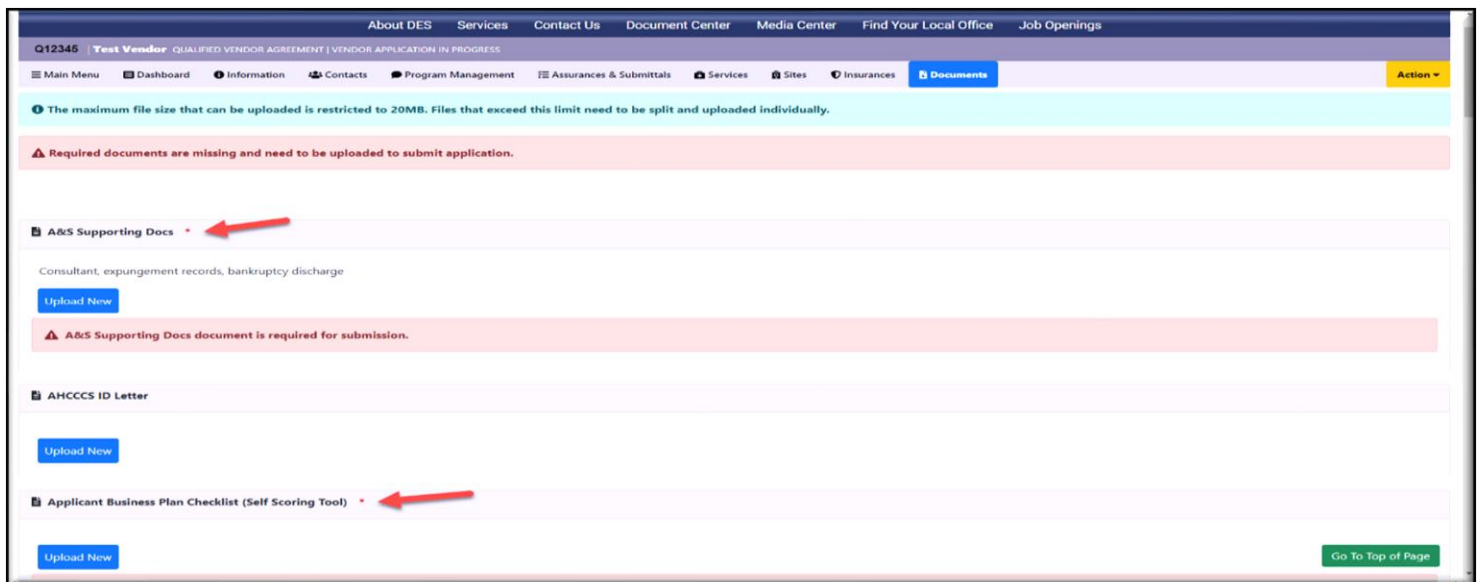
> ➢ You will find an Upload button and a download button to upload and download the documents respectively. Please read the document description for the details as shown below with green arrow.
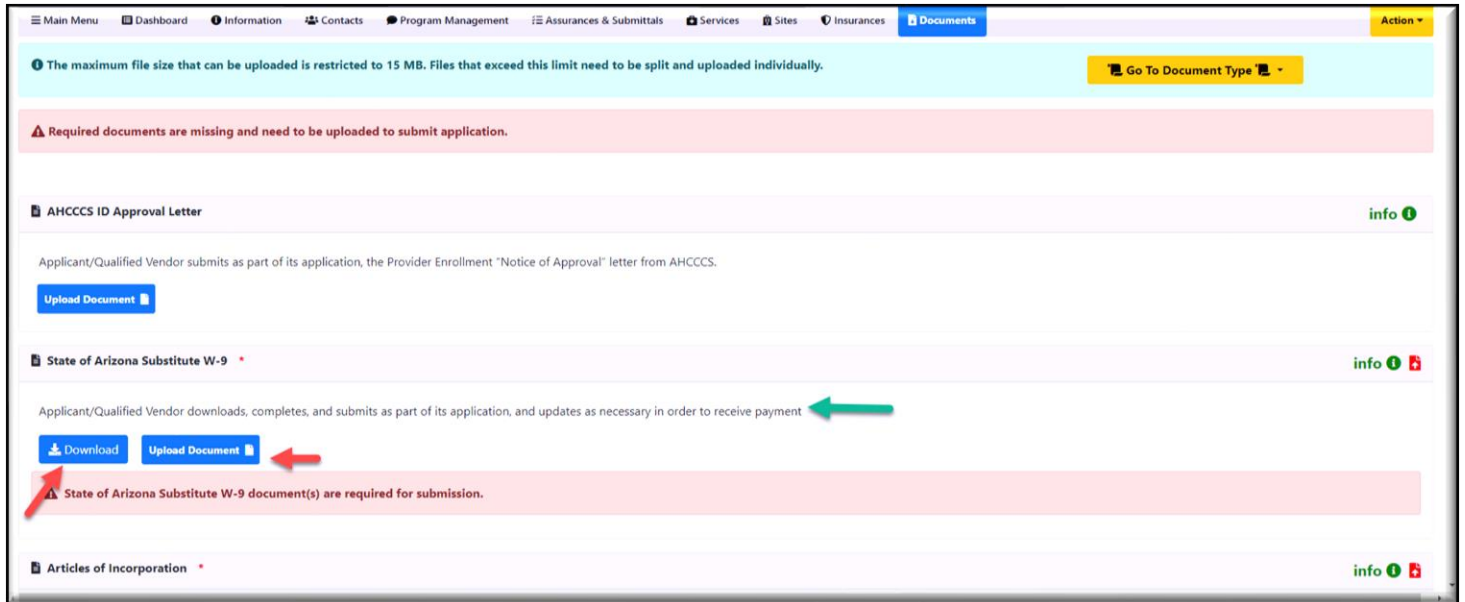
> ➢ Click on the "**Go To Document Type**" link anytime to see the list of documents types that are already uploaded and documents that are yet to be uploaded.
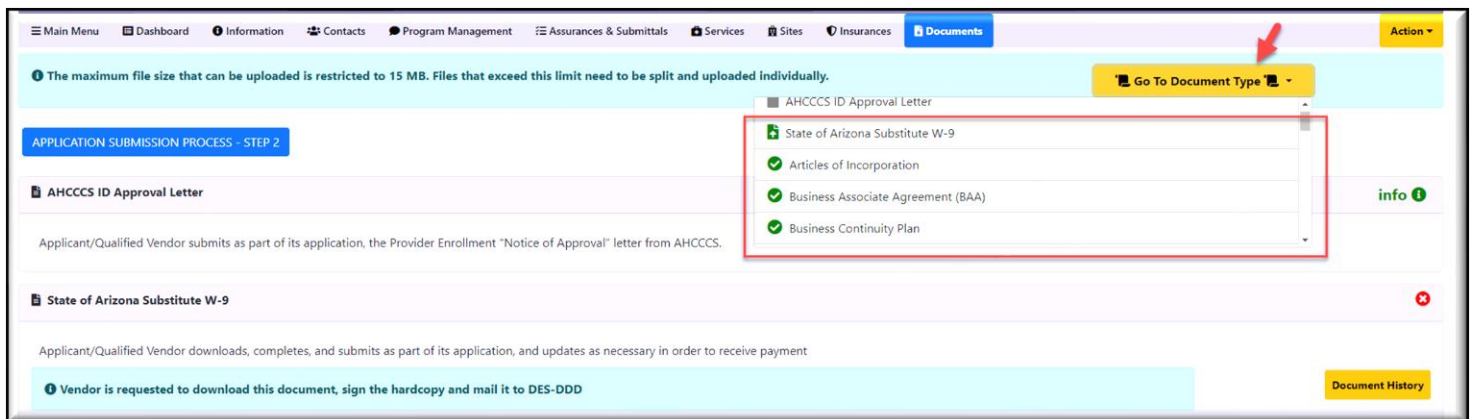
Please follow the below steps to complete the details for the "**Documents**" tab.

