



South Central Los Angeles Regional Center
for persons with developmental disabilities, inc.

**Becoming a SCLARC Vendor:
Understanding the
Vendorization Process**

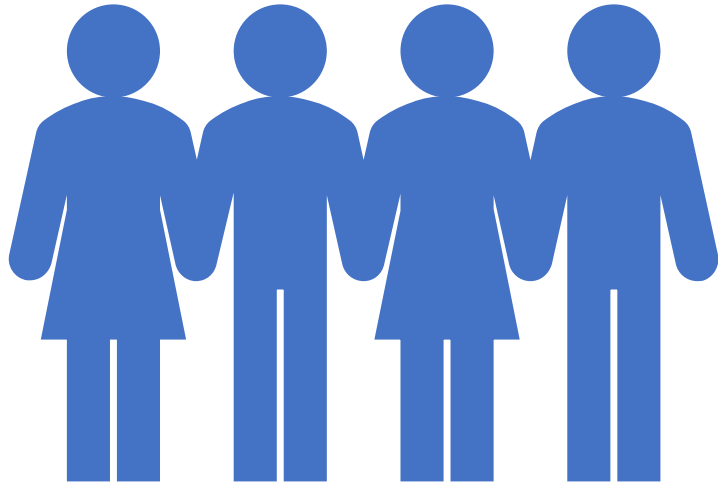
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Acceptance. Inclusion. Support.

“Becoming a SCLARC vendor is not solely a business decision, rather it’s a decision to invest in the lives of the individuals that we serve.”

Resource Development Department

Overview



- What is SCLARC?
- Introduction to The Community Services Department
- Understanding Vendorization
- Steps to Becoming a Vendor
- Important Points to Remember
- Key Agencies & Regulations
- Helpful Websites and Links
- Questions and Answers

What is SCLARC?

SCLARC (South Central Los Angeles Regional Center) is a state-funded nonprofit organization supported by the Department of Developmental Services (DDS). We provide support to individuals with developmental disabilities and their families.

Our services include assessments, lifelong coordination and resource connections for individuals of all ages.

We provide support to individuals with:

- Autism
- Cerebral Palsy
- Epilepsy
- Intellectual Disabilities
- Other disabilities similar to an intellectual disability



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SCLARC's Goal

To support individuals with developmental disabilities by providing resources to:

- Live meaningful, productive lives
- Be valued and included members of their community
- Develop skills and independence
- Pursue their goals with the right supports

At SCLARC, we believe that disability is just one part of a person's identity, and we celebrate the diverse strengths, cultures, and experiences of those we serve.

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Introduction To The Community Services Department



Resource Development

- Creates and maintains services and programs that meet the needs of individuals served by SCLARC
- Identifies service gaps and develops resources for community living, employment, and daily life
- Updates tools based on regulations and best practices

Quality Assurance

- Monitors programs to ensure they meet regulations and best practice standards
- Conducts reviews to ensure services are safe, effective, and meet individual needs
- Provides guidance for improving residential and non-residential programs.

Together, Resource Development and Quality Assurance ensure individuals receive the right services and that providers meet all state standards.

The Resource Development Department Mission Statement

Our Mission: Partnering for Lasting Impact

We create lasting positive change through strategic resource development and partnerships with innovative vendors who share our vision.

What We Strive For:

- Build Strong Partnerships
- Create Innovative Programs
- Continuously Improve Services
- Empower Providers to Make a Difference

Together, we unlock potential, amplify impact, and build a future of opportunity, growth, and shared success.



What is Vendorization?

Vendorization is the process where service providers meet California State regulations (Title 17 & Title 22) to become approved vendors.

(<https://www.dds.ca.gov/transparency/laws-regulations/lanterman-act-and-related-laws/>)

How it Works:

1. Review SCLARC Website for Community Needs and Apply

Submit all supporting documents to TBDvendors@sclarc.org detailing all qualifications and experience.

2. SCLARC Team Review:

Ensure compliance with state requirements.

