



EASTERN LOS ANGELES REGIONAL CENTER

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**INSTRUCTIONS FOR SUBMISSION OF
LETTER OF INTEREST**

To begin the vendorization process, a complete Letter of Interest must be submitted, which consists of the following three sections:

1. [Cover Page](#)
2. [Statement of Experience and Qualifications Letter of Interest](#)
3. Requested Documents as Described in the Guidelines, if applicable

Submissions must be formatted and submitted exactly as described below in order to be considered.

Submissions must reflect an individual's or organization's ability to demonstrate appropriate qualifications and experience for the proposed service. After review of the submission, those selected may be invited to submit a Program Design that meets ELARC guidelines depending on the particular service.

Instructions for Cover Page and Statement of Experience and Qualifications

The [Cover Page](#) and [Statement of Experience and Qualifications](#) are provided for your convenience in these instructions. They are provided in fillable PDF format. All boxes must be completed. Enter "N/A" if a question is not applicable and does not require a response. Complete the forms and submit the forms electronically.

Instructions for Submission

Submit the [Cover Page](#), [Statement of Experience and Qualifications](#), and Requested Documents as described in the Guidelines electronically via email to LOI@elarc.org. You will receive an auto-response acknowledging receipt of your submission. Please print and keep a copy of this e-mail for your records. Please do not submit any questions to this e-mail address. It is reserved for submissions only. If you do not receive an auto response or if you do not receive a written notification of the status of your submission from ELARC within ten business days, you should contact ELARC Community Services at (626) 299-4772 and verify that your submission was received.