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.
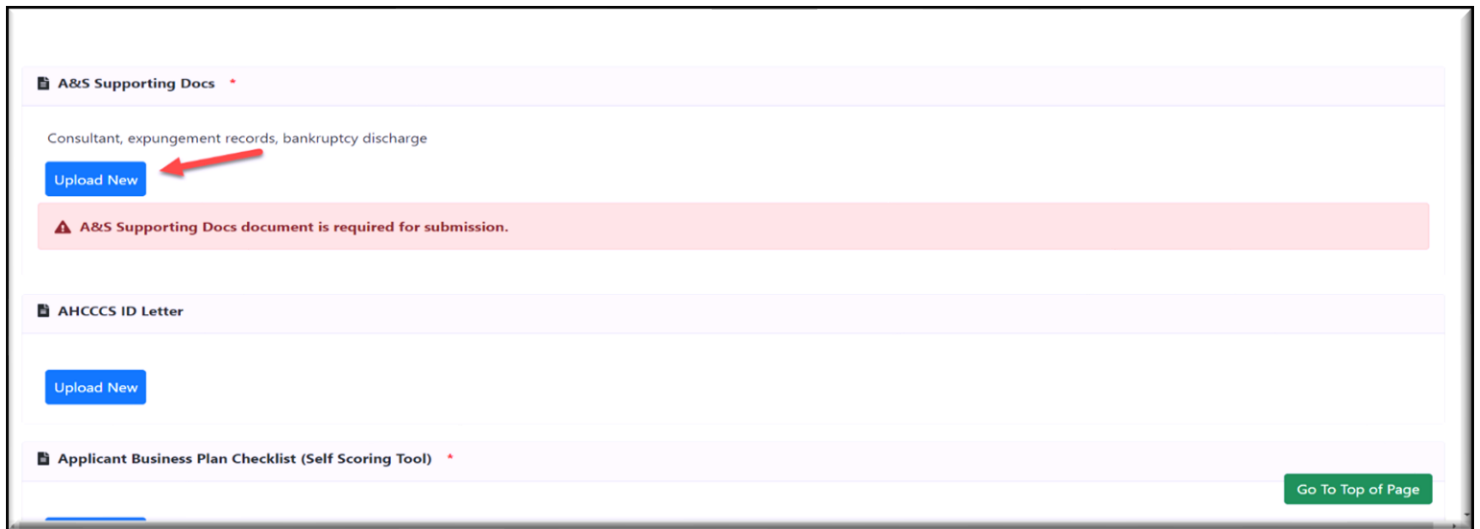
Step 2: The Upload file window will be displayed. Click the "**Choose Files**" button to select the file that needs to be uploaded (see the red arrow below). You can upload multiple files at the same time. Check the number of files allowed and then upload. (See the **green** arrow below)
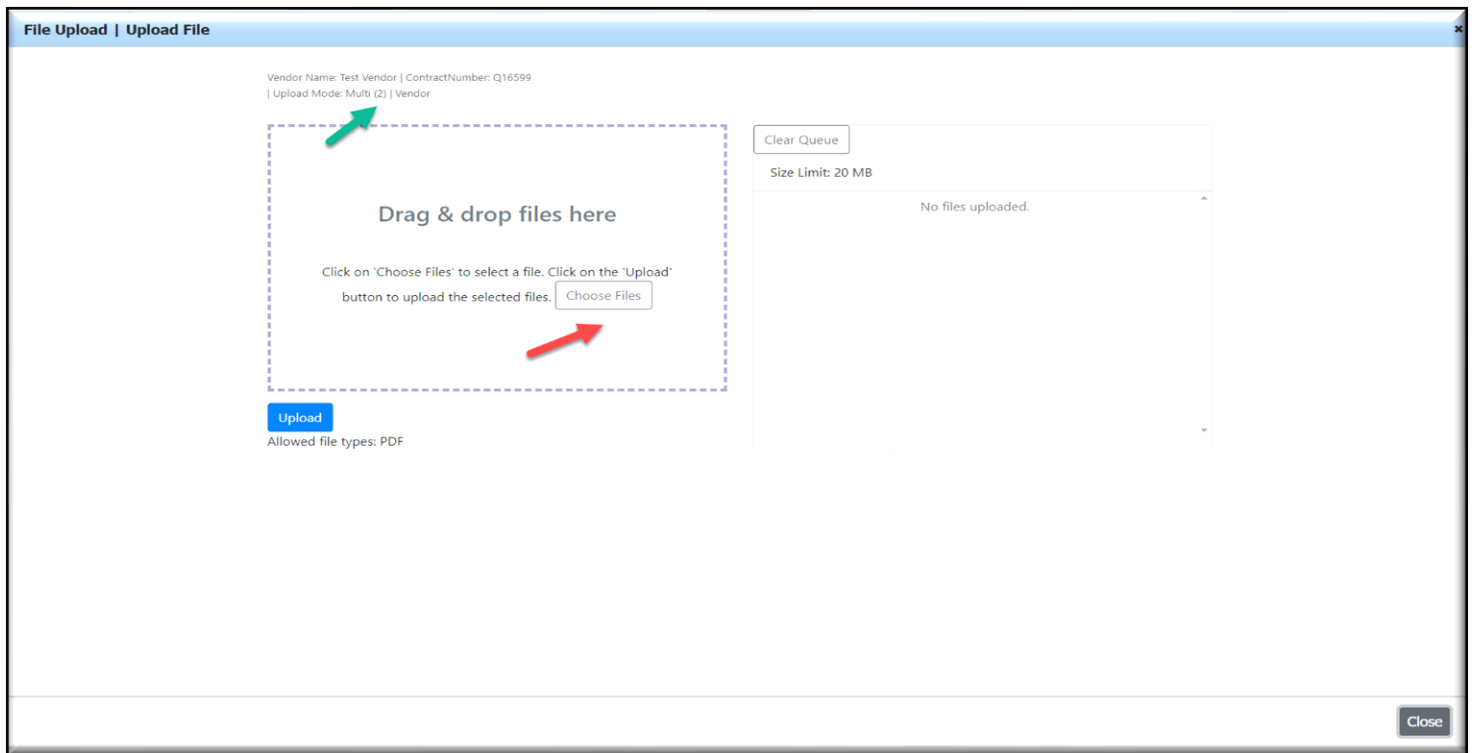
Step 3: After the files are chosen, select the **document type** for each uploaded file, and enter **the document description** in the box given. (Please see the yellow arrow below)
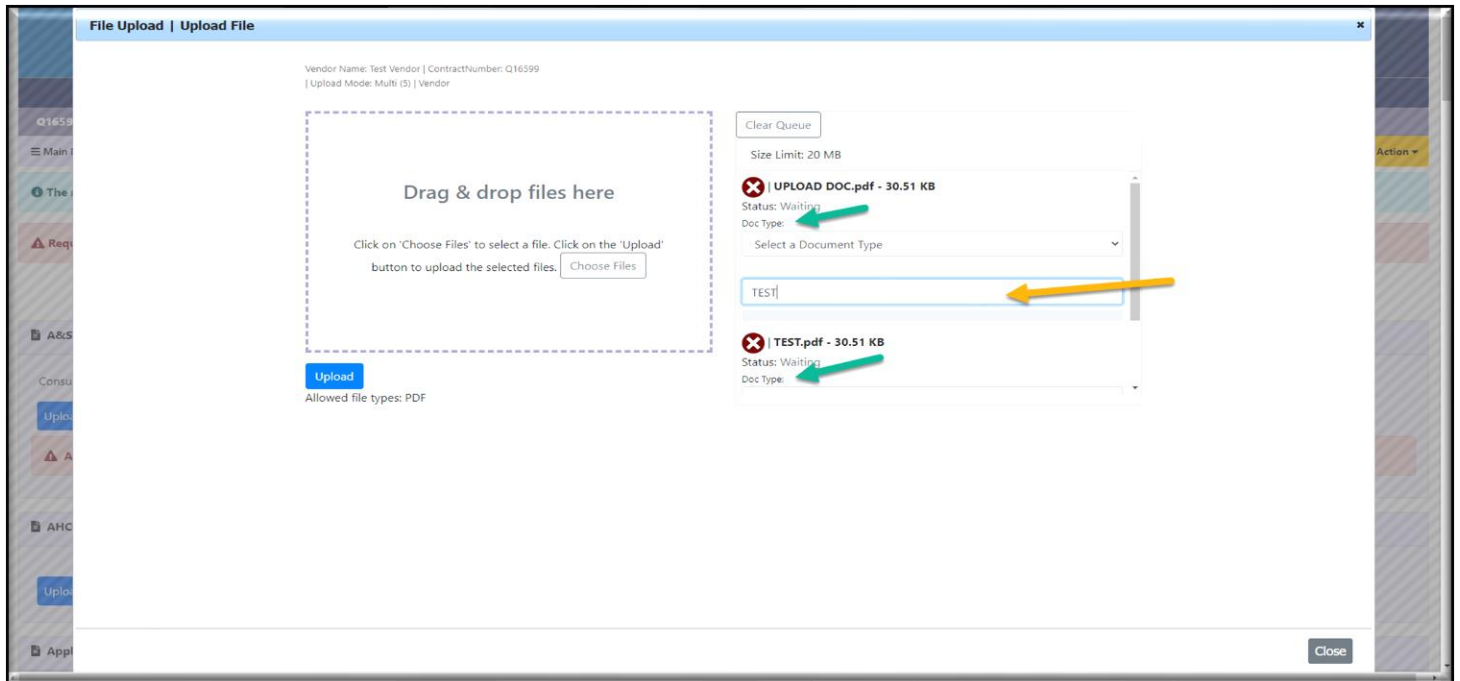
Step 4: Click the "**Upload**" button to upload the selected documents. Once the files are uploaded, the message "**Your files have been uploaded successfully**" will display at the top. Click "**Close**" at the bottom to go to the previous page.
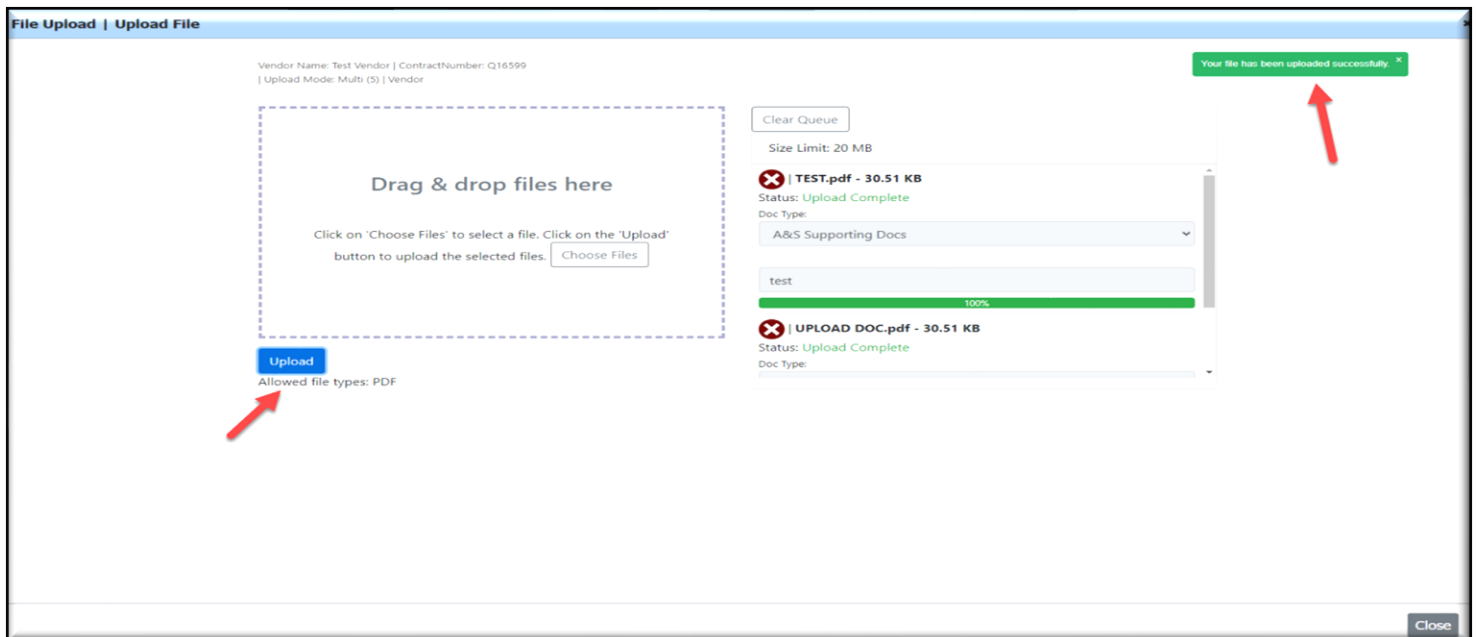
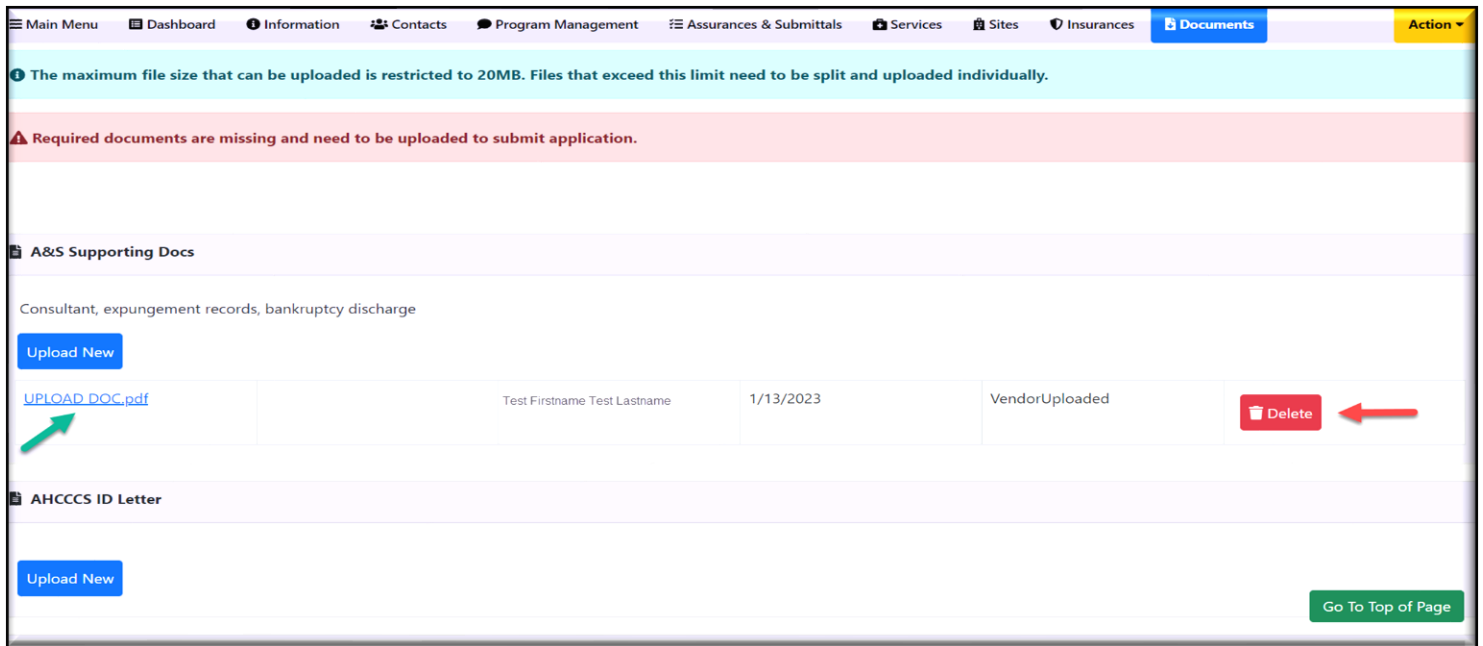**Step 5**: Once the documents are uploaded, you will see the uploaded document in each section (see the green arrow below. Use the "**Delete**" option if the uploaded documents are incorrect and need to be replaced (see the red arrow below).

