

Prospective Service Providers – Letter of Interest

Applicants responding to an RFP with Alta California Regional Center, must complete a Letter of Interest and submit it to the Community Services and Supports Department.

The Letter of Interest Form can be submitted to the following email address: providers@altaregional.org. Please be sure that the subject line states: **Letter of Interest**.

(See Example)



The screenshot shows an email client interface with a 'Send' button and a 'Save Draft' button. The 'To' field contains the email address 'providers@altaregional.org' and the 'Subject' field contains the text 'Letter of Interest'.

If you wish to Fax your Letter of Interest Form, please use the following number:

916-486-7338 or 916-978-6270

The Letter of Interest Form may also be mailed to our office at the address listed below.

Alta California Regional Center
Attn: Community Services and Supports/Vendor Processor
2241 Harvard Street Ste 100
Sacramento, CA 95815

Please note that it is to your advantage to send the form via email as we monitor email more frequently and you will get a quicker response than for a letter of interest sent via regular mail.

* If you are interested in becoming a Residential provider refer to Residential Vendorization Process.

Vendorization Process.

For your convenience the following link has been provided to the Letter of Interest Form:

<http://www.altaregional.org/become-service-provider>

Once the Letter of Interest has been received, it will be assigned to a Community Services and Supports Specialist depending on the proposed service. You will receive a response from your assigned Community Services and Supports Specialist. Please note that the service provider must have an office within Alta California Regional Center's catchment area. If you are a new provider to our area, the expectation would be for an office to be secured prior to the end of vendorization.

In addition to the Letter of Interest form, please submit resume and any professional license you may have. Additional information may be requested by your Specialist at a later time.

You will be directed by your assigned Community Services and Supports Specialist.