3. Get Approved:

Receive Vendor ID & Service Code.

4. Start Serving:

Begin providing services and billing through the Regional Center.

Why Vendorization Matters:

💡 Vendorization is your gateway to becoming a SCLARC provider and partnering to make a difference!



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Steps to Becoming a Vendor

Step 1: Choose the Type of Service You Want to Provide

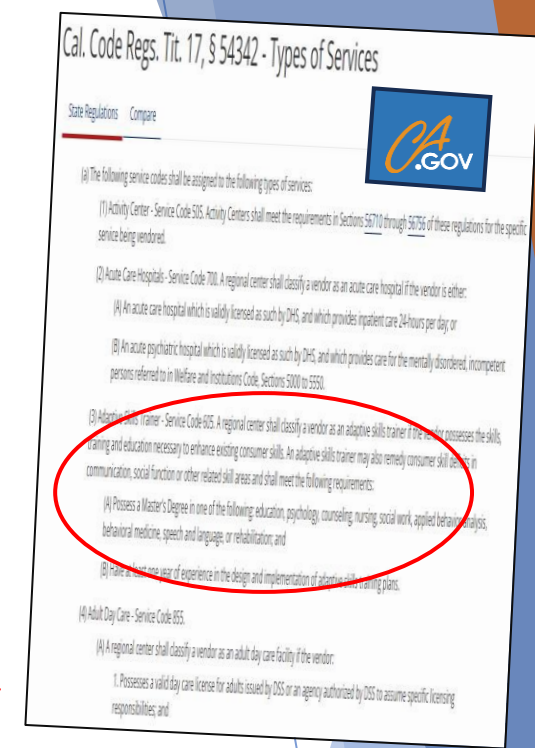
- Before applying, identify the service you want to offer by reviewing the California Code of Regulations, Title 17, Section 54342 (CCR 17), which outlines the approved service types and the qualifications required for each one. <https://govt.westlaw.com/calregs/Search/Index>

➤ Example:

If you're developing an **Adaptive Skills Training Program** you would select: **Service Code 605**

- Each service code is linked to a specific program type and eligibility guidelines for providers.

- ✓ **Tip:** Make sure the service you select matches your experience, program model, and qualifications.



Adaptive Skills Training - Service Code 605

A regional center classifies a vendor as an Adaptive Skills Training program if the vendor has the skills to enhance or remedy skills in areas like communication, social function, safety, hygiene, feeding, technology, behavior, and more.

Adaptive Skills Training Professional:

Master's degree in a related field (education, psychology, counseling, etc.) and 1+ year of experience in designing and implementing training plans. Provides supervision to Specialists.

Adaptive Skills Training Specialist:

Bachelor's degree in a related field and 1+ year of experience supporting individuals with intellectual/developmental disabilities. Works under Professional supervision.

Steps to Becoming a Vendor cont.

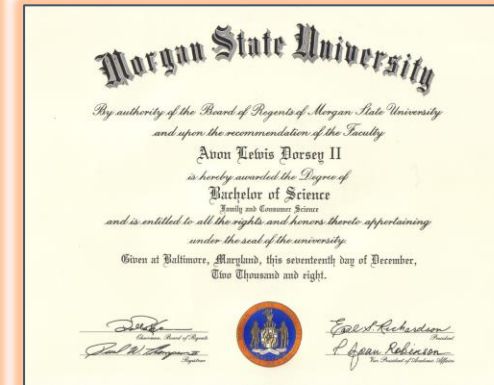
Step 2:

- To apply as a vendor, you must meet the requirements outlined in California Code of Regulations, Title 17, Section 54310 (CCR 17), including the necessary background, credentials, and readiness to operate as a provider.

➤ What You'll Need:

- A business address within the SCLARC's service area
- Proof of qualifications, credentials & work experience
- Scope of Work of services
- Relevant licenses, accreditations, & certifications
- Business license
- Insurance
- Required forms (e.g., DS1890, DS1891, W-9)

✓ **Tip:** Gather all your documents early to avoid delays and ensure a smooth application process.