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.
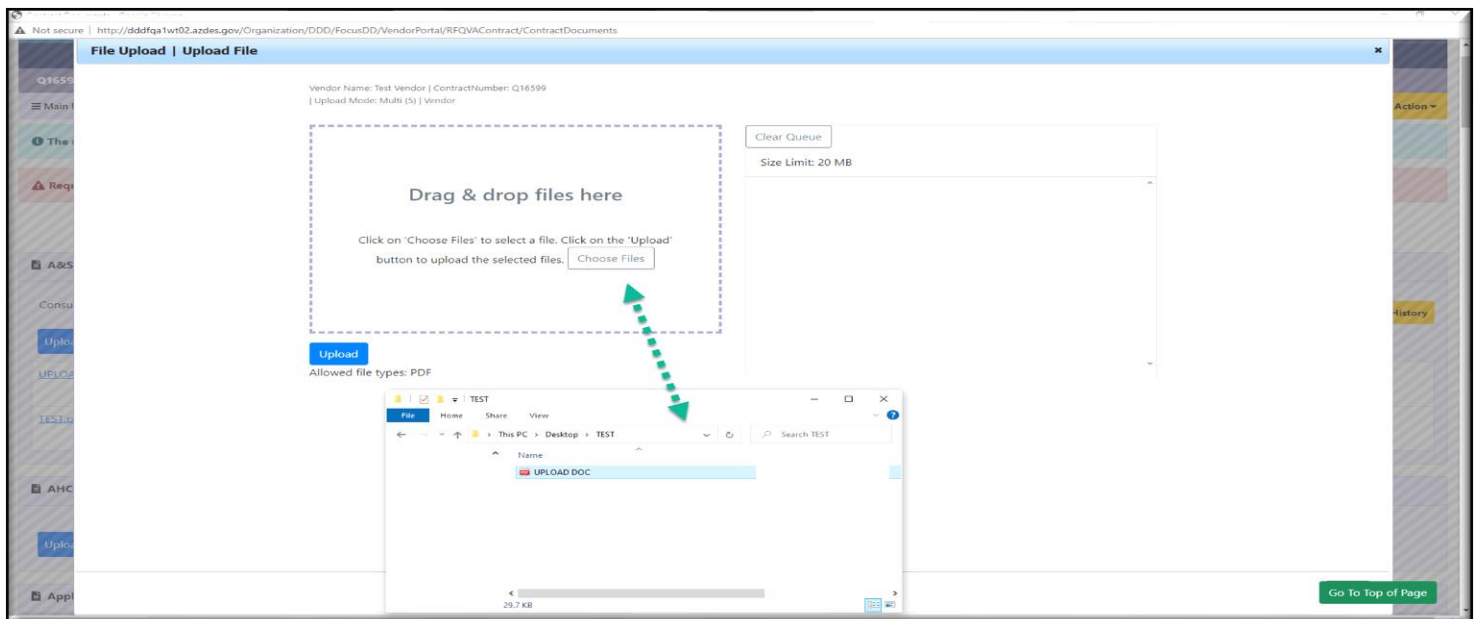
**Step 7**: After dragging and dropping the files, choose the document type and enter the document description. Click the "**Clear queue**" button (see the **green arrow** below) if you want to remove the document and upload new files.
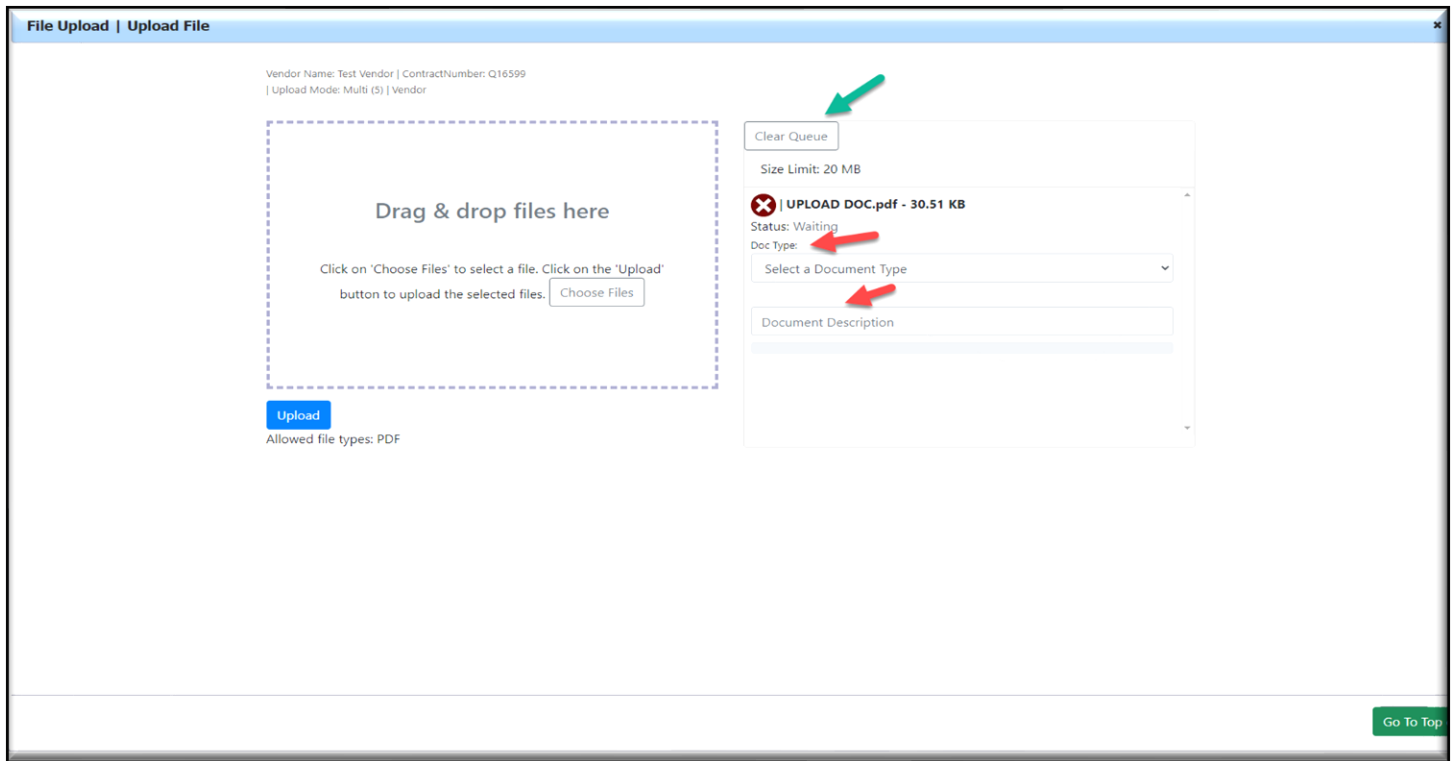
**Step 8**: There are some documents that need to be downloaded, completed and then uploaded back into the system in order to submit the application. Click on the "**Download Form**" button, to download the form that needs to be manually completed. Complete the necessary information and click the "**Upload New**" button to upload the form into the system. (Follow steps 1-6 to upload the document).
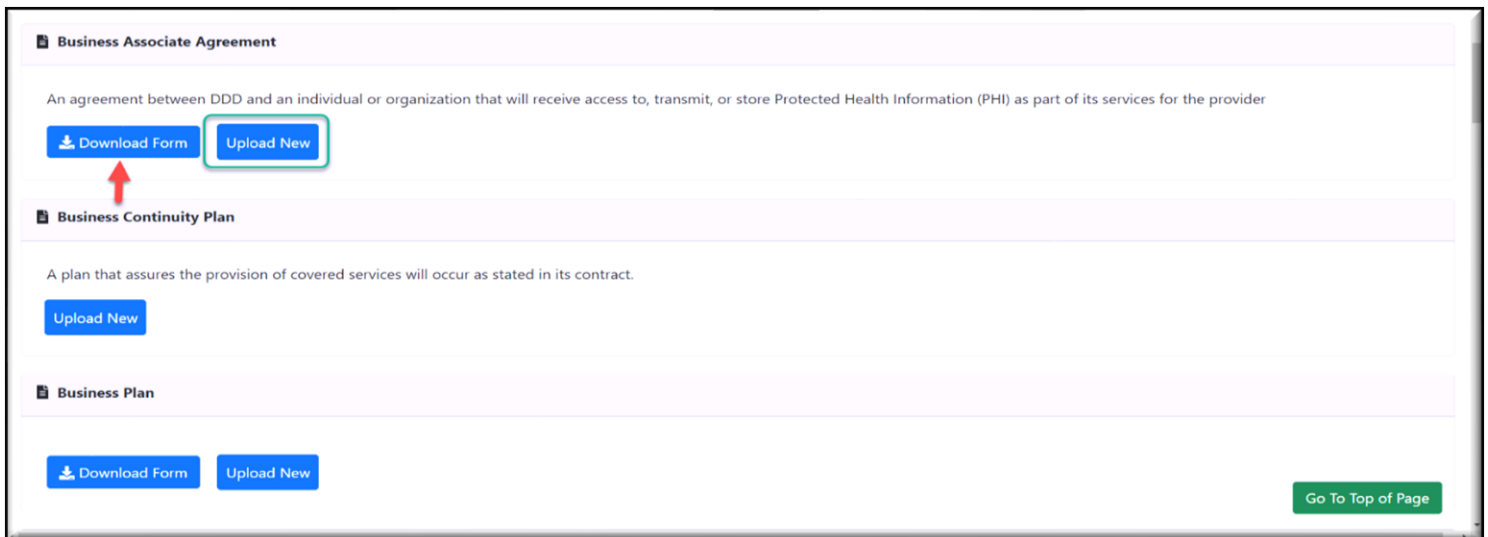
Step 9: Any documents that are required for submitting the application, that have not been uploaded will be highlighted at the top of this page, and under each document type as highlighted with the yellow arrow below. The missing documents must be uploaded before proceeding. Use the "**GO TO TOP OF PAGE**" button if you want to return to the top of the page anytime while uploading the documents.
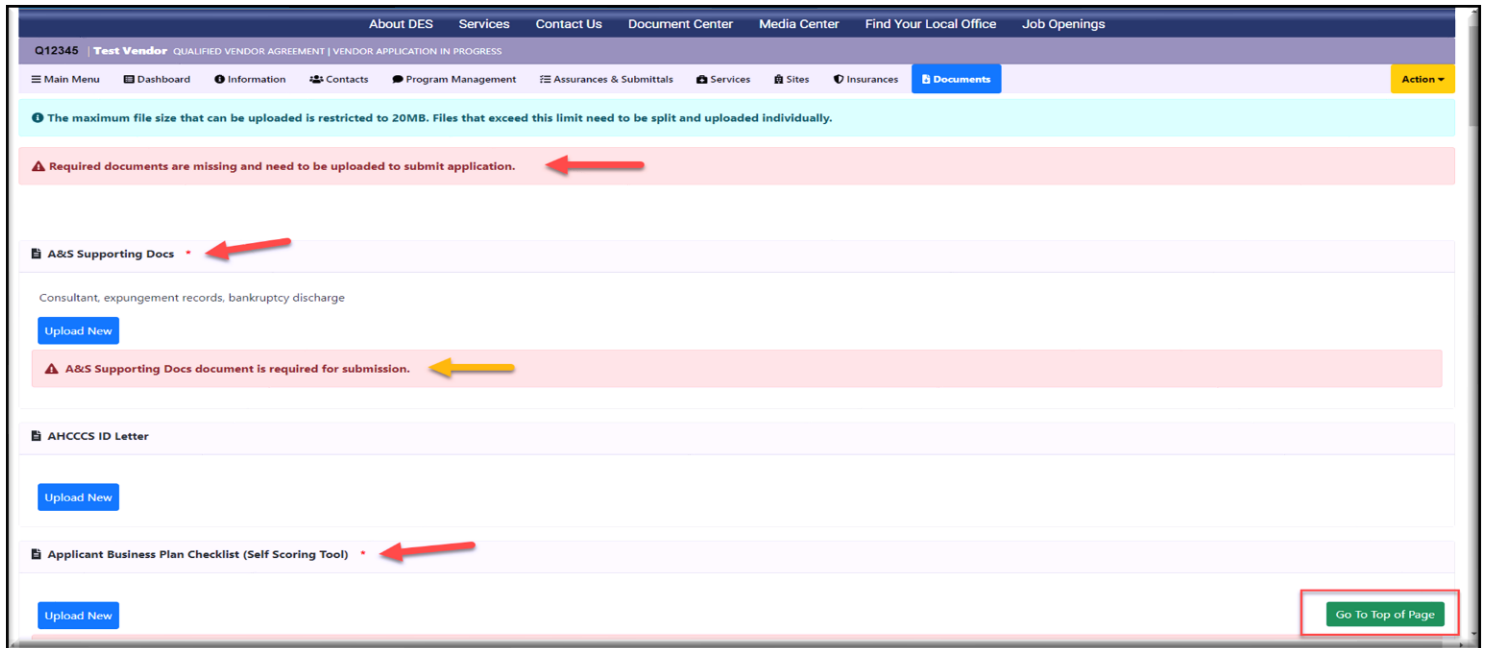
Step 10: Once all the documents are uploaded, the "**Documents Missing**" message will no longer be visible, indicating that you have uploaded all required documents.
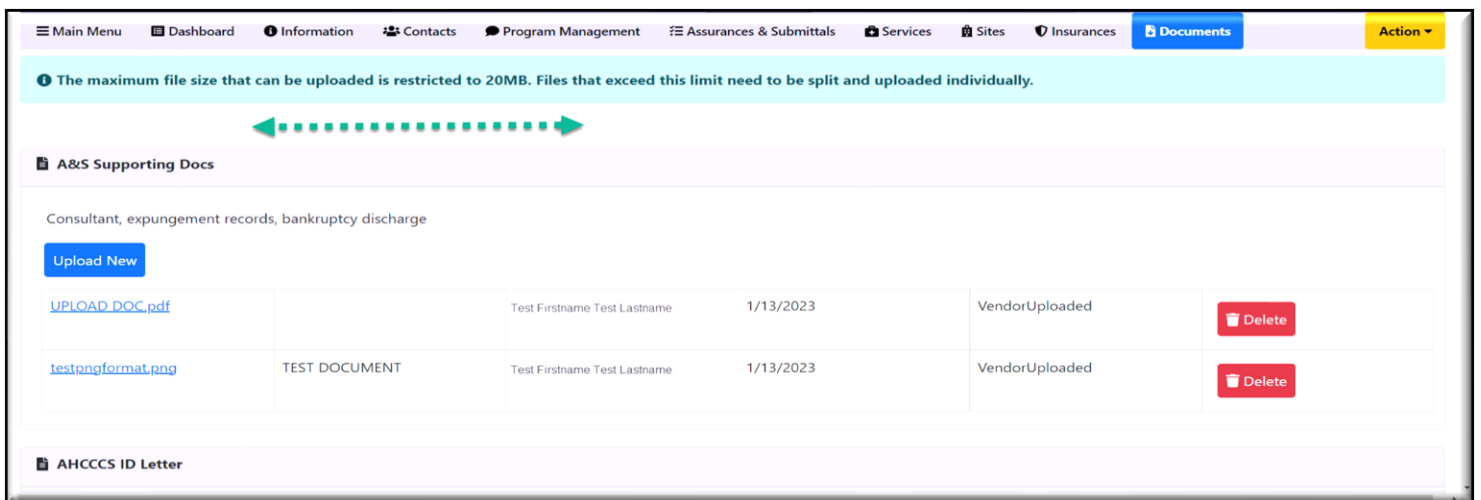
***You have completed the Documents tab details. Please go to the next Tab**

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**.
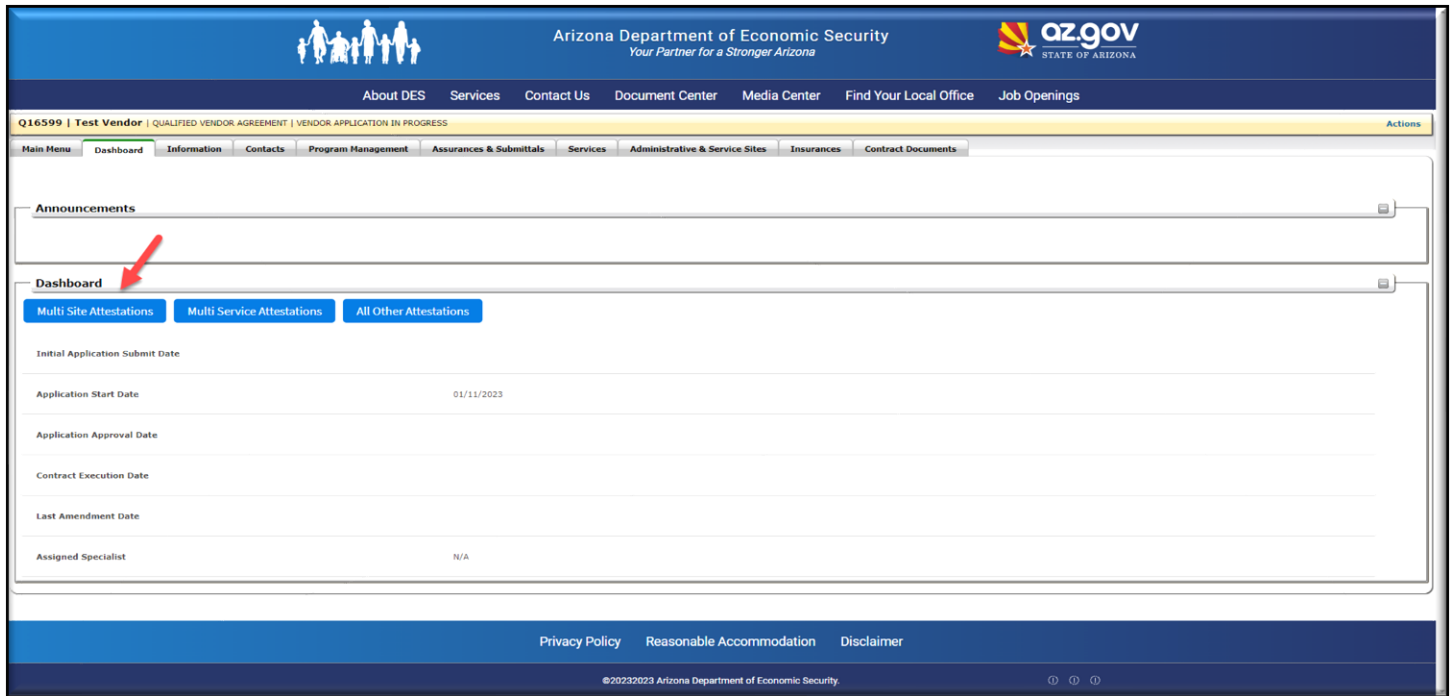
Multi-Site Attestations

