

**North Bay Regional Center
presents:**

The Process of Vendorization

VENDOR APPLICATION PROCESS

DS 1891

Initial Application

**LETTER OF
INTENT FORM**

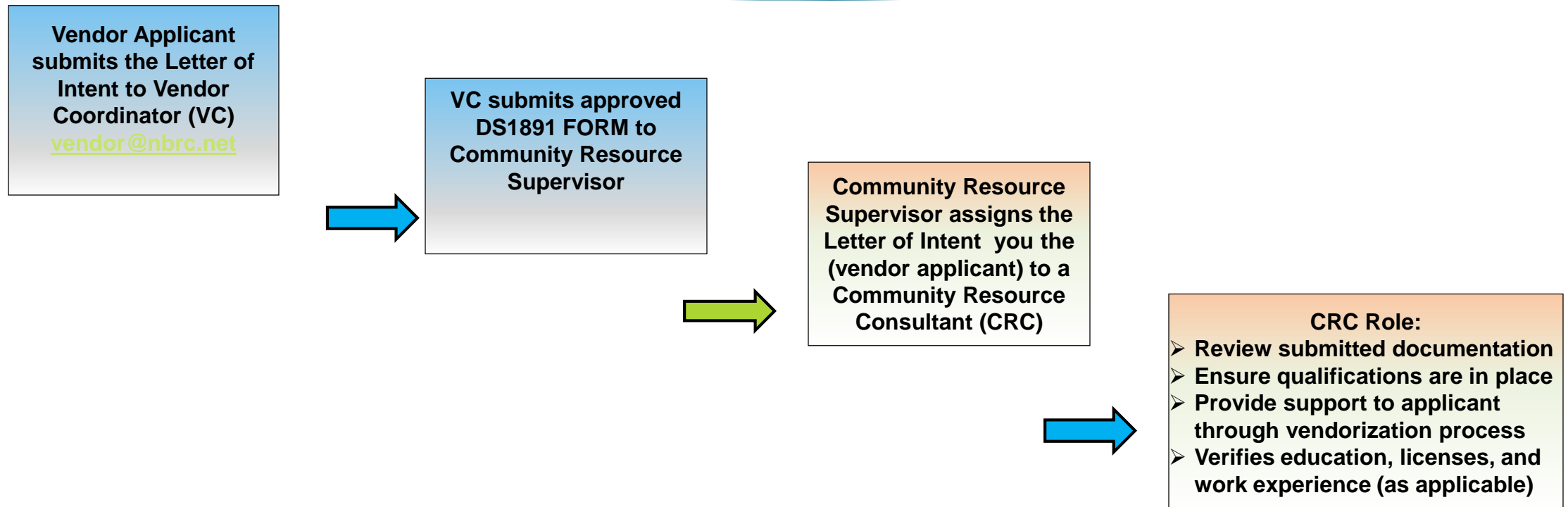
Applicant's description of proposed services

**APPLICANT'S
RESUME**

Qualifications (education and employment that supports the applicant to become a vendor)

Note: Applicant must have an office located in the catchment area of the regional center they are applying to be a vendor for

VENDOR APPLICATION PROCESS



PROGRAM DESIGN REQUESTED

Writing a Program Design

What is a Program Design?

- A program design describes the services to be provided and how they will be delivered.
- The program design is specific to each service offered. Each service needs to have an approved program design to be vendored.

WHAT TO INCLUDE IN YOUR PROGRAM DESIGN:

- ❖ **CA Code of Regulations - Title 17**
 - ❖ Guide to drafting your Program Design
- ❖ **Anticipate revisions**
 - ❖ The development of the program design is a process that may take several revisions
 - ❖ To ensure that the designs are specific, organized, and can address all current regulations per Title 17
 - ❖ In addition, each regional center may request specific content to align with the center's own policy and procedures.
- ❖ **Supported Living Services**
 - ❖ SLS Service Providers are required to read and sign an NBRC SLS Contract
- ❖ **AB40** - serious bodily injury, physical abuse, & SIR reporting requirements in your design

Important Facts to Know

1. **COST STATEMENTS** may be requested when negotiating rates
2. **PROFESSIONAL LIABILITY INSURANCE** is required for vendorization
3. **BUSINESS LICENSE** may be required
 1. Check city requirements if a business license is required for the type of business you are interested in opening.
4. **SITE VISIT** required for Residential & Day Programs - must be approved by NBRC
5. **Community Care Licensing (CCL)** required for Residential & Day Programs

On to Vendorization

PROGRAM DESIGN APPROVED

VENDOR APPLICATION PROVIDED TO VENDOR TO COMPLETE



Applicant to submit
Vendor Application Packet
to their assigned CRC.

THINGS TO INCLUDE:

- W-9 forms X2
- Business license if applicable
- Copy of liability insurance (NBRC to be listed as secondary)
- Vendor Application fee (\$50.00)
- Blank Check (VOIDED)

Vendorization Complete

Note: Please allow 2-3 days for the vendor coordinator to enter you in our system. Once entered, you should receive a welcome email within 2 weeks from NBRC Fiscal Department for e-billing.

Services Requiring DDS Approval

- Activity Centers (SC: 505)
- Adult Developmental Center (SC: 510)
- Behavioral Management Day Program (SC: 515)
- Independent Living (SC: 520)
- Infant Development Program (SC:805)
- In- Home Respite (SC: 862)

References

Department of developmental Services Website:

<http://www.dds.ca.gov/>

Behavior Analyst Certification Board

<http://bacb.com/rbt/>

Title 17 : Community Services

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I55C0FE00D60711DE88AEDDE29ED1DC0A&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I55C0FE00D60711DE88AEDDE29ED1DC0A&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

Community Care Licensing

<http://cclid.ca.gov/>

Direct link to RFP:

<http://nbrc.net/service-providers/resource-needs-requests-for-proposals/>

For Questions:

Contact Community Resource Development

Contact: (707) 256-1100

[BECOME A VENDOR](#)