



**DIVISION OF DEVELOPMENTAL DISABILITIES**

*Sent on Behalf of DES/DDD Business Operations  
Please do not reply to this message*

**TRANSMITTAL DATE: May 6, 2016**

**TOPIC: Termination of the Qualified Vendor Agreement upon Request of the Qualified Vendor**

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**All Qualified Vendors**

This message is being issued to provide information on the process for requesting contract termination. If you have a Qualified Vendor Agreement with DES/DDD and wish to terminate your Agreement for any reason, you must submit a written request as least sixty (60) day in advance of the requested termination date. The written notification must include the following:

- The reason(s) for requesting termination (e.g. retiring, moving out of state, etc.)
- The requested date for service termination
- The five digit Qualified Vendor Agreement (QVA) number
- The signature of the primary signatory

The written notification must be sent to the Division by either a.) signed written notification in pdf format and emailed to [DDDDContractsManager@azdes.gov](mailto:DDDDContractsManager@azdes.gov); or b.) signed written notification to the following address:

Department of Economic Security  
Division of Developmental Disabilities, Contract Administration Unit  
Attn: DDD Contracts Administrator  
P.O. Box 6123, Mail Drop 2HC3  
Phoenix, AZ 85005

While the Division will do everything possible to transition members to other Qualified Vendors within the 60-day timeframe, the Agreement requires continued performance of authorized services until suitable arrangements have been made and all services have been transitioned by the Division.

The Qualified Vendor is responsible for all contractual obligations until termination is completed and all other requirements of the Agreement are satisfied. Questions in regard to the process for requesting termination of the Agreement may be directed to the assigned Contract Management Specialist.

Questions regarding this communication can be directed to the Contracts Management Specialist assigned to your contract via email or by calling (602) 542-6874.

*Thank you!*