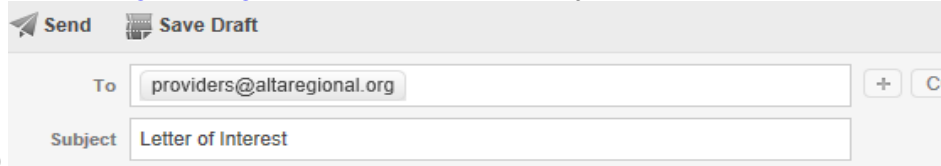


Prospective Service Providers – Letter of Interest

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 completed online and submitted to the following email address: providers@altaregional.org. Please be sure that the subject line states: Letter of Interest.



The screenshot shows an email client interface. At the top, there are buttons for 'Send' and 'Save Draft'. Below these, the 'To' field contains the email address 'providers@altaregional.org'. 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/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 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.



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 and assumptions. But then, that's the value of the process. So make time to do the job properly. Those who do never regret the effort. And finally, be sure to keep detailed notes on your sources of information and on the assumptions 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

References

Business Planning & Financial Statements Template Gallery. (n.d.). Retrieved November 12, 2014, from <https://www.score.org/resources/business-planning-financial-statements-template-gallery>

How to Write a Business Plan. (n.d.). Retrieved November 12, 2014, from <http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/how-write-business-plan>

Session 2: The business plan. (n.d.). Retrieved November 12, 2014, from <http://www.myownbusiness.org/s2/#1>