**STATE SET-ASIDE FEASIBILITY REVIEW AND PROPOSAL PROCESS**

You must be a Certified Nonprofit Agency to be awarded a State Set-Aside Contract

1. **Feasibility Review Form:** Certified Non-profit Agencies that serve individuals with Disabilities (CNAID) prepares the Feasibility Review Form and submits to State Set-Aside Committee (SSAC) **45 days** in advance of the quarterly SSAC Meeting.
2. **Meeting with Arizona Department of Administration (ADOA):** Within **20 days** of the Feasibility Review Form submission to ADOA, a meeting will take place (by conference call or in person) to discuss the development of the product or service. ADOA completes the Feasibility Review Form (ADOA section).
3. **Feasibility Review Form distributed to the SSAC for review:** ADOA distributes at least **10 days** in advance of the quarterly meeting. SSAC members are to review and be prepared to discuss at the next SSAC quarterly meeting.
4. **Presentation:** CNAID makes presentation to the SSAC and answer questions/discussion.
5. Vote to approve, not approve or table for more information. Note: If tabled, SSAC will provide direction.
	1. Feasibility Review Approved – proceed to Step 6.
	2. Not Approved – END.
6. **Business Plan Development:** CNAID develops a business plan to confirm if the product or service business model is sustainable.
7. **Prepare Proposal Form and Cost Analysis:** CNAID prepares the Proposal Form and the Service or Product Cost Analysis Form and submits to SSAC **45 days** in advance of the quarterly SSAC Meeting.
8. **Meeting with Arizona Department of Administration (ADOA):** Within **20 days** of the Proposal Form and Product or Service Cost Analysis submission to ADOA, a meeting will take place (by conference call or in person) to discuss the development of the product or service. ADOA completes the Proposal Form (ADOA section).
9. **Proposal Form and Cost Analysis distributed to the SSAC for review:** ADOA distributes at least **10 days** in advance of the quarterly meeting. SSAC members are to review and be prepared to discuss at the next SSAC quarterly meeting.
10. **Presentation:** CNAID makes presentation to the SSAC and answer questions.
11. Vote to approve, not approve or table for more information. Note: If tabled, SSAC will provide direction.
	1. Proposal Approved – proceed to Step 12.
	2. Not Approved – END.
12. **APPROVED:** Product or Service is approved for a State Set-Aside Contract. ADOA will follow up with CNAID for contract issuance.