

## ATTACHMENT 9

### Instructions for Electronic Submission of Questions, Letter of Intent, Application and Appeal.

1. All questions, Letters of Intent, applications and appeals must be submitted via email. Hand delivered, facsimile, and USPS mail submissions will not be accepted.
2. All documents must be submitted to the email address [ExpandedHIVTesting@cdph.ca.gov](mailto:ExpandedHIVTesting@cdph.ca.gov). Submission to any other OA or CDPH email address will not constitute official submission.
3. All submissions are due at **1:00 pm PST** on the date listed on page 2 of the RFA.
4. An email confirming that your documents have been received will be sent within 24 hours of receipt unless they are submitted on a due date. If your documents are submitted on a due date, you will receive your confirmation within one hour. This is your proof that your documents were received by OA. If you do not have a confirmation email, your documents have not been officially received by OA and will not be considered.
5. If you have not received a confirmation email by 2:00 pm PST on the submission date, your documents were not received. Please resend the documents and call Kama Brockmann at 916-449-5964 immediately.
6. All materials must be submitted as a PDF readable by Adobe Reader 9. Documents do not have to be submitted in a single PDF document but must be numbered sequentially so that the order of pages is obvious.