Gather Your Required Documents

- ✓ Know What's Required per CCR Title 17, §54310

To complete your vendor application, you'll need to provide:

- **Basic Information:**
 - Name, contact details, and service address
 - Type of service you're offering
 - Facility capacity (if applicable)
- **Supporting Documents:** *(including but not limited to):*
 - Business license, certifications, or permits
 - Relevant academic degrees
 - Program Design/ Scope of Work (if required for your service)
 - Additional documentation requested by SCLARC**
- ✓ Once all required documents are gathered including any additional SCLARC requirements you may submit your proposal for vendorization.
- These requirements are outlined in **California Code of Regulations, Title 17, Section 54310.**



Understanding: Request for Proposal Process

What is a Request for Proposal (RFP)?

A Request for Proposal (RFP) is a call from SCLARC for needed services or supports for individuals with developmental disabilities. (*Welfare & Institutions Code §4648.11*)

Why it Matters:

RFPs outline specific programs and services that SCLARC currently needs, along with the qualifications that applicants must meet.

Key Details to Know

- **Program & Service Needs:** Specifies the services SCLARC is seeking.
 - **Qualifications:** Lists required applicant qualifications.
 - **Follow the RFP Exactly:** Adhere to the RFP to meet requirements.
 - **Denial Risk:** Missing criteria may result in denial, regardless of experience.
- ✓ **Tip:** To avoid a vendorization denial, review the **full** RFP request and ensure your proposal meets every requirement.

Step 3: How to Access the Request for Proposal (RFP)

✓ Steps to Access the RFP:

1. Visit www.sclarc.org
2. Click on the Service Providers tab
3. Select **Request for Proposals** from the dropdown
4. Follow all RFP instructions carefully for a complete submission

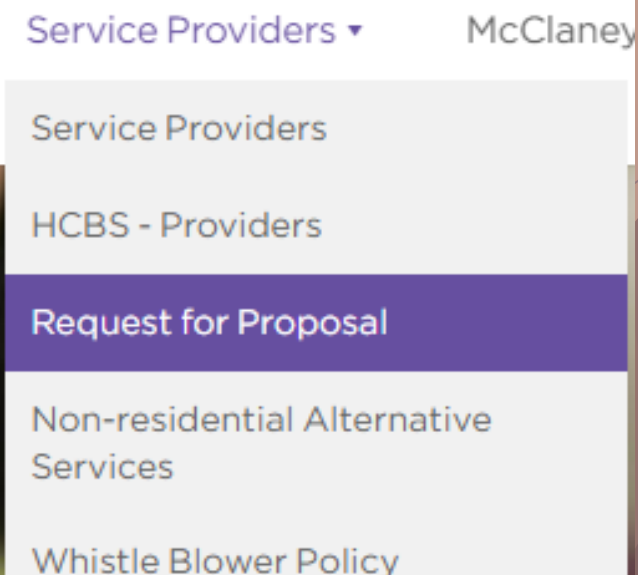
⚠ Important Reminder:

- Review all qualifications and instructions carefully.
- Ensure your submission meets every requirement before applying.
- Applications **NOT** following the RFP exactly will be denied.

Requests for Proposal (RFP)

Ongoing RFP

- Notice of Request for Proposal for SDP 2024
- SC TBD Adult Specialized Residential Facility 2024
- SC TBD Childrens Specialized Residential Facility 2024 (revised)
- SC 956 Coordinated Career Pathways 2024
- SC TBD Children's Specialized Residential Facility 2024
- SC 076 Coordinated Family Support
 - Fact Sheet
- FY 22-23 Social Recreation
- SC 099 General Self-Directed Supports
 - Application for Self-Directed Program
- SC TBD Social Recreation, Camping and Equestrian Services



Regional Center Lookup



Enter the full address to get the most accurate results.

