

Colorado Commission for the Deaf & Hard of Hearing
Legal Auxiliary Services
Monthly Memo
October 2011



This Month's Topics:

**2012 Request for Services
by
Independent Contractor**

From: Cheri Davis, Manager

It's that time of year again!!!

**Request for Application Process for 2012
Agreement for Services by Independent Contractor**

Below are the instructions for the new Request for Application (RFA) process.

This is not a competitive BID process, just our new way of gathering the information we need to set up vendors as independent contractors. This process is required for all current and potential service providers who will be providing auxiliary services to the Colorado State Courts, probation and court ordered treatment and therapy via the CCDHH Legal Auxiliary Services Program for **January 1, 2012 through December 31, 2012.**

RFA Instructions:

1. Register or renew your name with the Secretary of States Office (\$20/year).
2. Click on the State Purchasing Office link below:
<https://www.gssa.state.co.us/BdSols.nsf/OByNum/43cb94c06616c9728725793a00716eed?OpenDocument>
3. Go to the very bottom of the page and click on the link "**CCDHH Legal Aux. Svcs. Request for Application 2012 Doc**".
4. Follow instructions and submit all **Required Application Documents** by **Nov. 30, 2011**. Additional forms can also be found on our website:
<http://www.coloradodeafcommission.com/services/Service/Provider/Resources/and/Links.aspx>
5. Once all documents are reviewed and approved by CCDHH, the Agreement will be sent to Boards & Commissions Director, Mary McGhee, for signature. You will then be sent a copy of the signed pages for your records.
6. The Legal Credential Authorization and ID badge will be issued effective Jan. 1, 2012.
The ID Badge will only be issued to Status I & II service providers serving in the courts

Please feel free to contact me with questions.

FYI: The Electronic Funds Transfer (Automatic Deposit) is optional (but highly encouraged). You do not have to sign up for this method of payment if you prefer to receive your checks in the mail.

Thanks for all you do,
Cheri