

PASA & Providers: Developmental Pathways collects interest in Requests For Proposals (RFPs) via the RFP Provider Response Form.

Using the form (link on page 2) you can respond to RFPs without the email back and forth of previous processes. Developmental Pathways Case Managers will receive your responses through a backend reporting for each RFP.

If you have any questions about using the form please email [rfp@developmentalpathways.org](mailto:rfp@developmentalpathways.org) for assistance.

## Below is a screenshot of the RFP Provider Response form.

**RFP ID \***  
Please copy and paste the RFP ID from the subject line of the email here.

**Please select your agency name from the list below. \***

**Confirm Agency Name \***  
(write in as shown above)

**Who is the best person to contact at your agency regarding this RFP? \***

**Contact's Title \***

**Contact's Email \***

**Contact's Phone Number \***

**File Upload (Optional)**  
Please include any brochures or files that contain additional information in your response.

Drag and drop files here or [browse files](#)

**Comments (Optional)**  
Please include any additional comments here.

Send me a copy of my responses

**RFP ID:** Copy the RFP ID exactly as it appears in the email (No symbols (#) or precursors (RFP)). An incorrect ID will trigger an email notification that requests a form resubmission.

**Agency Name:** Find your agency name in the drop down. If you start typing it in, it will narrow your search.

**Confirm Agency Name:** Please type your agency name here, to help confirm that we have the right PASA.

**Contact Person:** Provide the name of the person who should be contacted by the individual/family.

**Contact Title:** Provide the title of the person above for the individual's/family's reference.

**Contact Email:** Provide the email address that the individual/family can use to contact the person above.

**Contact Phone Number:** Provide the phone number that the individual/family can use to contact the person above.

**File Upload (Optional):** You are able to submit any files to be passed along to the individual/family! You can either select files by browsing or by dragging and dropping into this field.

**Comments (Optional):** A place to provide any additional notes or comments that you want to pass to the individual/family

**Send Copy of response:** This button is optional, but click the box if you would like a copy of your response. You can use this as confirmation of your submission.

**Don't forget to click the submit button!**

After clicking 'Submit' the form will reload. If you want to respond to a different RFP, you can fill out the form with information for the next RFP.

Please submit **only one** form per RFP. Please submit a new form for every RFP response you want to send.

## Frequently Asked Questions:

- **I submitted the RFP Response, now what can I expect?**
  - Case Managers will share any responses from providers with the individual/family. At that time, the individual and family will choose how they want to pursue selecting a provider.
  - Please anticipate hearing from the family directly with any questions regarding their selection for the service.
- **What if I fill out the form with the wrong RFP #?**
  - You will receive an email notification if you submit the form with an invalid RFP #, please resubmit the form with the correct RFP # and note in the Comment Section that it is your corrected response.
- **What if I need to change the information that I have previously submitted?**
  - Email the RFP team via [rfp@developmentalpathways.org](mailto:rfp@developmentalpathways.org) with the RFP ID # and the information that needs to be updated. Do not resubmit a form for the same RFP ID.
- **What if I want to respond to multiple RFPs?**
  - To respond to multiple RFPs, submit a new form for every RFP that you want to be considered for.
  - Only submit one form per RFP number!
  - Please ensure that the right RFP number is entered each time you submit a new form.
- **How will I know if the RFP is closed?**
  - If the family selects a different provider, you will receive an email informing you that we are no longer accepting responses for that specific RFP.
  - If you submit a response to an RFP that is no longer accepting responses, you will receive an email informing you that the RFP is closed.
- **Can I submit a response without using a form?**
  - Developmental Pathways is exclusively using the form for positive responses to help our providers and our Case Managers reduce the amount of email and make the RFP process more efficient.
  - Using the form is more consistent and effective for everyone involved. It also allows us to increase communication regarding closed RFPs.
  - If you are having difficulty using the form, or understanding our new process please contact the RFP team at [rfp@developmentalpathways.org](mailto:rfp@developmentalpathways.org)
- **What should I do if I have any additional questions?**
  - Feel free to contact the RFP inbox at [rfp@developmentalpathways.org](mailto:rfp@developmentalpathways.org) with any questions you may have about the form or process.

To access the RFP Response Form (will be activated on 10/5/2020):

<https://app.smartsheet.com/b/form/82188768c7a547338661c255099cd2e3>