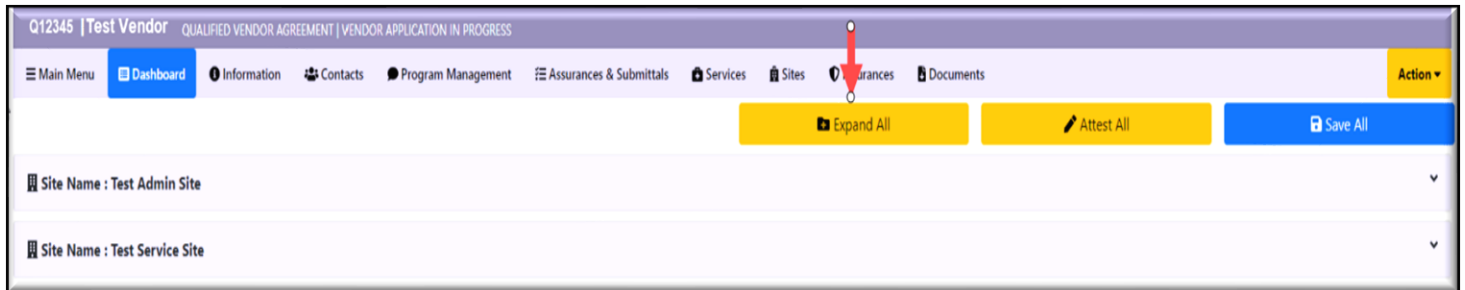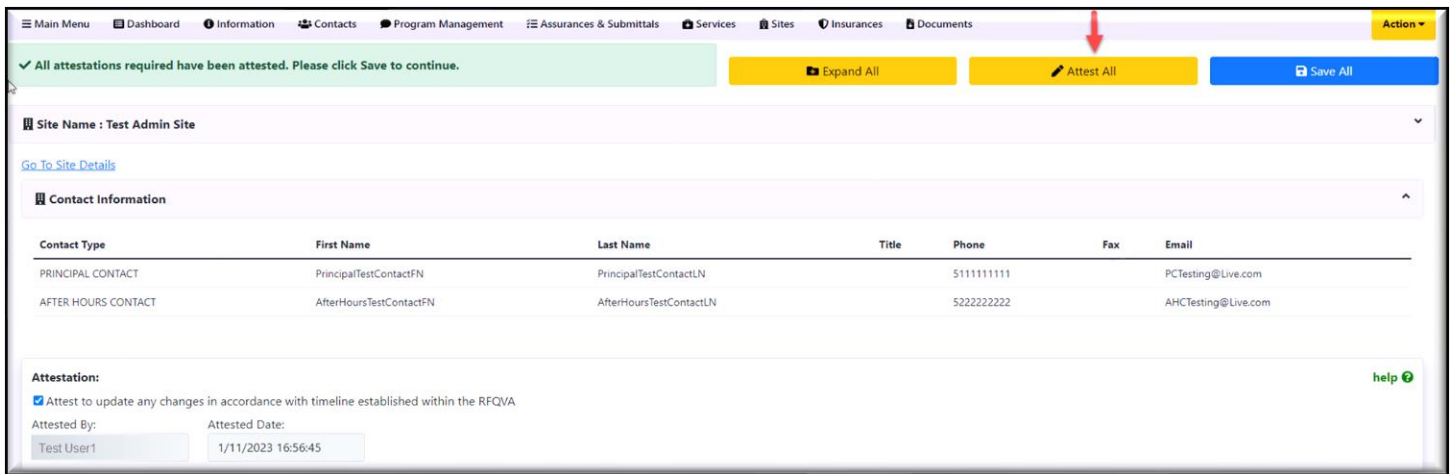**Step 1**: Click on the "**Dashboard**" from the new RFQVA.
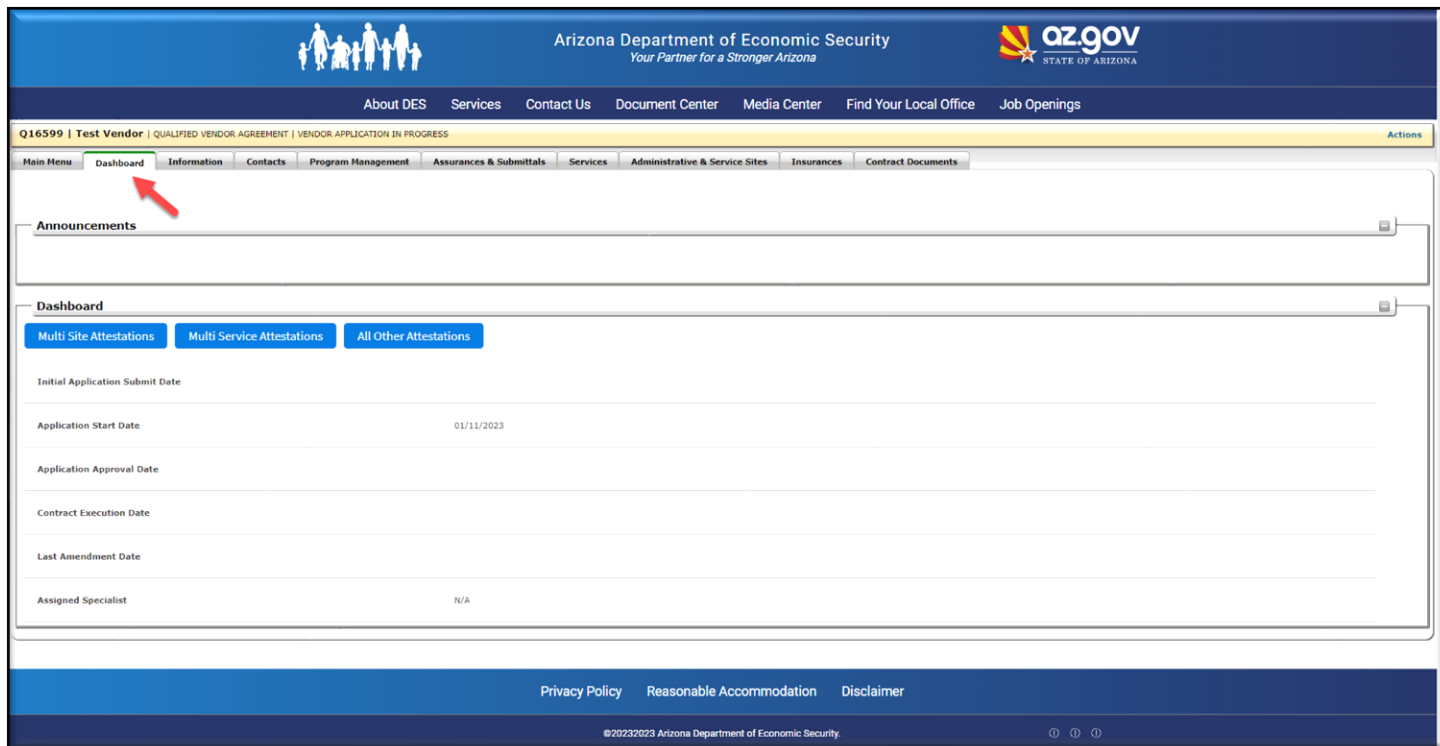
Step 2: Click on the "**Multi Site Attestations**" tab where you can see the details of all the sites.
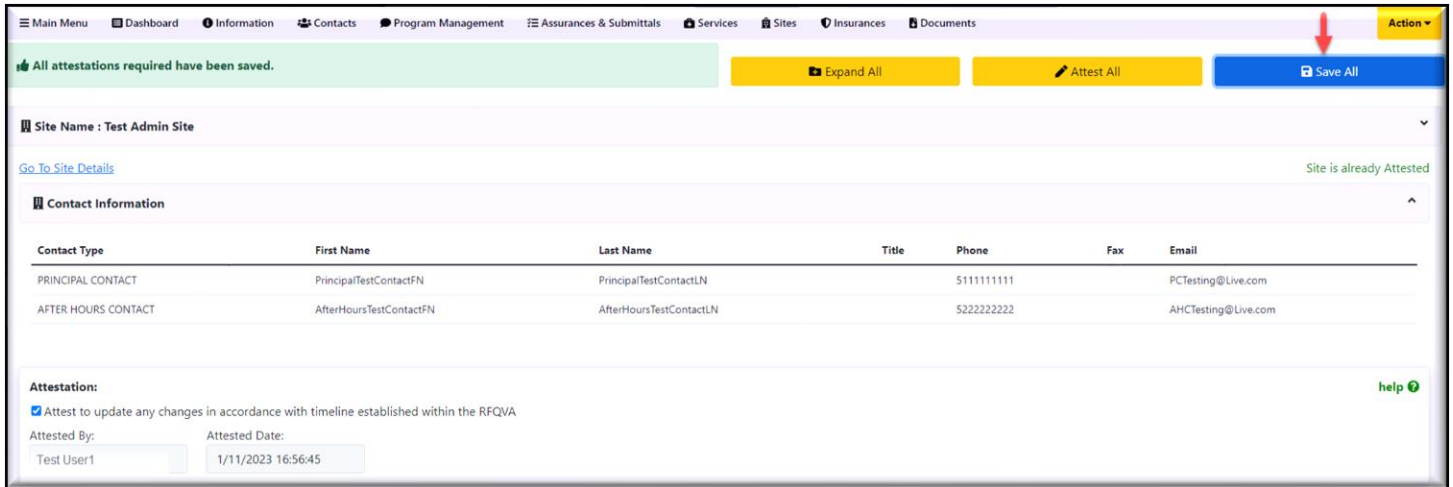

Step 3: Click the "**Expand All**" tab to review the site details.

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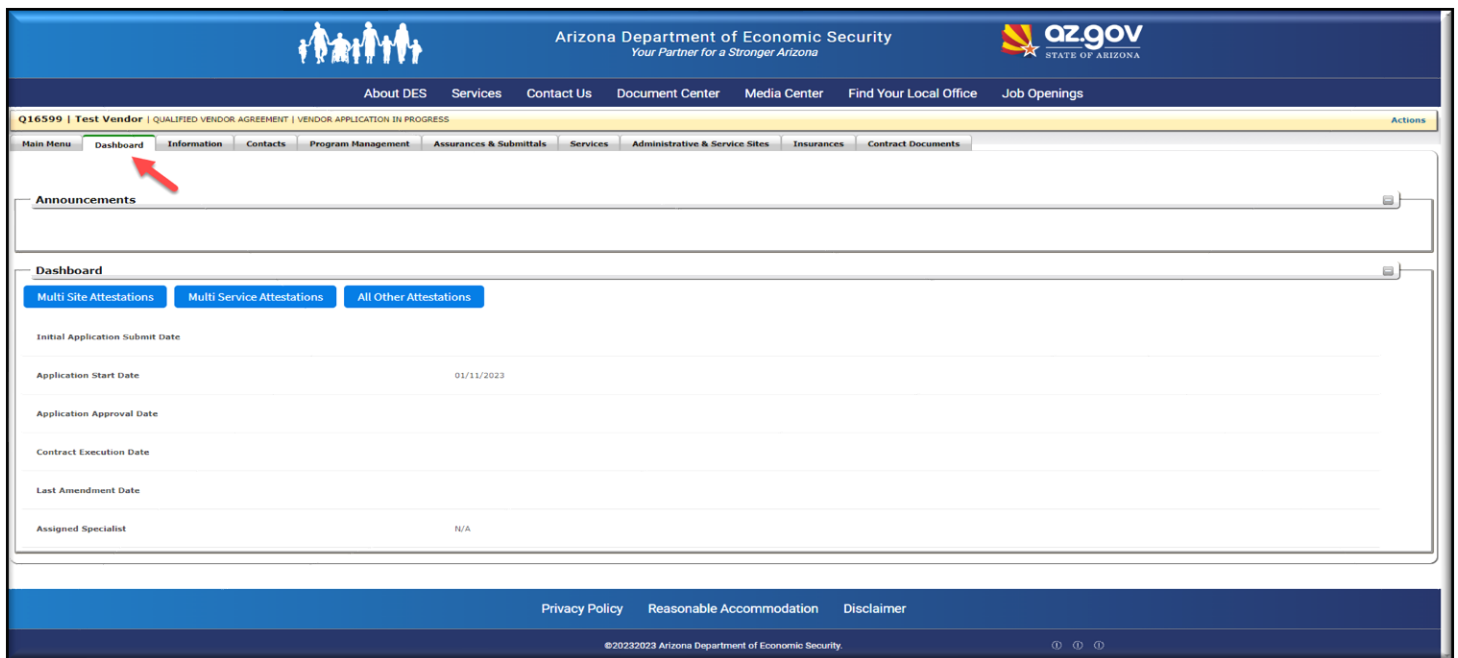
Step 2: Click the **"Multi Service Attestations"** and you can see all the details related to the services.

Step 3: Click on the **"Expand All"** button and review the details of the services.

