

SECTION 1
NOTICE OF REQUEST FOR QUALIFIED VENDOR APPLICATIONS (“RFQVA”)

State of Arizona
Department of Economic Security (“DES” or “Department”)
Division of Developmental Disabilities (“DDD” or “Division”)

RFQVA Number: #DDD 710000

Time Limited
 Open and Continuous

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 36-557 and rules adopted thereunder (R6-6-2101 *et seq.*), which are incorporated herein by reference, Applications for the services listed in Section 7 will be accepted by the Division at the time and manner specified below. Through this Request for Qualified Vendor Applications (“RFQVA”) the DESDDD will execute Qualified Vendor Agreements (“QVAs”) with providers for the provision of services.

The RFQVA is posted on the Division’s website located at:

<https://www.azdes.gov/main.aspx?menu=96&id=4792>

The hyperlink to the RFQVA may also be found on the “Help for Providers” page of the Division’s website located at

https://www.azdes.gov/developmental_disabilities/providers.aspx

Applications must be submitted electronically using the Division’s Qualified Vendor Application and Directory System (“QVADS”) as well as submitting a printable hardcopy with signatures and necessary additional documentation (see Section 3 in the QVADS and Section 9 in the RFQVA). To ensure a complete submission of the Application, please follow the instructions contained in the [Application Submittal Checklist](#) in the RFQVA.

Submittal Location:

- 1. Electronic submittal is through the QVADS located on the Division’s website at:**

<https://ddd.azdes.gov/organization/ddd/LegacyDD/DDDVendorDirectory/QvadsApplication>

The link to the QVADS is also located on the “Help for Providers” page of the Division’s website at:

<https://www.azdes.gov/ddd/DDDVendorDirectory.asp>

- 2. Hardcopy submittal (an electronically-generated hardcopy with original signatures and necessary documentation) is:**

In person or by courier to (must request and receive a receipt):

Contract Management Unit, 4th Floor Southwest
Business Operations – Site Code 791A
Arizona Department of Economic Security
Division of Developmental Disabilities
1789 West Jefferson Street
Phoenix, Arizona 85007
(602) 542-6874

or by mail to:

Contract Management Unit
Business Operations – Site Code 791A
Arizona Department of Economic Security
Division of Developmental Disabilities
P.O. Box 6123
Phoenix, Arizona 85005

Applicants may refer to the [Qualified Vendor Application User Manual](#) for assistance in completing the Application. The manual is also located on the Division's website at: https://www.azdes.gov/developmental_disabilities/providers.aspx

Please note that while some of the information and the screens have been slightly modified from those displayed in the manual, the instructions remain accurate.

Persons with a disability may request a reasonable accommodation by contacting the RFQVA contact person. For TDD/TTY, please call through the Arizona Relay Service at 1-800-367-8939. Requests should be made as early as possible to allow time to arrange the accommodation.

Agreement Type: Qualified Vendor Agreement with Published Rate

Agreement Term: Maximum term is six (6) years beginning no sooner than January 1, 2011. All Agreements end on December 31, 2016. The Agreement can be terminated as specified in Section 6 of [DES/DDD Standard Terms and Conditions for Qualified Vendors](#).

RFQVA Contact Person (email):

DDD Contracts Manager at DDDDContractsManager@azdes.gov.

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