



**COLORADO**  
Department of  
Labor and Employment

Division of Vocational Rehabilitation  
633 17<sup>th</sup> Street, Suite 1501  
Denver, CO 80202-3660

Dear Prospective Vendor:

The Division of Vocational Rehabilitation (DVR) assists people with disabilities reach their employment goals. To become a vendor of services or goods to assist in this process, the first step is to review the vendor information at [www.colorado.gov/pacific/dvr/become-vendor-or-provider](http://www.colorado.gov/pacific/dvr/become-vendor-or-provider).

At [www.colorado.gov/pacific/dvr/become-vendor-or-provider](http://www.colorado.gov/pacific/dvr/become-vendor-or-provider), please thoroughly review the Fee Schedule, the Vendor Code of Ethics, and Terms & Conditions on the Registration Form (for service vendors). Available at the same site, please submit the following documents together to DVR's Finance & Operations Unit (FOU):

1. Vendor Registration Form
2. Completed W-9 Form
3. Copy of all Qualifications/Credentials (as applicable, listed in Appendix A of the Fee Schedule)
4. Copy of Insurances (as applicable; Professional, General Liability, Workers Compensation)
5. Copy of auto insurance and driver's license if providing transportation services
6. Completed EFT Authorization Form
7. Voided check or letter from your banking institution with a bank representative signature verifying your account and routing number
8. Résumé, as applicable

You may submit documentation by email to [cdle\\_dvrvendor@state.co.us](mailto:cdle_dvrvendor@state.co.us), fax at 303.318.8569, or mail at 633 17<sup>th</sup> St, Suite 1501, Denver, CO 80202. FOU will review all documentation and reach out to you if there are any questions or concerns. Once all information is verified and approved, you will receive a notice by email that you may begin providing services, but only after you receive a written authorization form from a DVR staff member. Do not provide any services or goods without receiving a signed authorization form first; verbal authorizations are not valid.

If you have any questions of the materials or documentation required, please feel free to contact me at [cdle\\_dvrvendor@state.co.us](mailto:cdle_dvrvendor@state.co.us) or 303.318.8584.

Thank you,

Stacy Martens  
Finance & Operations Unit