Step 4: Use the "**Collapse All**" button to see only the list of service names.
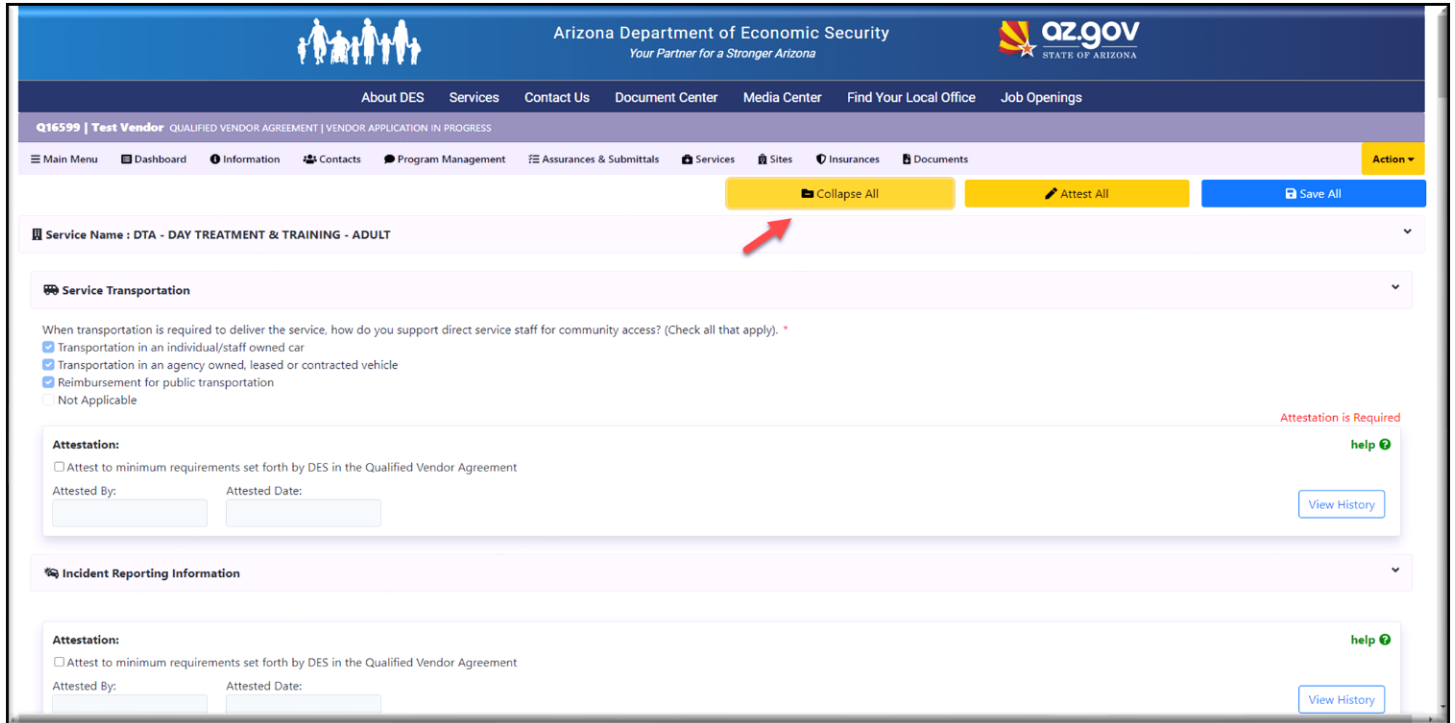
Step 5: After reviewing the details, click the "**Attest All**" button to provide attestation to all the services.
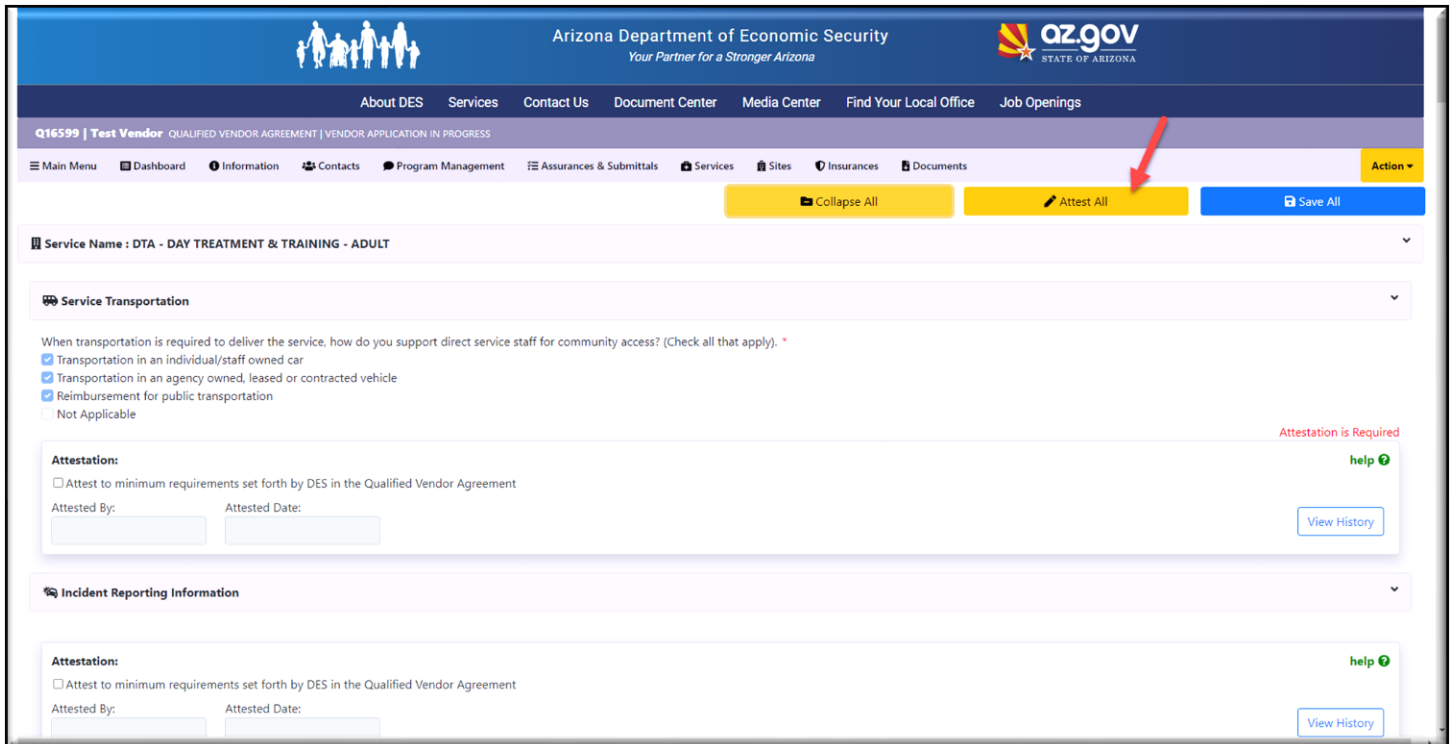
Step 6: Once the attestation is provided, click the "**Save All**" button to save the attestations. A success message will display at the top of the screen.
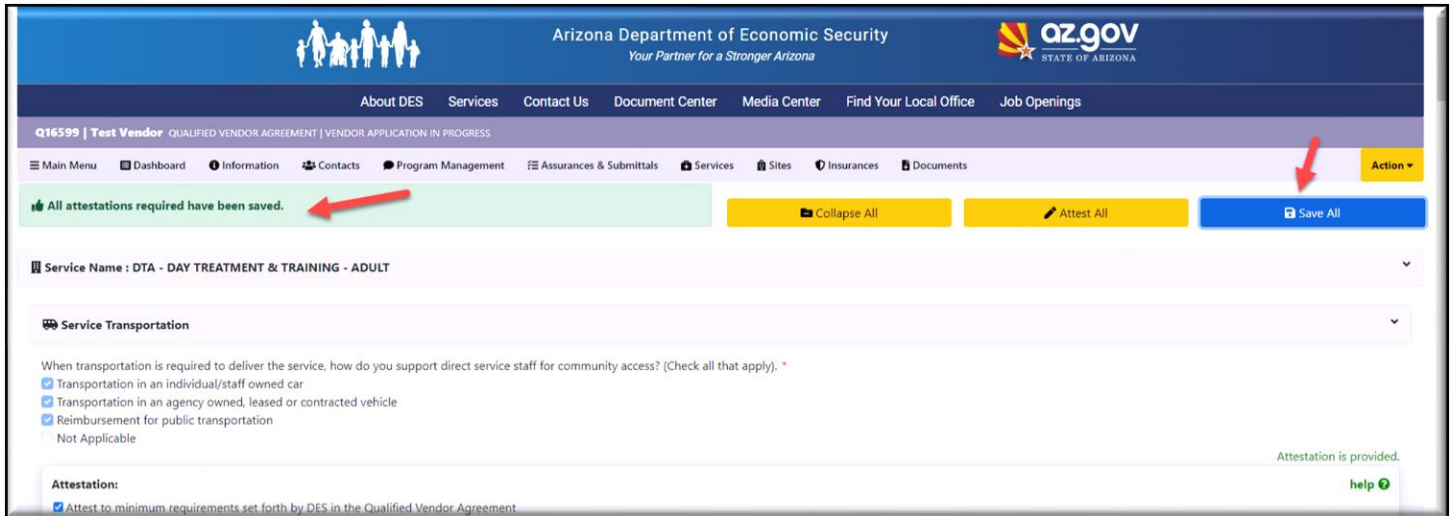
Follow the below steps if you want to provide the attestations from the Dashboard to all the **All-other tabs.**
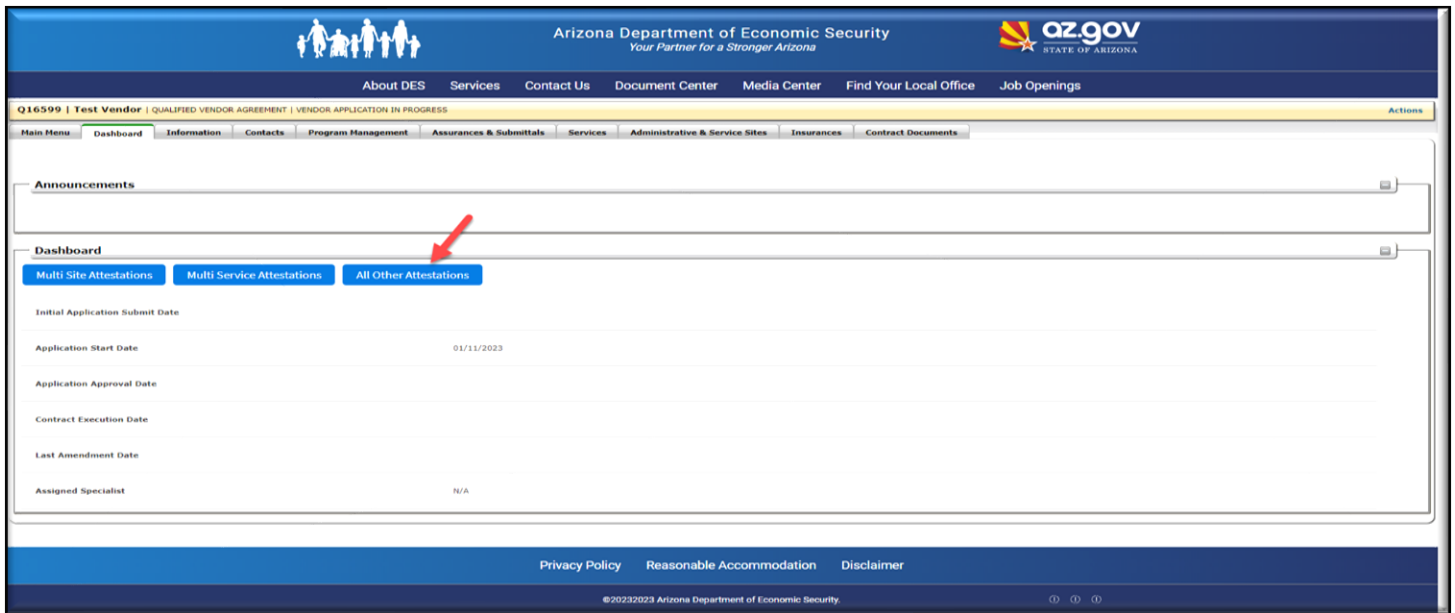
All other Attestations

Step 1: Click on the "**Dashboard**" tab in the new RFQVA.
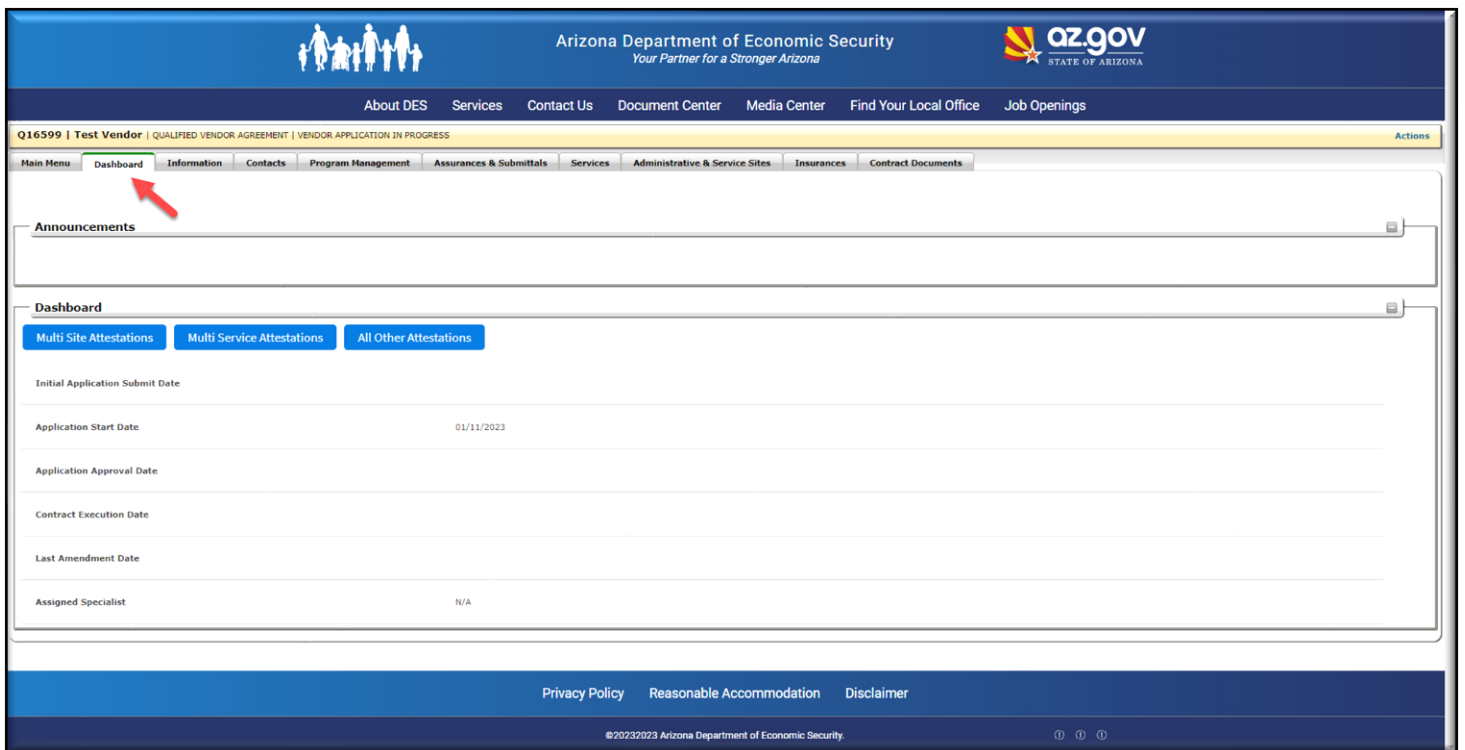
Step 2: Click on the "**All Other Attestations**" tab, where you will see the details of all the contact information and program management.

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

Step 4: Click the **"Attest All"** button to provide the attestation.
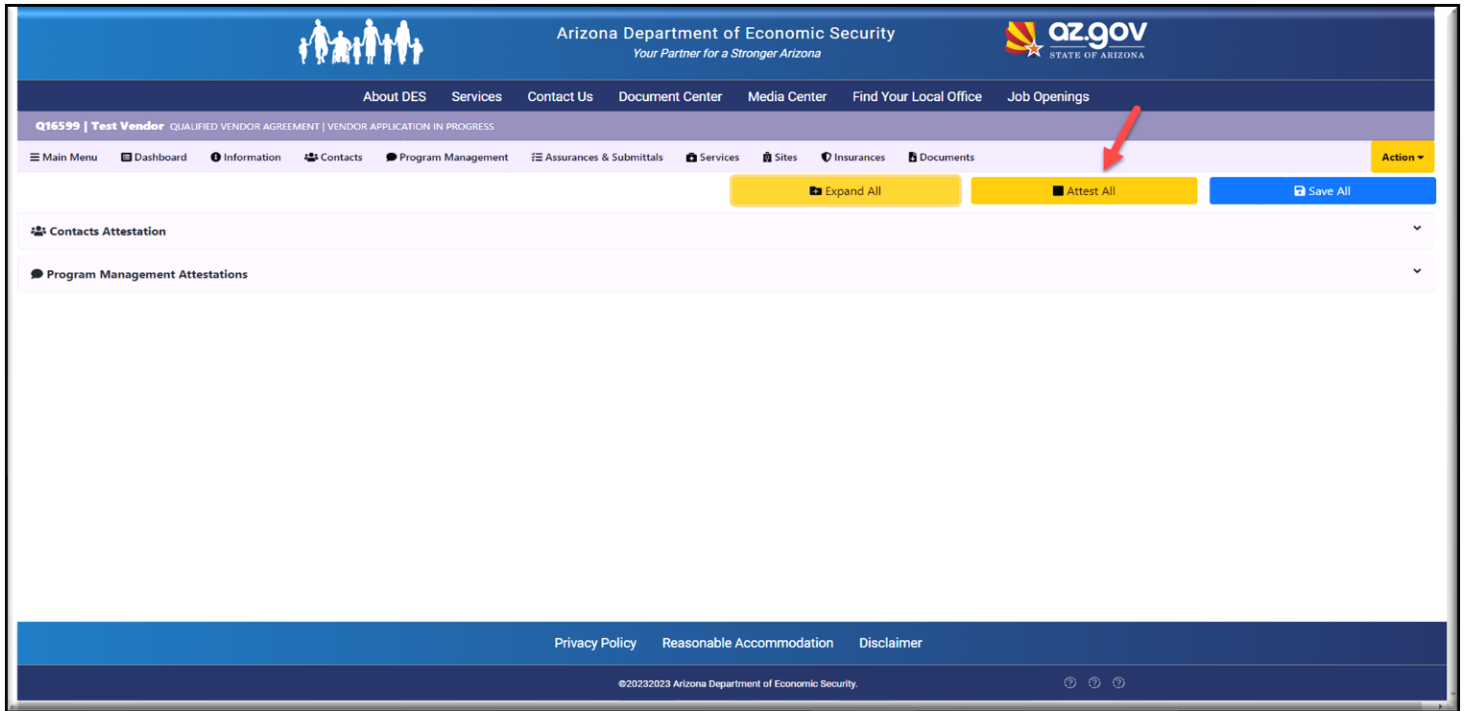
Step 5: You can now see the attestation is provided.

