

Becoming a Service Provider

Inland Regional Center's (IRC) Resource Development and Transportation Unit (RDTU) works with applicants to develop services to support clients of IRC that meet Title 17 regulations and IRC Best Practices. **Note: Completing the Vendorization Process Does Not Guarantee Referrals.**

Below is an overview of the development process, if you are interested in becoming a vendor you will want to start with the letter of intent (Step #1).



1. Send the Letter of Intent to Resource@inlandrc.org

*Include Vendor Name, Type of Service, Location to be served, and attach all applicable resumes and credential associated with the service to be provided.



2. Complete the Program Design

A checklist based on the service you wish to provide will be sent to you by RDTU as a guide to writing the design. A Community Resource Specialist will then work with you to make sure the design meets Title 17 regulations and IRC best practices. *Note that with each submission IRC has 45 calendar days to review and respond.



3. Vendorization Walkthrough (*does not apply to all services)

Some services require that a walkthrough be completed as part of the Vendorization process.



4. Vendorization Application

Once the program design and walkthrough (if applicable) have been completed and approved. IRC's Vendorization Unit will work with you to complete a vendor application. Once approved a vendor number will be assigned to you for authorization purposes. ***A Valid Business license with an address in IRC's catchment area is required. ***



5. Rate Determination

Based on the service that you are being vendored for, you will either be assigned a rate by DDS, given the DDS approved median rate, or you will work with RDTU to negotiate a rate. *Negotiated Rates are based on the median IRC rates of Statewide rates (lesser of the two) for that service and cannot be negotiated above that amount per WIC 4691.9.

For a detailed overview of the vendorization process: <https://youtu.be/05Rd0tbzlrE> *Please note that the email address listed in this video is NRSPO@inlandrc.org, as of 8/1/24, this has been updated to Resource@inlandrc.org.*

For those interested in opening Residential Facility additional steps are required:

Prior to starting the vendorization process with IRC, please review the **Qualifications page**. All items on this list are required prior to attending IRC's New Residential Service Provider Orientation (NRSPO), which must be completed prior to initiating the vendorization process.

For Additional Information Contact IRC's **Resource Development and Transportation Unit** at:

909-890-3000 (ask for RDTU duty officer) or by email: Resource@inlandrc.org