



INSTRUCTIONS – HOW TO BECOME A VENDOR

Thank you for your interest in becoming a certified vendor with the Florida Department of Education, Division of Vocational Rehabilitation (DVR). We are pleased to have the opportunity to enter into this partnership with you to assist our consumer in preparing for, securing, regaining, or retaining employment.

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To apply for certification, please complete the following:

- 1. Register with the MyFloridaMarketPlace (MFMP)** statewide electronic procurement system at: <https://vendor.myfloridamarketplace.com/>. This web-based procurement system is designed to streamline interactions between vendors and state government entities.

Registering with MFMP is a very important step because this system is essential in processing payments to a vendor for their commodities or services.

This online registration must take place prior to DVR's Standard Vendor Application process being finalized. If you experience problems completing your MFMP registration, please contact the MFMP Customer Service Help Desk at 1-866-352-3776.

***Vendors providing direct services to eligible customers are exempt from the 1% fee that MFMP usually charges, even though vendors must agree that they will accept the fee. There will be a disclaimer on all DVR authorizations that ensures that DVR vendors providing direct consumer services are not subject to this fee.

- 2. Complete the DVR Standard Vendor Application.**

This Standard Vendor Application must be completed, signed and dated. The application can also be found on our website www.rehabworks.org on the "Vendors" page.

- 3. Go to DVR's website at www.rehabworks.org** and click on the "Vendors" link and look at the "Vendor Qualifications Manual." In this manual you will find the type of services you wish to provide and the necessary qualifications and documents needed for submission to DVR to obtain certification.

If you have any questions, comments, or concerns please do not hesitate to contact Vendor Certification at 866-580-7438 or 850-245-3401.

We look forward to working with you in the future.

Vendor Certification

STANDARD VENDOR APPLICATION (Page 2)
(Please Type or Print the Following Information)

TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THE DEPARTMENT OF EDUCATION? Circle One: YES NO

IF YES, PLEASE INDICATE WHO _____

PLEASE READ AND SIGN BELOW:

I/We will accept and render services to customers of the Division of Vocational Rehabilitation (DVR) on a non-discriminatory basis without regard to race, color, disability or national origin. I/We agree to comply with the Americans with Disability Act of 1990 as appropriate to the business.

Signature _____ Date _____

Printed Name of Applicant _____

IS YOUR APPLICATION COMPLETE?

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- Registered in MyFloridaMarketPlace
Documentation of one of the following:
 - Copy of license or certification from Trade Organization (i.e. ASE), OR
 - Copy of curriculum or performance standards to be learned, OR
 - Certification number from the Commission on Independent Education, AND
 - Copy of liability insurance covering employees
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Please mail or fax application and all required documents, if any, to:
Florida Department of Education
Division of Vocational Rehabilitation
Vendor Certification Unit
2002 Old Saint Augustine Road, Bldg. A
Tallahassee, FL 32301-4862
Fax Number: 850-245-3394

If you have any questions that pertain to this application, please contact
Vendor Certification Unit at 866-580-7438 or 850-245-3401
We can also be contacted via email at
VRVendors@vr.fldoe.org