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

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.
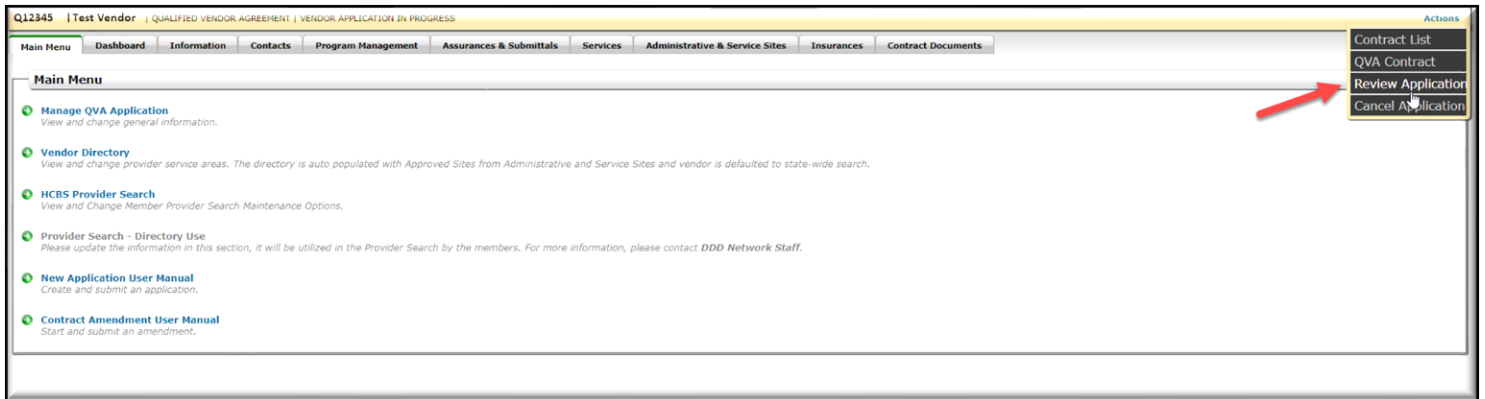
Step 2: If there is any missing information in any of the tabs it will be displayed as shown below. Click on the tab name and complete all the missing information.
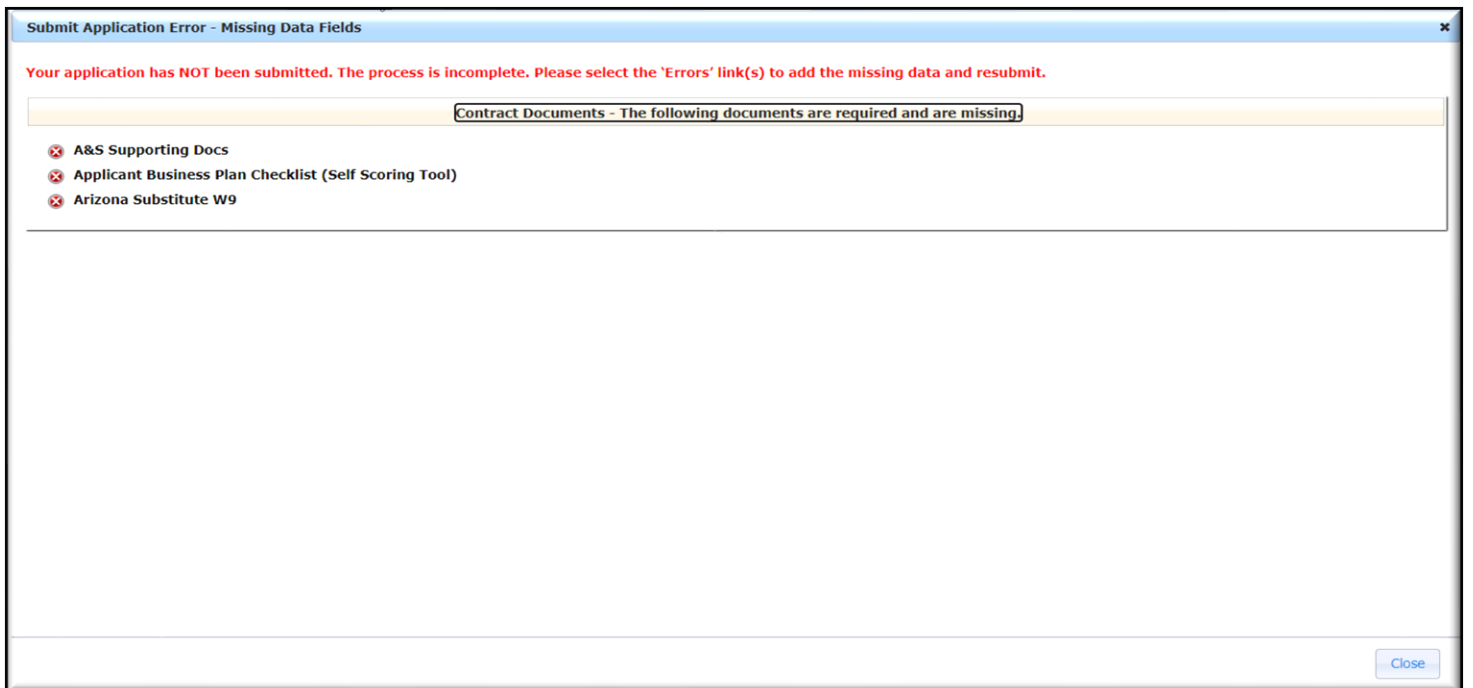
Step 3: Once you are done completing the details click the "**Review application**" button and the below message will display. Review all the details and click the checkbox as shown below.

