

STAGES OF THE STANDARDIZED VENDORIZATION PROCESS



The standardized vendorization process, which will be implemented by 1/1/2026, is defined by four stages. Once the applicant creates or accesses a Provider Directory profile, the remaining three stages are represented visually within the case, enabling applicant and regional center to track their respective statuses in the vendorization process.

Stage	Description
1	The standardized vendorization process will be facilitated by an online, intake process in the Provider Directory. The process begins with creating or logging into a Provider Directory profile.
2	The applicant will submit a request for vendorization, creating a case. Applicant will submit information to support they have the minimum requirements to proceed. The Directory will notify the vendoring regional center of the submission. The regional center has 15 calendar days to review and decide whether the applicant has the minimum requirements for the service for which the applicant is applying. Communication between the applicant and regional center will take place in the Directory, providing visibility and traceability for both parties.
3	Applicants that have the minimum requirements will receive a request to submit additional information in accordance with the service for which they are applying. When all requested information is received, the regional center has 30 calendar days to confirm information is complete or request additional information. The applicant has 30 calendar days to submit the missing information.
4	The regional center will review all documents submitted in stage 3, including the program design, if applicable, and approve or deny the application within 45 calendar days. Applicants that meet the requirements for vendorization will be notified and issued a vendor number. All other applicants will be sent a denial notice with rights to appeal the decision.