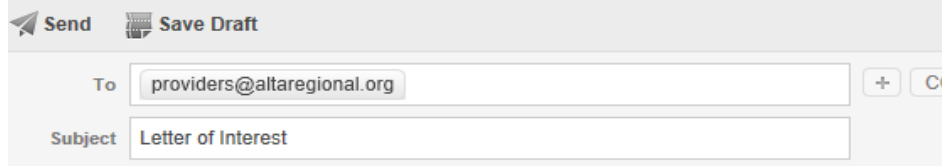


## Instructions For Prospective Service Providers

Service Providers interested in becoming vendored with Alta California Regional Center must complete a Letter of Interest Form and submit it to the Community Services and Supports Department. Alta California utilizes this form to help us know you , understand more clearly what service you want to provide, and analyze where your service can be made available. This will expedite the initial phase of the vendorization process.

The Letter of Interest Form can be completed online and submitted to the following email address: [providers@altaregional.org](mailto:providers@altaregional.org). Please be sure that the subject line states: Letter of Interest.



The screenshot shows an email composition interface. At the top, there are buttons for 'Send' and 'Save Draft'. Below that, the 'To' field contains the email address 'providers@altaregional.org'. To the right of the 'To' field are buttons for adding more recipients (+) and copying (CC). The 'Subject' field contains the text 'Letter of Interest'.

(See Example)

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.

**For your convenience the following link has been provided to the Letter of Interest Form:** <http://www.altaregional.org/community/documents/letterofinterest.pdf>. We have also provided an [example](#) of a completed Letter of Interest.

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 within 15 working days. 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 the following may be required dependent upon the Service Code:

- Resume
- Proof of Employment
- W-2 Forms and or Pay Stubs
- Written Business Plan

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

ALTA CALIFORNIA REGIONAL CENTER  
GEOGRAPHIC AREA AND NINE OFFICES



### Business Plan for a Startup Business

The real value of creating a business plan is not in having the finished product in hand; rather, the value lies in the process of researching and thinking about your business in a systematic way. The act of planning helps you to think things through thoroughly, study and research if you are not sure of the facts, and look at your ideas, assumptions, and projections critically. It takes time now, but avoids costly, perhaps disastrous, mistakes later.

It typically takes several weeks to complete a good plan. Most of that time is spent in research and re-thinking your ideas, assumptions, and projections. But then, that's the value of the process. So make time to do the job properly. Those who do never regret the effort. Finally, be sure to keep detailed notes on your sources of information, the bases for your assumptions, and the methodology of the projections underlying your financial data.

A business plan is an essential roadmap for business success. This living document generally projects 3-5 years ahead and outlines the route a company intends to take to grow revenues. Search engines, libraries and bookstores provide sources that sell ready-made plans for specific businesses. But it is our recommendation that you be sole author of your plan. Write out the plan yourself, in your own words.

The following websites may be helpful in developing a business plan:

- a. <http://www.sba.org/>
- b. <http://www.score.org/>

Below are examples of a Business Plan Cover Page and Table of Contents for what is typically included in a Business Plan.

## **Business Plan**

### **OWNERS**

Your Business Name

Address Line 1

Address Line 2

City, ST ZIP Code

Telephone

Fax

E - Mail

## I. Table of Contents

- I. Table of Contents
- II. Executive Summary
- III. General Company Description
- IV. Products and Services
- V. Marketing Plan
- VI. Operational Plan
- VII. Management and Organization
- VIII. Personal Financial Statement
- IX. Startup Expenses and Capitalization
- X. Financial Plan
- XI. Appendices
- XII. Refining the Plan

## Resources

<http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/how-write-business-plan>

<http://www.score.org/resources/business-plans-financial-statements-template-gallery>

<http://www.myownbusiness.org/s2/#1>