Step 4: Once the checkbox is selected under "**Acknowledgement**", click the "**Submit Application**" button to submit the 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.
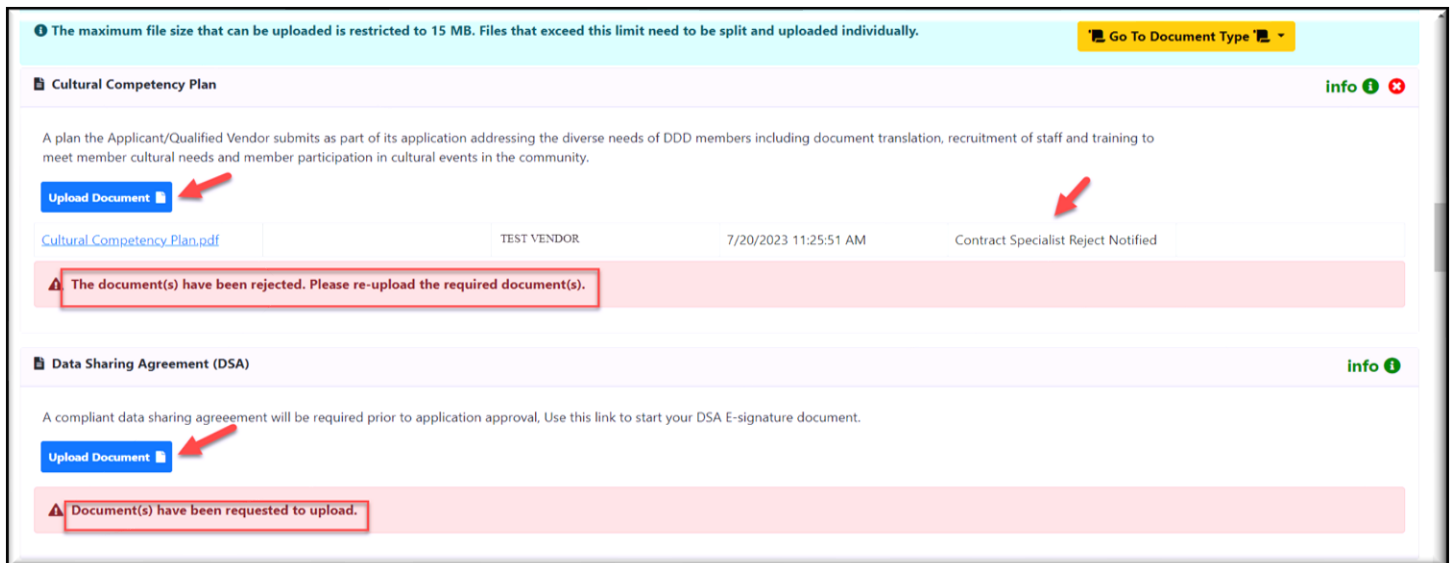
Step 3: Click the "**Upload New**" button and the upload file window will be displayed. Click the "**Choose Files**" button to select the file(s) that need to be uploaded (see the red arrow below). You can upload multiple files at the same time if multiple files are rejected or requested. Check the number of files allowed and then upload. (See the **green** arrow below)
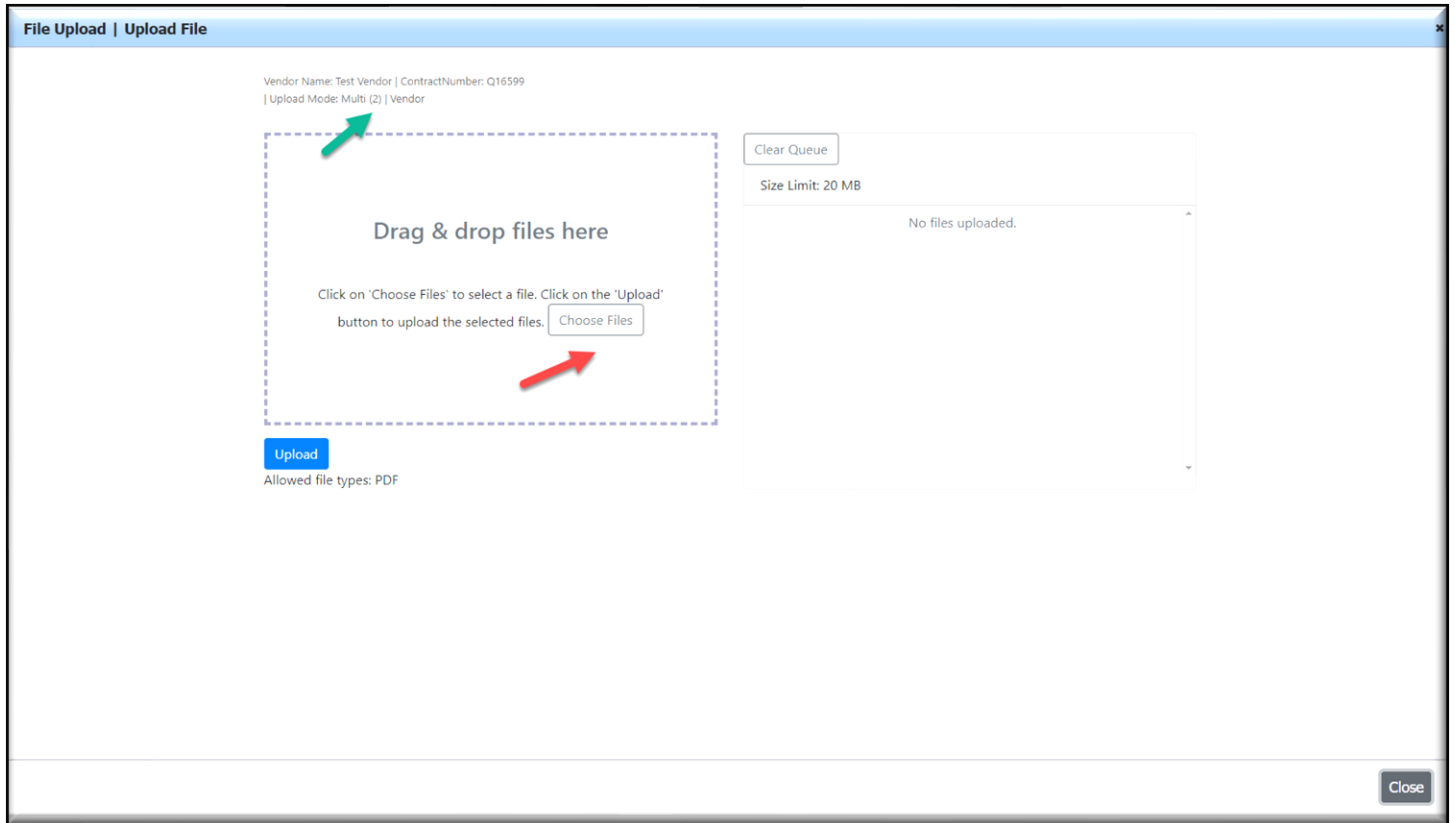
Step 4: After the files are selected, select the **document type** for each uploaded file, and enter **the document description** in the box given (see the yellow arrow below).
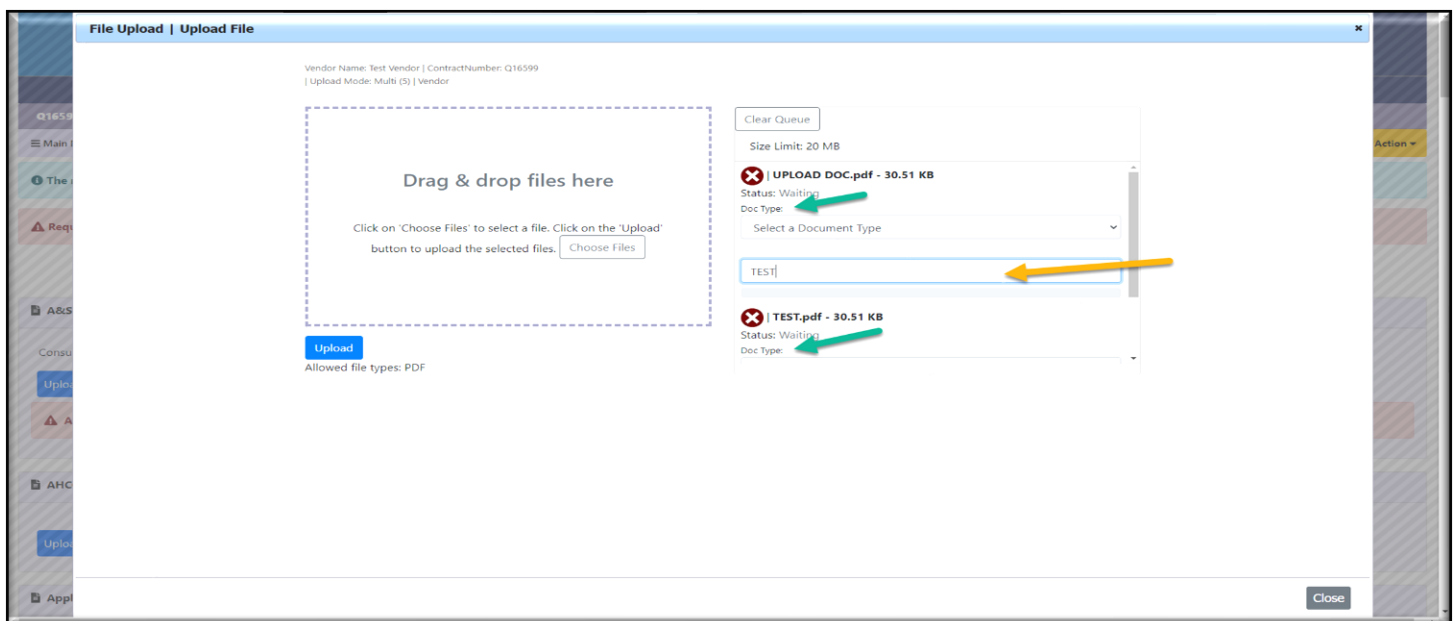
Step 5: Click the "**Upload**" button to upload the selected documents. Once the files are uploaded, the message "**Your files have been uploaded successfully**" will display at the top of the screen. Click "**close**" at the bottom to go to the previous page
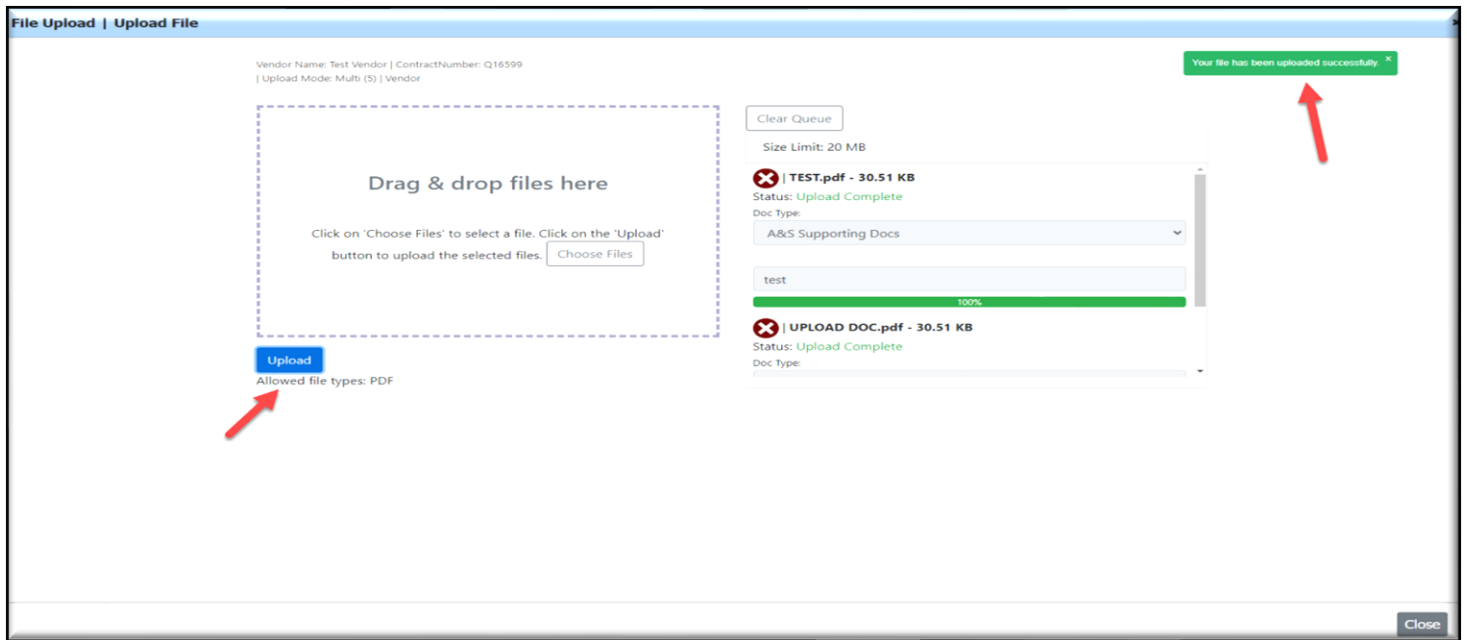
Step 6: Once the documents are uploaded, you will be able to see the uploaded document in each section (see the green arrow below. Use the "**Delete**" option if the uploaded documents are incorrect and need to be replaced (see the red arrow below).
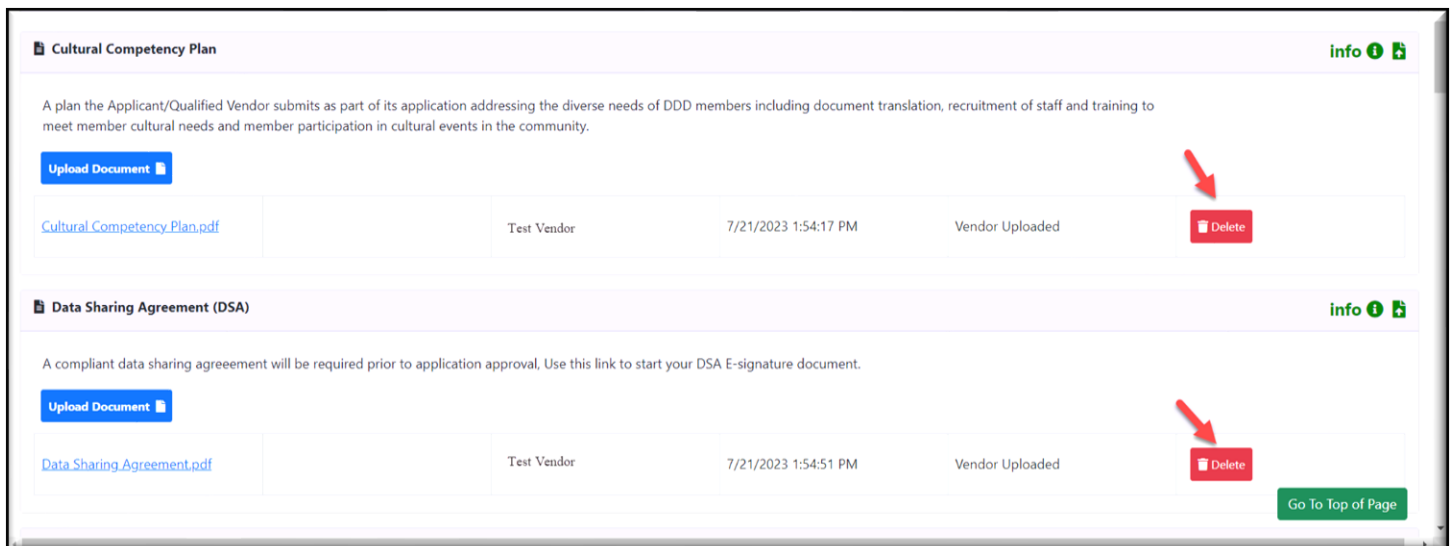
Step 7: Follow steps 1-5, to upload more documents if they are rejected or requested. You can also upload the documents, by dragging the files from the location where they are saved on your computer to this upload window. Select the files to upload and drag the files to this window
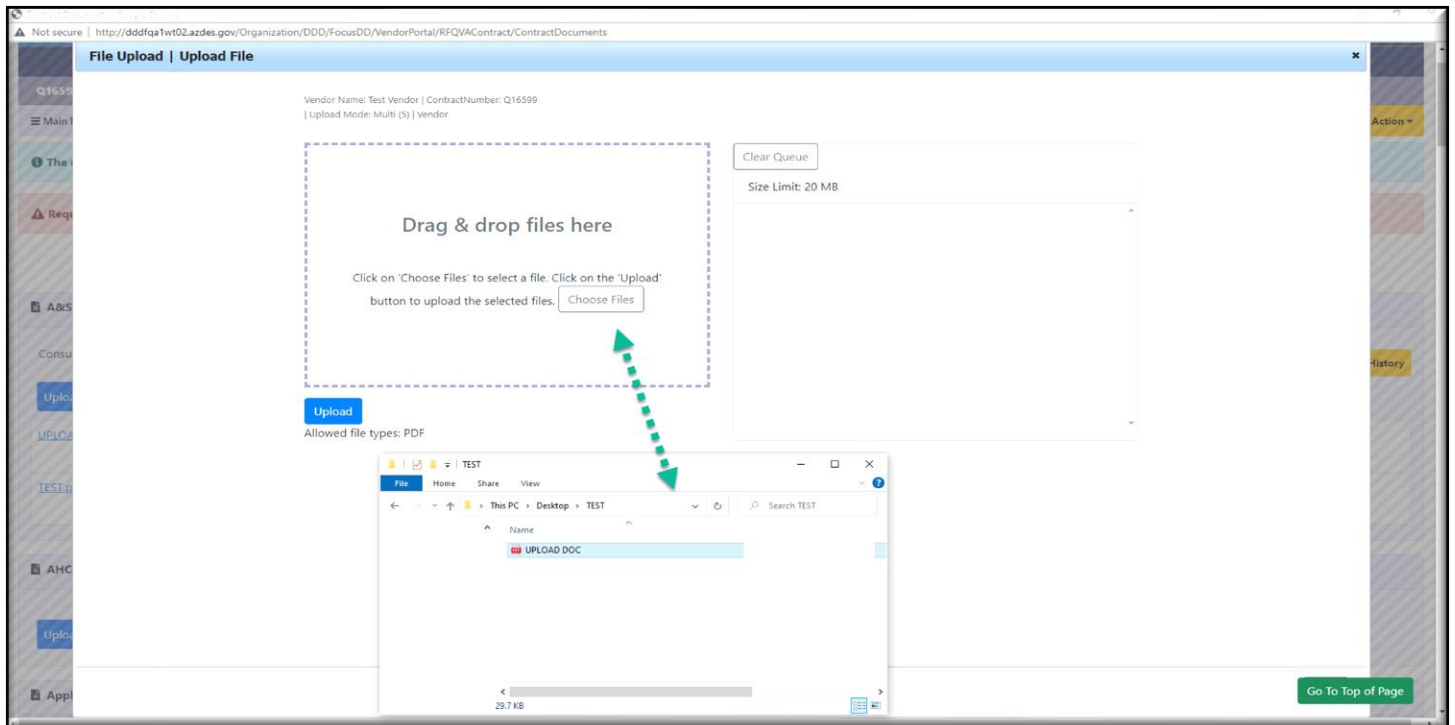
Step 8: After dragging and dropping the files, choose the document type and enter the document description. Click the "**Clear queue**" see the **green arrow** below) button if you want to remove this and upload new files.
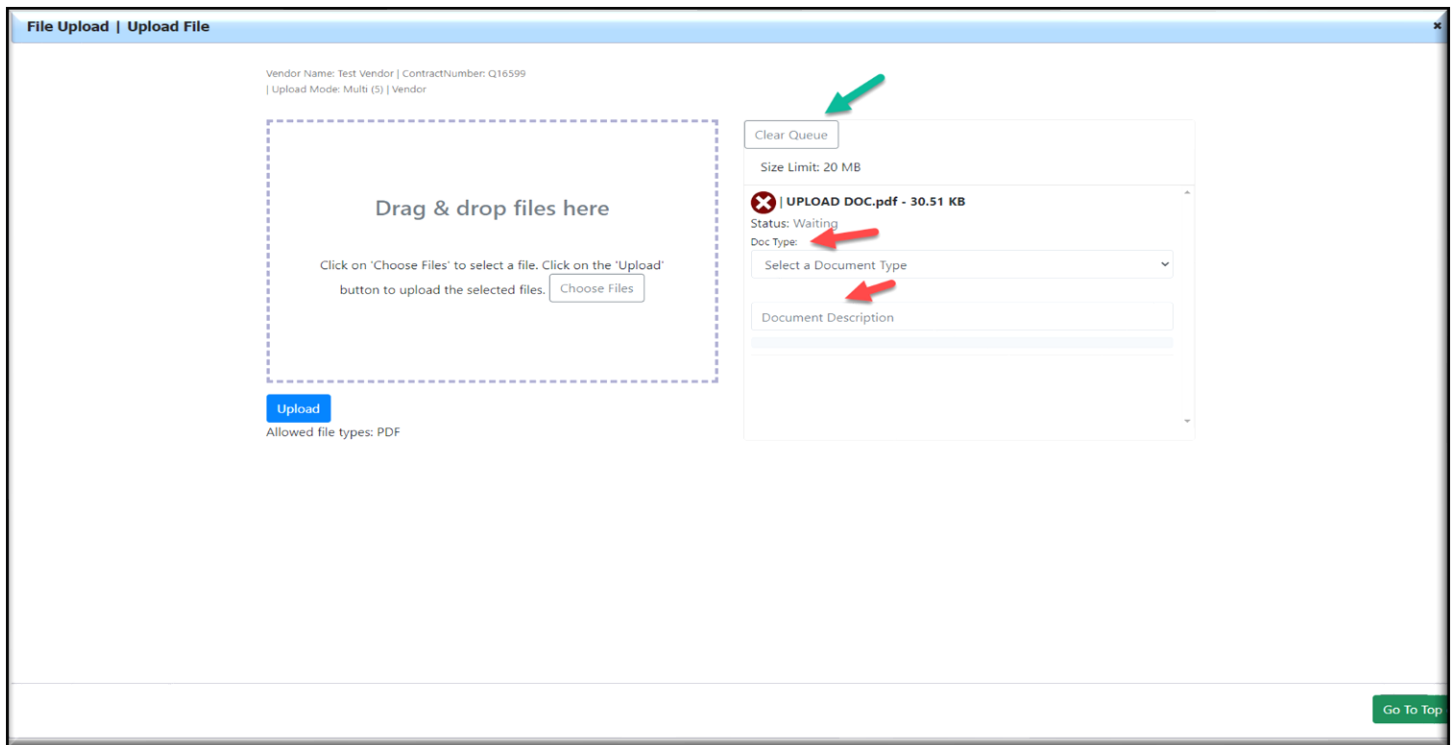
Step 9: Once rejected or requested documents are uploaded, click the "**Submit Documents**" button to submit the application with the correct documents as shown below. The "**Submit Documents"** button" will display even if only one rejected or requested document is uploaded, so the CMS can be notified.
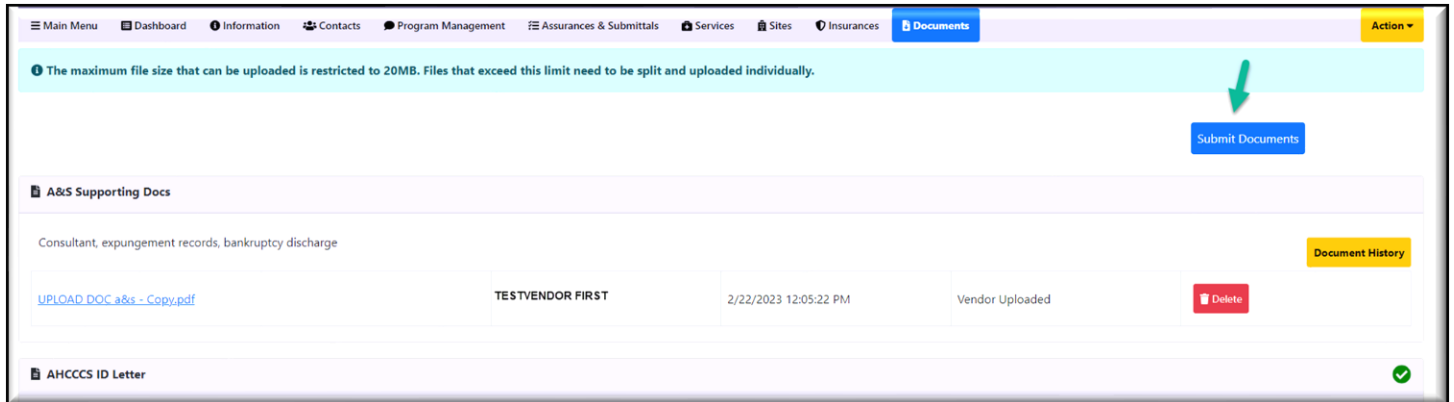
Step 10: Once you click the "**Submit Documents'** button, you will see the below screen. Click on the "**Submit & Notify**" button as shown below
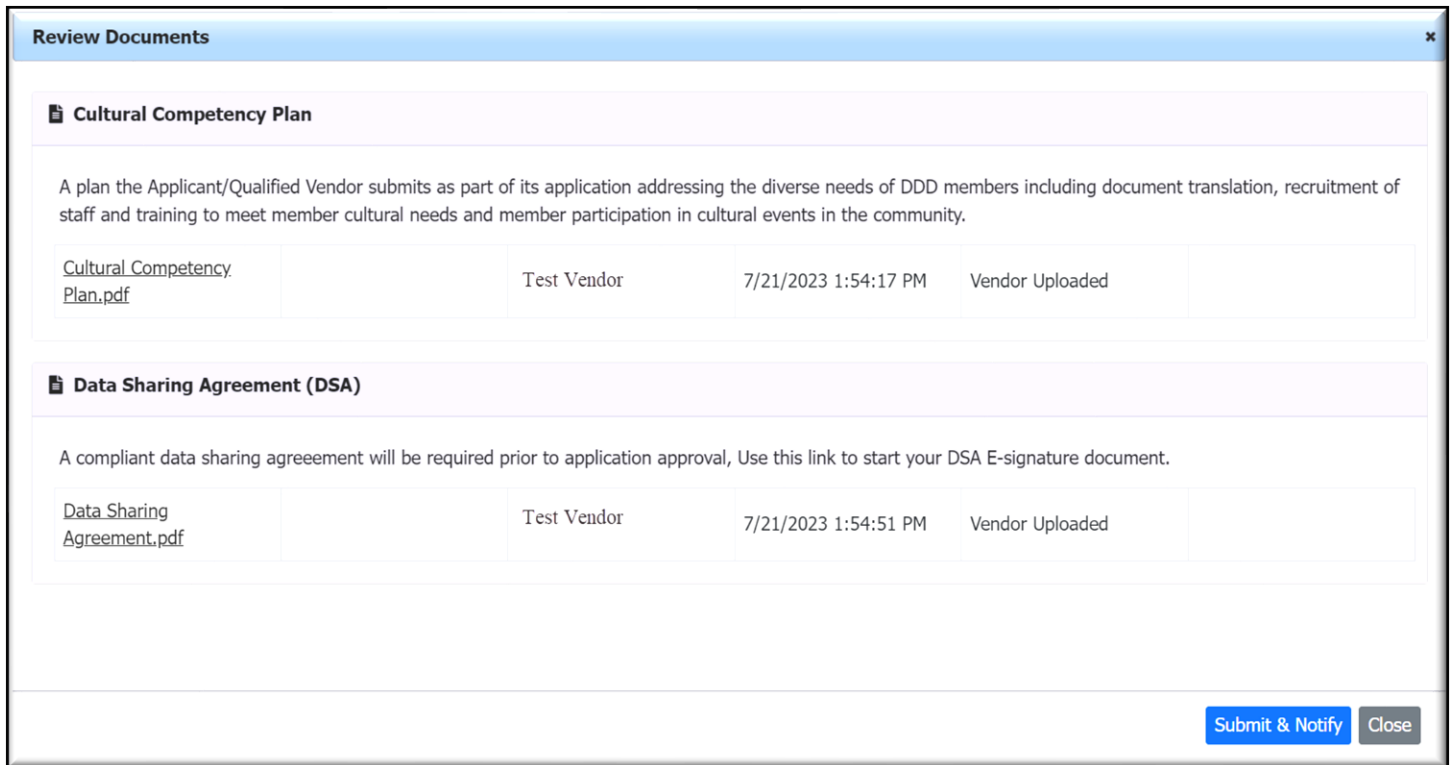
Step 11: After clicking the "**Submit & Notify**" button, the below message that the CMS has been notified will be displayed. Click the "**Close**" button at the bottom.
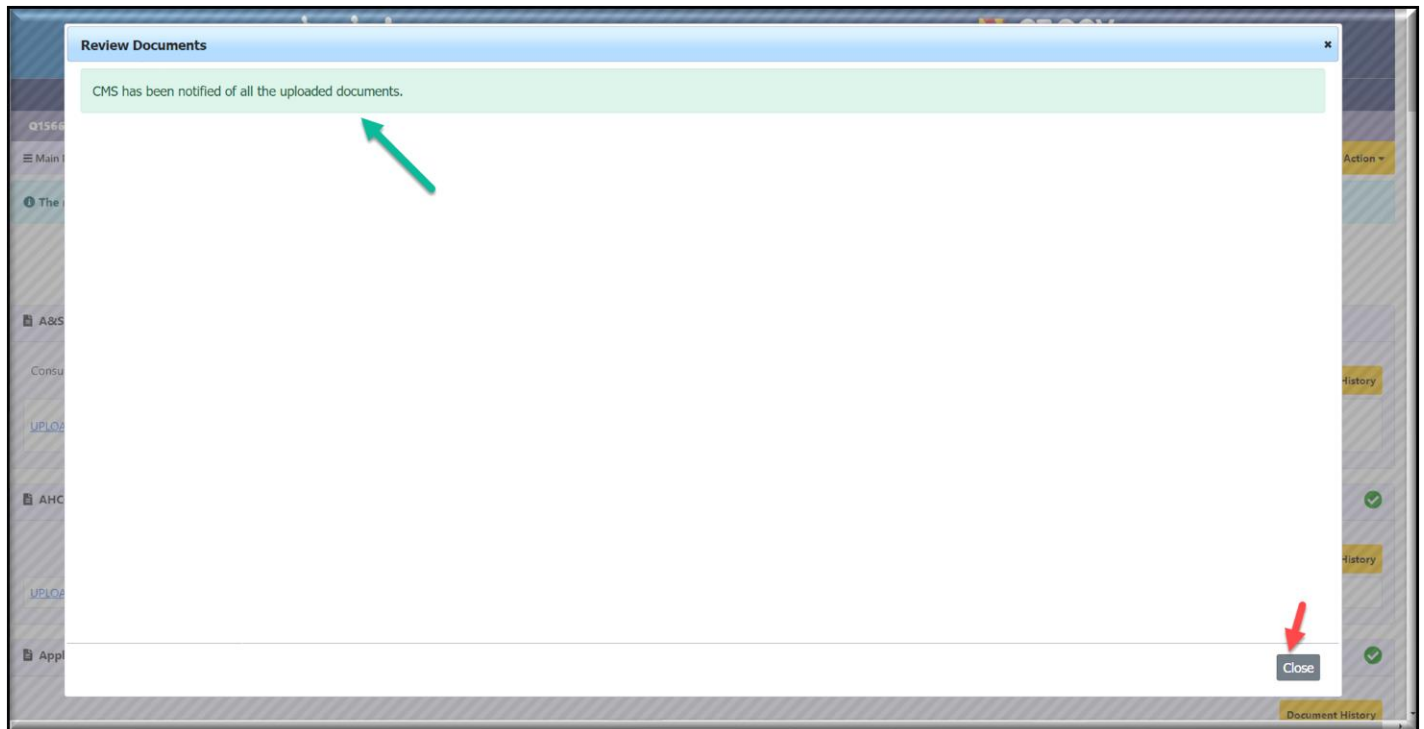

