

To RFA Applicants:

Before accessing the upload system, please review the following instructions and click the link **(Acknowledgment and System Access)** at the bottom to confirm acknowledgment of this information.

Important Upload Guidelines – Please Review Carefully


- **File Format:** Only PDF documents will be accepted.
- **Document Consolidation:** All required materials must be combined into a single PDF file.
- **File Naming Convention:** The file name should include the RFA number and the applicant's business entity name as listed on Sunbiz.
 - (e.g., RFA_00_001_Elimination Inc.)
- **Submission Limit:** Only one (1) application upload is permitted per applicant.

Important: Submissions that do not meet these guidelines will be automatically disqualified from the application process. By clicking Acknowledgment and System Access (at bottom), you agree to comply with these guidelines.

Follow these instructions for uploading files, receiving confirmation, and saving the Security Key provided on the successful upload confirmation screen.

1. Select the applicable group from the options in the drop-down menu.

Server time: 8/4/2025, 8:42:39 AM



Florida Department of Health Request for Application Automated System

Welcome to the Florida Department of Health's Automated Upload System

This system is designed for submitting responses to advertised Requests for Applications (RFAs). All submissions must be uploaded by the specified deadline—late entries will not be accepted.

Please note: This system is not intended for competitive solicitations such as Requests for Proposals (RFPs), Requests for Quotes (RFQs), Invitations to Bid (ITB), or Invitations to Negotiate (ITN).

Upload Guidelines – Please Review Carefully

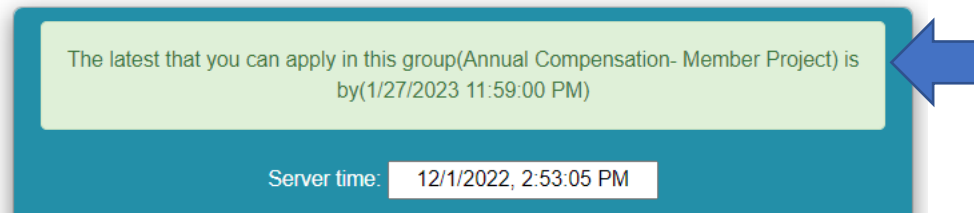
- File Format: Only PDF documents will be accepted
- Document Consolidation: All required materials must be combined into a single PDF file.
- Naming Convention: The file name should include the RFA number and the applicant's business entity name as listed on Sunbiz (e.g., RFA_00_001_Elimination Inc.)
- Submission Limit: Each applicant may submit only one (1) application upload.

Submissions that do not meet the requirements will be automatically disqualified from the application

Gov EO 20-44
RFA0610

Section

2. The submission deadline will appear at the top of the screen.



3. Click Choose file to upload the desired document. *Note: Only PDF files are accepted. Please ensure all documents are combined into a single PDF before uploading.*

Section RFA0610 ▼

Upload Type New ▼

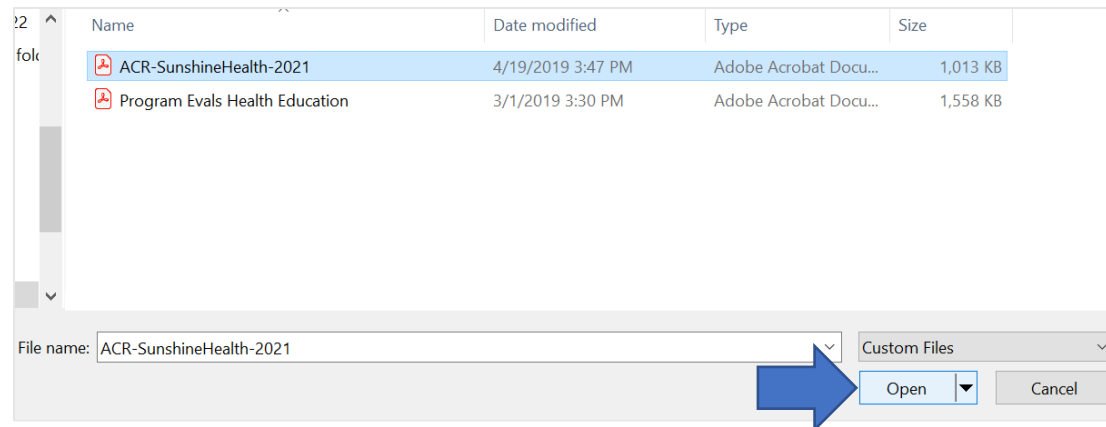
To upload a document for the first time, select **Browse**, choose your file, then click **Upload**. Only one file (PDF format) may be uploaded. Zero-byte files will be ignored, and the maximum file size allowed is 28MB.

