

Subject: <Name> Vendor: <Deliverable Number and Name, Work Product> (Version Number) Submission

Instructions:

- All artifact submissions requesting Agency review and acceptance are sent to the Agency by FX PMs.
- To: <Designated Contract Manager Email>@ahca.myflorida.com
- Cc: <SEAS Vendor DA> and <IV&V Vendor>
 - **Note:** Please do not include Agency reviewers
- Provide requested information below (**Note:** Ensure a link is provided leading to each artifact being submitted, location screenshot, and include the version number (e.g., v001)).
- Provide *Expected Response Due Date* – this is the approved date the Agency’s review needs to be completed by in accordance with the agreed upon review cycle.
 - Ensure that the date is not a weekend or holiday (or FX blackout period).
 - The timeframes noted below for *Expected Response Due Date* are examples of formal deliverables, artifacts, and DED artifacts. A review period for work products should be agreed upon prior to submission and should follow the FX Artifact Management Standards (AMS).
- Pre-submission checklist:
 - Is a Comment Tracker included with document submission (if applicable)
 - File name(s), main file name in *Subject* (e.g., Deliverable Number: Deliverable Name (Version XXX) Submission)
 - Utilize the FX AMS file naming convention(s)
 - Items within the document are within the correct FX format before submission (tables, charts, etc.)

Delete these instructions before sending.

In accordance with <Contract Number or Task Order Number>, the <Name> Vendor is formally submitting the following <deliverable, work product>:

Contract Number or Task Order Number:	<e.g., MED191>
<Artifact, Work Product> Name:	<u><Artifact Name (Version Number)> <link to the file(s) or deliverable review folder> <Screenshot of file location> <File Name(s) (Following FX AMS Naming Convention)></u>
<Artifact, Work Product> Submission Step:	<First Submission, Second Submission, etc.> For Review and Approval
<Artifact, Work Product> Description:	<Description sentence from contract, task order, or artifact purpose>
Project Plan Submission Date:	<Planned date for artifact to be submitted according to the Project Plan >
Submission Date:	<Actual date the artifact is being submitted via this email template to the Agency>
Expected Response Due Date:	<Review cycle as agreed upon per the Project Schedule / Project Plan> (e.g., Deliverable/DED: Submission Date + 10 business days (10-5-5-3-3))