** You have now uploaded the rejected or requested documents and notified the CMS for further processing of the application. **
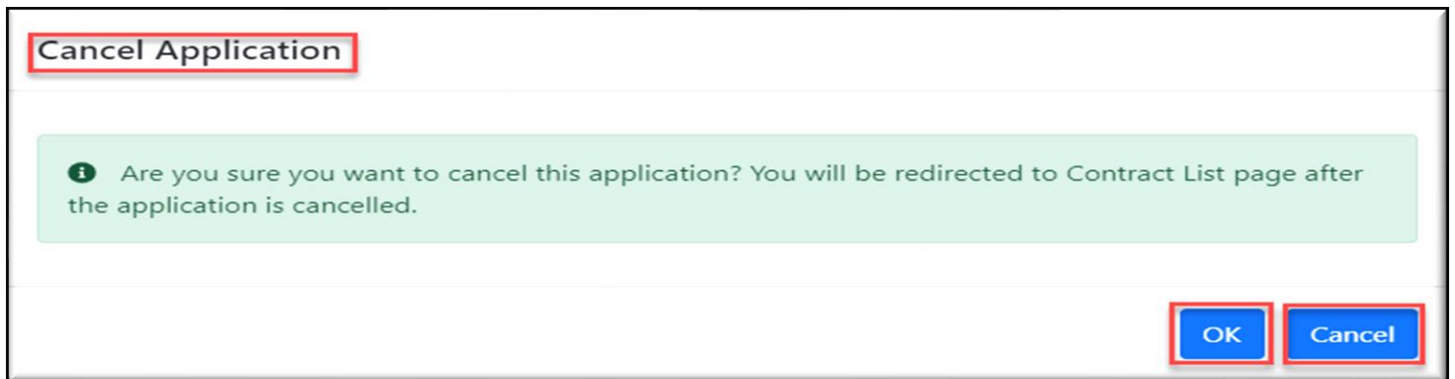
Cancel Application

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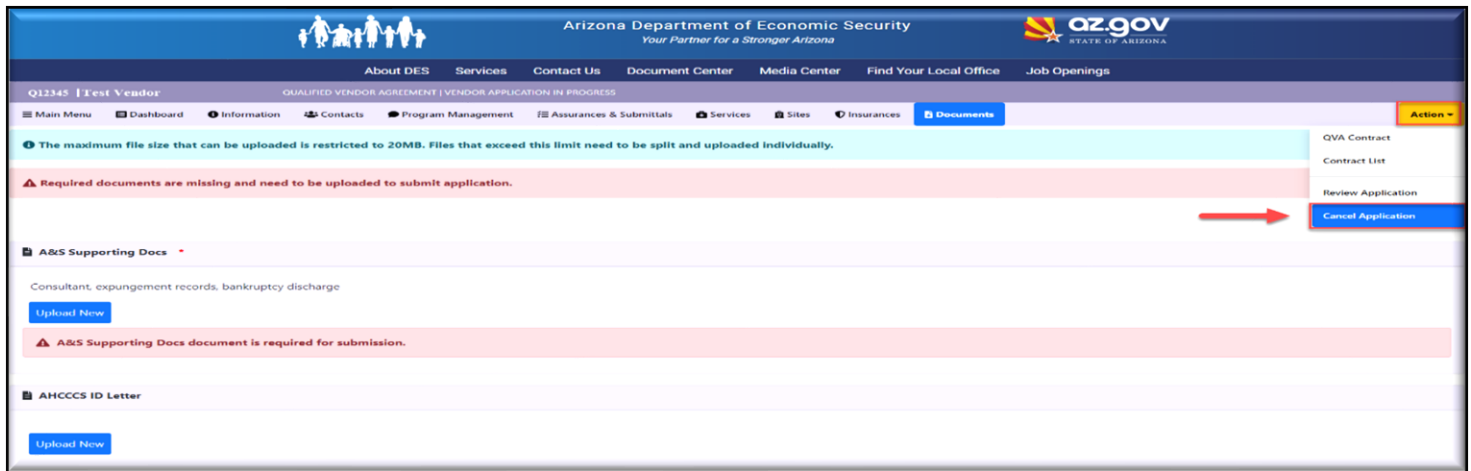
Step 2: You will see a warning message asking you to confirm if you want to cancel the application. Click "**OK**"

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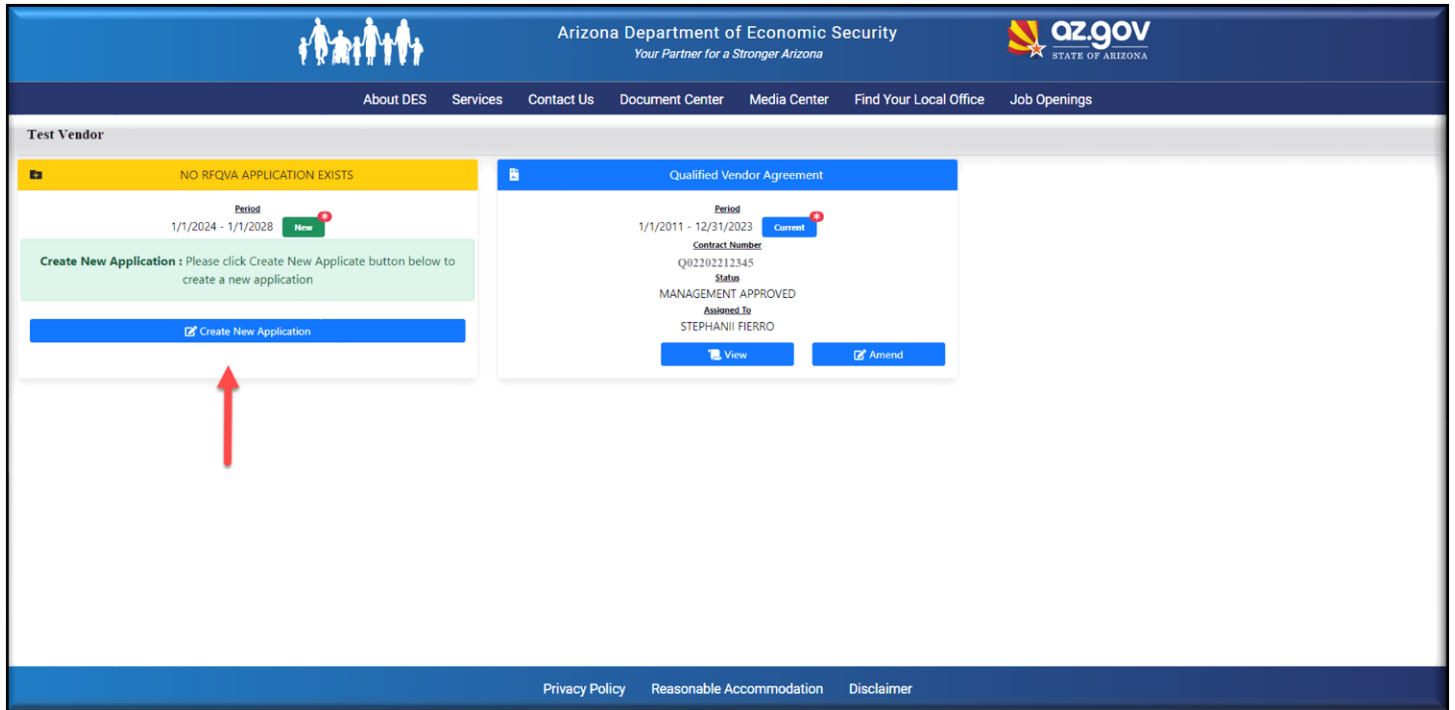
** You have come to the end of the Manual**