Please make sure all required documents are combined into **one (1) PDF file**, and that the file name follows the referenced naming convention provided above (e.g., RFA_00_001_Elimination Inc. as listed on Sunbiz).

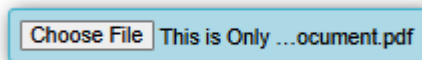
Choose File Next

☐ By clicking **Acknowledge**, you certify that the upload guidelines outlined above have been followed. You also understand that any application submission that does not meet these requirements will **not** be considered during the review process.

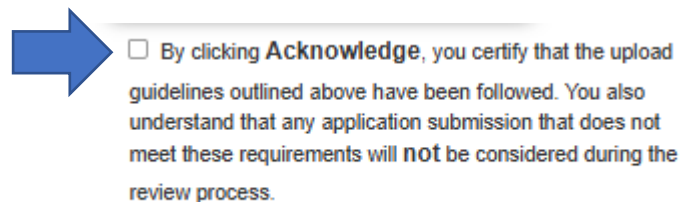
4. Select document for uploading. *Note: The file name should include the RFA number and the applicant's business entity name as listed on Sunbiz (e.g., RFA_00_001_Elimination Inc.)*



5. The document file location will populate the Choose file box.



6. A checkbox acknowledging that the required guidelines have been met must be selected before submission. *Note: Only one (1) application upload is permitted per applicant.*



7. After Checking the acknowledgement box, click the Upload button. *Note: The Upload button will only appear once the acknowledgement box has been selected.*

☒ By clicking **Acknowledge**, you certify that the upload guidelines outlined above have been followed. You also understand that any application submission that does not meet these requirements will **not** be considered during the review process.

Upload

8. A confirmation screen should appear, requesting that the Session Key be maintained as proof of submission. Enter an email address to receive the Session Key for confirmation that the file has been successfully uploaded. Click Send Email.

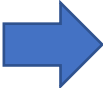
Upload Successful!




Thank you for your Request for Application (RFA) submission. Please maintain the Session Key as proof of submission.

RFA: RFA0610

Session Key: bd9d6065-08a1-49e0-ba4d-7384e4e7f7a7

Email:

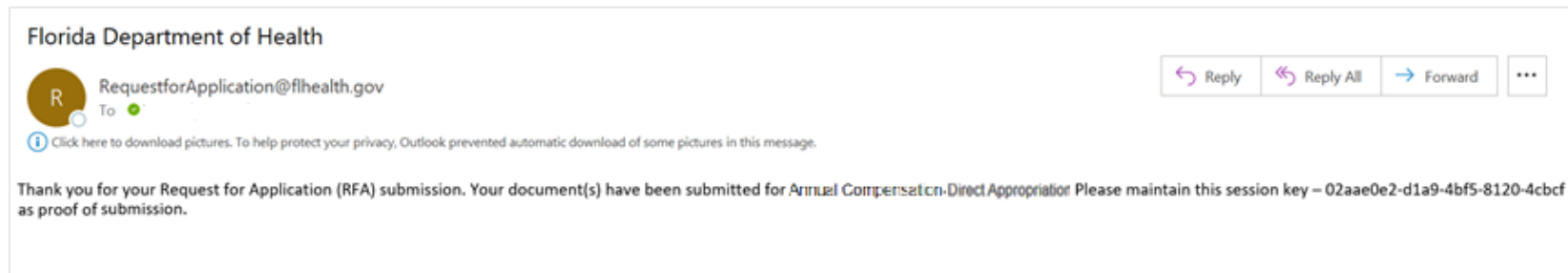


9. Upon sending the email, the screen will return to the main upload page.



10. The confirmation email with Session Key should be received at the email address provided by the applicant. **The Session Key *must* be saved by the applicant/person uploading documentation, as proof of submission.** The Contract Administration and Oversight Section will also receive the confirmation email as a notification that a file has been uploaded. The email is received at RequestforApplication@flhealth.gov.



Click on the link below to acknowledge your reading and understanding of the above information and access the Automated Upload System.

[Acknowledgment and System Access](#)