



## VENDOR REGISTRATION FORM

### CONTACT INFORMATION

Legal name as shown on income tax return		Tax ID (SSN or EIN)	
"Doing business as" if different from above		Counties served (service area)	
Phone   Fax		Contact name and title	
E-mail		Website	
Physical address City, State ZIP Code		Payment address City, State ZIP Code	
Are you or have you ever been an employee of the State of Colorado?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you or anyone you employ who will be providing services to DVR clients ever been arrested, on probation, parole or incarcerated?	<input type="checkbox"/> Yes Please explain:  <input type="checkbox"/> No
Are you a PERA retiree?	<input type="checkbox"/> Yes, date of retirement: <input type="checkbox"/> No	Type of business entity	<input type="checkbox"/> Public (Government) <input type="checkbox"/> Private

### DESCRIPTION OF SERVICES AND/OR GOODS


### PROFESSIONAL LICENSES, CERTIFICATIONS, AND CREDENTIALS (AS APPLICABLE)

Type of credential	Date issued	Expiration date	License number

The above licenses, certifications, and credentials meet the DVR Provider Standards for identified services, and respective service codes have been verified in accordance with the current DVR Fee Schedule. Please provide a copy of your professional liability insurance and credentials (see Fee Schedule), if applicable. Any revocation, withdrawal, or nonrenewal of necessary license, certification, approval, insurance, etc. required for the Vendor to properly perform services or provide goods shall be grounds for termination of this agreement.

**PLEASE SEE REVERSE FOR VENDOR GUIDELINES AND STANDARDS**

## VENDOR GUIDELINES AND STANDARDS

1. The vendor agrees to abide by all of the terms and conditions set forth in the Authorization/PO for DVR service, Vendor Code of Ethics, Provider Standards and DVR Fee Schedule. The Fee Schedule is updated at least every state fiscal year, and thus is the responsibility of the vendor to be aware of any changes. In addition the vendor is responsible to be aware of any updates to the purchase order and or provider agreements.

**2. INDEPENDENT CONTRACTOR.** 4 CCR 801-1. Vendor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Vendor nor any agent or employee of Vendor shall be deemed to be an agent or employee of the State. Vendor and its employees and agents are not entitled to unemployment insurance benefits through the State and the State shall not pay for or otherwise provide such coverage for Vendor or any of its agents or employees. Unemployment insurance benefits will be available to Vendor and its employees and agents only if such coverage is made available by Vendor or a third party. Vendor shall pay, when due, all applicable employment taxes and income taxes and local head taxes incurred pursuant to this PO. Vendor shall not have authorization, express or implied, to bind the State to any agreement, liability or understanding, except as expressly set forth herein. Vendor shall (a) provide and keep in force workers' compensation, general liability, automobile liability, professional liability, privacy insurance, and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the State, and (c) be solely responsible for its acts and those of its employees and agents.

**3. CRIMINAL BACKGROUND CHECK.** Pursuant to C.R.S. §27-1-110, any independent Provider, and its agent(s), who is designated by the Executive Director or the Executive Directors Designee to be a contracting employee under C.R.S. §27-1-110, who has direct contact with vulnerable persons in a state-operated facility, or who provides state-funded services that involve direct contact with vulnerable persons in the vulnerable person's home or residence, shall:

5.20.1 submit to a criminal background check, and

5.20.2 report any arrests, charges, or summonses for any disqualifying offense as specified by C.R.S. §27-1-110 to the State.

5.20.3 any Provider or its agent(s), who does not comply with C.R.S. §27-1-110 may, at the sole discretion of the State, be suspended or terminated.

**4. REPRESENTATION.** Vendor shall not have authorization, express or implied, to bind the State to any agreement, liability or understanding. Vendor shall not represent itself as the agent or legal representative of the State of Colorado or DVR.

**5. BENEFITS.** Vendor understands that it shall not be entitled to participate in any of DVR's benefits, including without limitation any health or retirement plans. The Vendor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for.

**6. EXCLUSIVITY.** Vendor represents that it does not work exclusively as an independent contractor for DVR and understands that it is free to perform work for other entities.

**7. TERMINATION.** DVR may stop the work of the vendor at any time, but shall be liable for payment for work already done if the work completed was properly authorized and approved by DVR.

**8. TRAINING.** Vendor understands that DVR will not provide training, tools, or benefits to Vendor for the performance of Vendor's obligations to DVR.

**9. PERFORMANCE.** The vendor will abide by set begin and end dates as indicated on the authorization for service form.

Vendor shall perform work as indicated on the authorization form and in a manner that is consistent with the Vendor Code of Ethics.

As a condition of payment, Vendor agrees to provide reports on the outcome of the provision of goods and services, in accordance with the requirements established by the vocational rehabilitation counselor.

**10. SEPARATE AND DISTINCT.** Vendor shall maintain its own business separate and distinct from DVR.

**11. PAYMENT.** DVR will not pay for services that are provided prior to a written authorization in any event.

**12. COMPLIANCE.** Vendor shall strictly comply with all applicable Federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to accessibility, discrimination and unfair employment practices.

**13. CONFIDENTIALITY.** Vendor shall abide by applicable Federal and State statutes, rules and regulations governing the confidentiality of information about DVR consumers. This provision shall not be construed as limiting the State's right of access to records or other information relating to the rendering of goods and services to DVR consumers.

Notice is hereby given that DVR may provide notice to and cooperate with other governmental and private entities in regard to any failure on the part of the vendor to fully comply with all laws, professional standards, licensing requirements and other laws, rules and regulations governing the vendor's provision of services associated with this Vendor Registration Form. The undersigned attests to the accuracy and validity of the licenses, certifications and/or credentials listed above, or is otherwise qualified to perform the above services, as well as agrees to the statements outlined above. Falsification or omission of information is grounds for immediate removal as a vendor, up to and including referral of the action to the CDLE Audit Division for investigation and potential referral to the Attorney General's Office.

### SIGNATURES

Signature		Date	
Name and title		Phone number	