

GENERAL GUIDANCE FOR THE DDSN APPLICATION FOR PROVIDER QUALIFICATION

- Read the entire application document carefully. Follow all directions. Note specific instructions located on pages 24-30.
- Complete all 10 Tabs of the application as found on pages 26-30. See guidance for each tab below.
- All attestations must be written on the applicant's official letterhead stationery and must be signed and dated by the person authorized to submit it. See sample below.
- Descriptions are written representations or accounts of the requested item. Ensure that each description is thorough and complete, addressing all items or details requested.
- Include all requested information and documentation listed in each Tab.
- Organize the submission into Tabs by placing all requested information and documentation into each separate tab. For example, place everything requested in Tab 3 (descriptions, resumes/biographies, attestations, organizational chart, etc.) under Tab 3. Submit the tabs in order, 1-10.
- Submit the entire application (Tabs 1-10) as a single PDF to providerapplications@ddsn.sc.gov.
- Do not attach or include any additional information not requested in the application.
- Contact Bill Simpson with any questions at bsimpson@ddsn.sc.gov or 803-898-9614.

GUIDANCE FOR EACH TAB

Tab 1 is Attachment 1 (pages 31-32). Be sure to fill out completely. Note that a state vendor number is required. For more information, see <https://procurement.sc.gov/doing-biz/registration>.

Tab 2 consists of two attestations (a & b). Attestations must be written on the applicant's official letterhead stationery and must be signed and dated by the person authorized to submit it. See sample.

Tab 3 requires descriptions, an organizational chart, biographies or resumes, attestations, a policy or plan, and other documentation. Address all sub tabs (a-g). Note that descriptions are written representations or accounts of the requested items.

Tab 4 is an attestation. Attestations must be written on the applicant's official letterhead stationery and must be signed and dated by the person authorized to submit it. See sample.

Tab 5 requires descriptions and attestations. Include all details. Note that (a) must address each service and include minimum qualifications for each employee title and (b) must include the qualifications and credentials of the person who will deliver the training.

Tab 6 consists of five attestations (a-e). Attestations must be written on the applicant's official letterhead stationery and must be signed and dated by the person authorized to submit it. See sample.

Tab 7 requires a set of documentation, either the set for companies or agencies or the set for individuals or sole proprietorships, whichever applies to the applicant. Include each document requested.

Tab 8 is an attestation with three parts (a, b, c). Attestations must be written on the applicant's official letterhead stationery and must be signed and dated by the person authorized to submit it. See sample.

Tab 9 requires a description (1.) including three parts (1.a, 1.b, 1.c) and an attestation (2.)

Tab 10 is Attachment 2 (page 33). Fill out completely and print name, sign, and date at the bottom.

ATTESTATION SAMPLE

XYZ Corporation
100 A Street
Anywhere, SC 29000
(803) 555-1212

ATTESTATION - TAB 2A

XYZ Corporation attests to the fact that it has the capacity to effectively monitor the physical safety, security, and well-being of people with disabilities.

Signed: _____ *Jane Doe* _____

Date: _____ *12/25/23* _____