

**Exhibit A**  
**PROPOSAL SUBMISSION INSTRUCTIONS**  
AHCCCS RFP YH21-0002

**Bidders Library**

The Bidders Library is a public page on the AHCCCS website containing all relevant information, or links to the information, pertaining to this RFP with the exception of a limited number of sensitive documents. The public Bidders Library can be found here: <https://www.azahcccs.gov/PlansProviders/HealthPlans/YH21-0002.html>

**Secure File Transfer Protocol (SFTP) Server access**

The AHCCCS SFTP server will be used for the following purposes:

- a.) To share sensitive background information with prospective Offerors; and
- b.) As the required location for submission of proposals.

Access to the SFTP server is restricted to potential Offerors for this solicitation. Individuals seeking access to the SFTP will be required to submit an official statement of their intent to bid on this RFP. No other parties shall have access to the SFTP server or information/documents stored there.

Each Offeror shall upload its Proposal to a secured location on the AHCCCS SFTP server no later than the Due Date listed on the front page of the solicitation, as may be amended. For each Offeror, the number of individuals permitted to obtain access to the SFTP strictly limited to two (2) – One Primary, and One Back up.

Once you have been granted permission to the SFTP server, you should be able to perform the following:

1. Download documents
2. Upload Documents
3. Rename documents you have uploaded

You will not be able to delete or alter any documents after they are loaded. If you wish to change a document that you have uploaded prior to the solicitation due date, we recommend you rename the original document to “DELETE” then upload a new document. No actions shall be allowed after the due date.

**The deadline to request access to the SFTP is: Wednesday, November 4, 2020**

Every individual requesting access must submit the following three (3) forms to [AHCCCSDataExchange@azahcccs.gov](mailto:AHCCCSDataExchange@azahcccs.gov) with copy to [Procurement@azahcccs.gov](mailto:Procurement@azahcccs.gov).

1. Offeror’s Intent to Bid
2. AHCCCS Electronic Data Exchange Request Form, and
3. AHCCCS External User Affirmation Statement.

**1. Offeror’s Intent to Bid form**

Found along with the RFP on the AHCCCS website

<https://www.azahcccs.gov/Resources/OversightOfHealthPlans/SolicitationsAndContracts/open.html>

**2. AHCCCS Electronic Data Exchange Request Form**

<https://www.azahcccs.gov/PlansProviders/Downloads/ISD/ElectronicDataExchangeForm.doc>

Section I –

Check ADD USER, UPLOAD and DOWNLOAD and insert date

Section II –

- Entity Name = Offeror Name
- Entity Submitter ID aka AHCCCS Contractor/ Offeror ID number (*Submitter ID not needed for entities **not** currently under Contract*)
- User name and Individual email address, Street address, and Telephone

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- The IP address is not necessary
- Section III – Not necessary  
Section IV – Type of data being exchanged: RFP YH21-0002 Data  
Section V – Check Affirmation Attached check box

*Routing info for the forms is at the top of the Data Exchange form.*

**3. AHCCCS External User Affirmation Statement**

Each individual is required to sign the Affirmation Statement at the following link:  
<https://www.azahcccs.gov/PlansProviders/Downloads/ISD/ExternalUserAffirmationStatement.pdf>

In addition, each Offeror shall send the names of the two individuals requiring access to the SFTP RFP YH21-0002 to [procurement@azahcccs.gov](mailto:procurement@azahcccs.gov) including their name, title and if they are the primary or back up individual.

Once the lists of users and all required forms have been completed and received, AHCCCS will take the steps necessary to ensure the users have access to the SFTP. Once RFP SFTP access has been approved and granted the user will receive an automated email with log-on credentials. The AHCCCS SFTP site is <https://sftp.statemedicaid.us/EFTClient/Account/Login.htm>.

If assistance is needed, contact [Procurement@azahcccs.gov](mailto:Procurement@azahcccs.gov)

The Offeror's Proposal shall contain the following and shall be organized as follows. Each item shall be submitted to the SFPT server as a separate file with the prescribed naming convention. If AHCCCS determines a Proposal to be non-responsive, AHCCCS may elect not to score the Proposal.

Main SFPT Folder: /AZ/RFP YH21-0002 HousingAdministratorRFP  
Sub-Folder where Offeror will upload their proposal: /AZ/RFP YH21-0002 HousingAdministratorRFP/Offeror

- PART A
  - A1 Transmittal Letter <Offeror's Name>
  - A2 Signed Offer and Acceptance Page <Offeror's Name>
  - A3 Signed Solicitation Amendment(s) <Offeror's Name>
- PART B
  - B1 Narrative Experience and Expertise <Offeror's Name>
  - B2 Narrative Methodology <Offeror's Name>
  - B3 Cost Proposal <Offeror's Name>
- PART C
  - C1 Intent to provide insurance <Offeror's Name>
  - C2 Legal Analysis for Confidential/Proprietary (if applicable) <Offeror's Name>
  - C3 Attestation of Boycott of Israel

Files names (including the URL path) for electronic files uploaded to the SFTP cannot exceed 255 characters. Each item must be a separate standalone electronic file. Please do not submit the proposal as one (1) large file.

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**Notification**

Upon upload of the Offeror's Proposal to the SFTP, the Offeror shall email notification to the Chief Procurement Officer at [Procurement@azahcccs.gov](mailto:Procurement@azahcccs.gov). AHCCCS will provide a return email notification to the Offeror upon receipt of a document to the SFTP folders noted above when received within normal business hours (8am to 5pm Arizona Time). If a proposal is received outside of normal business hours, email notification will be provided to the Offeror the next business day. Notification will be provided to the contact person provided on the Offeror's Proposal, Solicitation and Offer Page. The notification shall serve *only* as confirmation that a document from the Offeror was received to the SFTP. The email notification from AHCCCS does not confirm whether or not the document conforms to the material elements of the submission requirement(s) or whether or not the Offeror's Proposal qualifies as responsive.

**Font and Borders**

All responses shall be submitted in Calibri 11 point font or larger with borders no less than ½”.

**Page Limits**

The Offeror has the discretion to include or exclude the narrative submission requirement text as a part of the Offeror's response; however, the required page limit applies regardless of whether or not the text is included. AHCCCS will only consider the information provided within the allotted page limit and permitted attachments, if any, in response to a specific submission requirement when evaluating the Offeror's Proposal. AHCCCS will not consider information outside the allotted page limit or any other information provided elsewhere in the Proposal when reviewing a specific response to an individual submission requirement.

**Evaluation**

Evaluation of proposals will include only information expressly provided by the Offeror will be considered. No inferences or assumptions will be made by the evaluation team when scoring in order to evaluate information submitted by the Offeror which is not clear, explicit, or thoroughly presented. Use of contingent language such as 'exploring' or 'taking under consideration' will not be given any weight during the scoring evaluation process. A policy, brochure, or reference to a policy or manual does not constitute an adequate response and will not be given any weight during the scoring evaluation process.

It is the responsibility of the Offeror to examine the entire RFP, timely seek clarification of any requirement that may not be clear, and review all responses for accuracy before submitting its Proposal. The Proposal becomes a part of the Contract. Therefore, whatever information is stated in the Proposal may be evaluated either during the Proposal evaluation process or subsequently during other reviews. If any information contained inside an Offeror's proposal contradicts or does not comply with the solicitation requirements, the solicitation requirements prevail, unless otherwise accepted by AHCCCS in writing.