



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

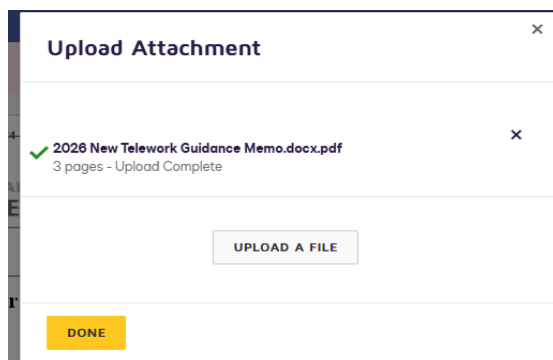
ADDENDUM 4

Request for Proposal (RFP) SD25-00019 Health Care Provider Network and Prior Authorization Services

This addendum is being issued to provide information regarding the format and instructions for submitting proposals in response to the RFP.

- A. The complete proposal package, including all documents, attachments, Project Implementation Plan, etc. must be submitted to CDCR/CCHCS in Adobe PDF format.
- B. Refer to the below instructions for submitting proposals in response to the RFP.

1. Navigate to:
<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=3f26ca11-2630-412f-a275-ba92827c3efa&env=na3&acct=f0010bf9-6008-4af6-b976-cffb8b18d025&v=2>
2. Enter full name and e-mail address.
3. Click "Begin Signing" and then "Continue".
4. Fill in the template with submitter information, including title, company, contract number, and any notes.
5. Click the blue file upload button in the top right corner and select "Upload File".
6. Choose the file (PDF) and click "Open".
7. The file will upload automatically; click "Done".



8. Complete the "Intended Recipient Information" section:
 - i. Megan Bartolus, Analyst II, CCHCS.
9. Select the "Sign" and then "Finish" button.
10. Select the "Finish" button.
11. Optionally, download, save, or print a copy of your document.

Save a copy of your document



Your document has been signed
Select **Download** to save this document to your device or **Print** for a paper copy.

DOWNLOAD

PRINT

CLOSE

12. Click the close button to finish.