1. Visit www.dds.ca.gov
2. Click on “Regional Centers”
3. Click on “Regional Center Lookup”
4. Select “Los Angeles County”
5. Enter the **complete physical address** (street number, street name, and zip code)

Use DDS website to verify SCLARC’s catchment area.

Service Providers: Complete steps in the [Provider Directory](#) by May 30, 2025.

DDS Department of Developmental Services

Consumers Services Regional Centers Vendors Initiatives Transparency Search

Angeles County, which is by health districts and not by county.

CALIFORNIA LOS ANGELES COUNTY

2500 S. Western Ave. Los Angeles CA 90018

2500 S. Western Ave. Los Angeles, CA, 90018, USA

Search for an address to return the most accurate results in the map by:

- Clicking the search box and typing in an address
- Using the current location button (📍) Use current location option that appears when clicking in the search box.


Results will show the Regional Center Catchment Area that corresponds with the searched address.

Start a new search with Clear Search (X) or Clear search location buttons.

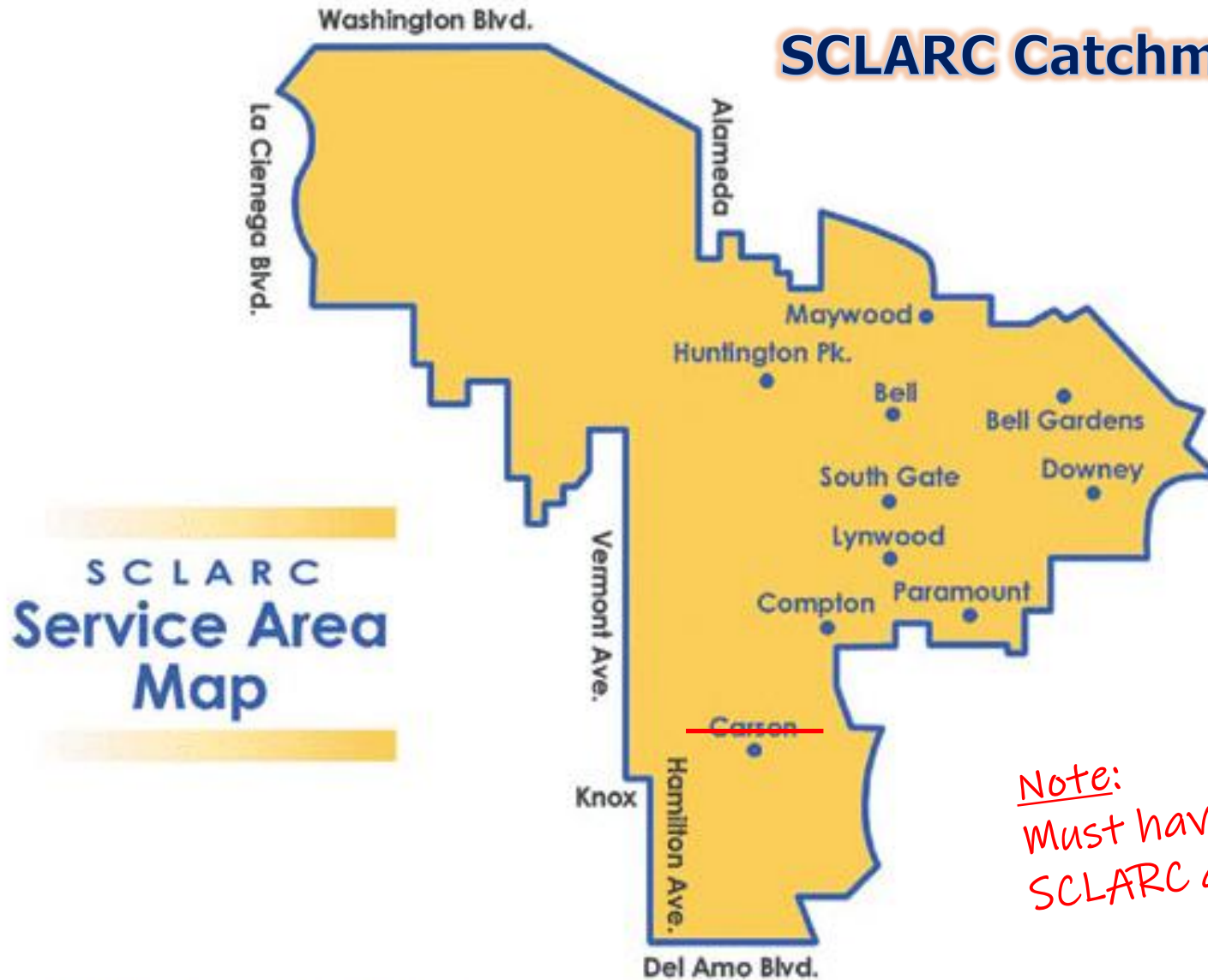
Map Options:

Use the Home button (🏠) to set the Map to the full extent.

Share (🔗) this page with others by copying the link or posting to social media.



SCLARC Catchment Area



SCLARC serves the cities of:

- Bell
- Bell Gardens
- Maywood
- Paramount
- Cudahy
- Downey
- Huntington Park
- South Gate
- Compton
- Lynwood
- Gardena
- Vernon
- ~~Carson~~
- South Los Angeles
 - Watts
 - Crenshaw
 - Hyde Park
 - Leimert Park
 - View Park
 - Baldwin Hills

*Note:
Must have a business address in
SCLARC area...*

Equity and Diversity in the RFP Process

The Welfare & Institutions Code (WIC) 4648.11 is a section of California law that requires regional centers to include equity and diversity considerations in all Requests for Proposals (RFPs) for consumer services and supports.

✓ What You Need to Know: Equity & Diversity Are Required

- All RFPs must include a section on equity and diversity.
- Ensures services are accessible to culturally and linguistically diverse communities

Your Proposal Must Include:

- ✓ Plan for Serving Diverse Populations
- ✓ Examples of Your Commitment
- ✓ Supporting Strategies & Practices

Why This Matters:

- ✓ Ensures equal access to services
- ✓ Addresses disparities in service delivery
- ✓ Promotes inclusive, community-based supports



Important Points to Remember

RFPs Are Posted Based on SCLARC's Current Needs

- ✓ Check SCLARC.org regularly for open RFPs and resource requests
- ✓ Announcements may also be sent via email or posted on the website

Engage with SCLARC early

- ✓ Understand current needs and service gaps
- ✓ Before purchasing property, hiring staff, or submitting a Letter of Interest

! Important Reminder !
Vendorization does **NOT** guarantee referrals



Key Agencies & Regulations To Know

DDS - Department of Developmental Services

- Oversees services for 360,000+ Californians with developmental disabilities
- Ensures supports respect individual's culture, language, and life choices
- Operates through 21 regional centers across California

CCL - Community Care Licensing

- Licenses and monitors adult & childcare facilities
- Regulates caregiver qualifications, staffing ratios, and safety standards

CCR - California Code of Regulations

- State laws that regional centers must follow
- Key sections: Title 17 and Title 22

WIC - Welfare & Institutions Code

- Governs services like Medi-Cal, mental health, foster care, and more
- Sets rules for fair and equitable service delivery

Helpful Websites and Links

- Department of Developmental Services (DDS)- General website
<https://www.dds.ca.gov/>
- DDS- FAQ
<https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/vendorization-rates-frequently-asked-questions/>
- Community Care Licensing (CCL)- Website
<https://www.cdss.ca.gov/inforesources/community-care-licensing>
- Westlaw California Code of Regulations (CCR)
<https://govt.westlaw.com/calregs/Search/Index>
- Lanterman Act & Related Laws
<https://www.dds.ca.gov/transparency/laws-regulations/lanterman-act-and-related-laws/>

QUESTIONS?

TBDVendors@sclarc.org