



Dear Prospective Vendor:

The Division of Vocational Rehabilitation (DVR) assists people with disabilities in their employment goals. If you have indicated that you would like to become a vendor of services or goods to assist in this process, the first step is to review the vendor information at www.colorado.gov/pacific/dvr/become-vendor-or-provider. Should you not wish to provide services to our clients, please let DVR know right away to be removed from our potential vendor list.

At colorado.gov/dvr/become-vendor-or-provider, please thoroughly review the [Fee Schedule](#), the [Vendor Code of Ethics](#), and Terms & Conditions on the [Vendor Registration Form](#). Available at the same site, please submit the following documents **together** to DVR's Finance & Operations Unit (FOU):

1. [Vendor Registration Form](#)
2. Completed **W-9** Form
3. Copy of all Qualifications/Credentials (as applicable, listed in Appendix A of the Fee Schedule)
4. Copy of Insurances (as applicable; Professional, General Liability, Workers Compensation)
5. Copy of auto insurance and driver's license if providing transportation services
6. Résumé if providing services found in Chapters 7, 8, 9, 11, and/or 13 of the Fee Schedule
7. Completed EFT Authorization Form (strongly encouraged, please request from DVR staff for current version)
8. For EFT, voided check or letter from banking institution verifying your account and routing number

You may submit documentation by email to cdle_dvrvendor@state.co.us, fax at 303.318.8569, or mail at 633 17th St, Suite 1501, Denver, CO 80202. FOU will review all documentation and reach out to you if there are any questions or concerns. Once all information is verified and approved, you will receive a notice by email that you may begin providing services, but only after you receive authorization from a DVR staff member. Do not provide any services or goods without receiving a signed authorization form first; verbal authorizations are not valid.

If you have any questions of the materials or documentation required, please feel free to contact me at cdle_dvrvendor@state.co.us or 303.318.8584.

Thank you,

Stacy L Martens, MS, CRC
Vendor Relations Specialist
Finance & Operations Unit

