

Attachment E: PROPOSAL SUBMISSION INSTRUCTIONS

YH22-0055

**The Deadline to Request Access to the SFTP is Tuesday 12/28/21 by 5:00 pm Arizona Time
FAILURE TO SUBMIT A REQUEST TO ACCESS THE SFTP SERVER BY THE DEADLINE WILL DISQUALIFY YOU
FROM SUBMITTING A PROPOSAL FOR THE SOLICITATION.**

RFP (Public)

The RFP and supporting attachments and exhibits can be found here:

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

1. Secure File Transfer Protocol (SFTP) Server (Secure)

The AHCCCS SFTP server will be used as the required location for submission of proposals. The SFTP server can be found here: <https://sftp.statemedicaid.us>

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 within.

Each individual is required to request access to the SFTP site as well as the specific SFTP RFP folders, including individuals who already have access to the AHCCCS SFTP Production site.

Each Offeror shall upload its Proposal to the secured location, identified in this Exhibit, on the AHCCCS SFTP server no later than the Proposal 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 an individual is granted permission to the SFTP server, the individual should be able to perform the following:

1. Download documents from the appropriate folder(s),
2. Upload Documents to the appropriate folder, and
3. Rename documents you have uploaded.

The individual will not be able to delete or alter any documents after they are loaded. If the individual wishes to change a document that has been uploaded prior to the Proposal due date, it is recommended that the individual rename the original document to "DELETE", then upload a new document. No actions shall be allowed after the proposal due date.

Files names (including the URL path) for electronic files uploaded to the SFTP cannot exceed 255 characters.

2. Requesting Access to SFTP

Every individual requesting access must submit the following three (3) forms to AHCCCSDataExchange@azahcccs.gov with copy to Procurement@azahcccs.gov. The subject line shall include the Offeror's Name, the RFP # and "SFTP access request", and in the body of the email, each Offeror shall list the names of the two individuals and designation as the primary or back up individual. I

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

3. **Offeror's Intent to Bid form (Attachment F)**

Found along with the RFP on the AHCCCS website

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

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

Each individual is required to complete and submit the AHCCCS Electronic Data Exchange Request Form at the following link: <https://www.azahcccs.gov/PlansProviders/ISDresources.html>

**** Please follow the instructions in this Exhibit and disregard the instruction on the actual form****

Section I – Insert Date, Check “Non – EDI Data” and Check “Add User”

Section II – Folder Name – Enter “YH22-0055”

Section III – Enter the “Entity Name” (your company/offeror name) Leave other fields blank.

Section IV – Enter the User First Name, Last Name, Phone, Email Address. All 4 fields must be completed.

This is necessary for each individual requesting access to the SFTP Server.

Section V – Not applicable

Section VI – Not Applicable

Section VII - Check the “Attached” box and ensure you have submitted a completed and signed AHCCCS External User Affirmation Statement. Your user Affirmation Statement is to be included in your email submission as instructed in this Exhibit.

5. **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>

6. **Test Access**

Once SFTP access has been granted the individual will receive an automated email from ‘AHCCCS Secure SFTP [do not reply] SFTP@azahcccs.gov’ with login credentials. Each individual is required to perform a test as directed by AHCCCS. Instructions for the test will be sent to each user after access is granted.

7. **Questions**

If assistance is needed with your SFTP account or access, please email AHCCCSDataExchange@azahcccs.gov with email Subject Line: “SFTP request for RFP# YH22-0055”. For all other questions about the RFP, please email Procurement@azahcccs.gov

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8. Submitting Your Proposal

The Offeror's Proposal shall contain the following and shall be organized as follows. Each item shall be submitted to the SFTP 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 SFTP Folder: /ProcurementRFPs/RFP YH22-0055
Sub-Folder where Offeror will upload their proposal: /ProcurementRFPs/RFP YH22-0055 Offeror Name

- PART A
 - A1 Transmittal Letter with list of portions to be kept confidential <Offeror Name>
 - A2 Signed Offer and Acceptance Page <Offeror Name>
 - A3 Signed Solicitation Amendment(s) <Offeror Name>
- PART B
 - B1 Narrative Proposal Method of Approach <Offeror Name>
 - B2 Narrative Proposal Experience and Expertise <Offeror Name>
 - B3 Assumptions <Offeror Name>
 - B4 Proposed Operating Budget <Offeror Name>
 - B5 Additional Information <Offeror Name>
- PART C
 - C1 Intent to provide insurance <Offeror Name>
 - C2 Financial Stability <Offeror Name>
 - C3 Signed, legal Analysis for Confidential /Proprietary <Offeror Name>
 - C4 Attestation of Boycott of Israel (attachment D) <Offeror Name>
 - C5 Exceptions to any part of solicitation <Offeror Name>

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.

9. Notification

Upon final upload of the Offeror's Proposal to the SFTP, the Offeror shall email notification to the Chief Procurement Officer at Procurement@azahcccs.gov. AHCCCS will provide a return email notification to the Offeror. 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.

10. Font and Borders

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

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11. 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.

12. 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.

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