

PROVIDER INFORMATION FORM

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Corporate/ Headquarters Name (Payee name)	
Corporate address	
Corporate phone number	
Corporate fax number	
Facility/ Program name	
Facility / Program address – <i>(no P O Boxes)</i>	
Facility / Program phone number	
Facility/ Program fax number	
Youth's Residential Address <i>(where the child sleeps)</i>	
Name of Chief Executive Officer	
Phone number	
Email address	
Contact for Admissions	
Phone number	
Email address	
Contact for Contracts	
Phone number	
Email address	
Number of licensed beds for licensed site	
Number of beds provider is willing to Contract with DHS?	

Current AND Prior Facility Performance History

(If the response is Yes to any of the questions below, please provide details on a separate page.)

Open investigations?

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- Copy of current license(s) for Education
- W-9
- Program Description(s)
- Training information regarding Behavioral Support and Management Techniques.
- Copy of your state's last licensing/monitoring site visit report (education and residential)
- Copy of your CARF and/or JCAHO accreditation (if appropriate)
- Copy of your Maryland State Department of Education's (MSDE) approved cost sheet or Established current FY Rate/Cost Sheet (on your Letterhead)

REQUIRED CONTRACT REGISTRATIONS:

1. All entities conducting business with Maryland are required to register with the Maryland Department of Assessments and Taxation (SDAT). Registration can be completed through the Maryland Business Express website, at: <https://egov.maryland.gov/businessexpress> , or by contacting (410) 767-1184, (410) 767-1350 and/or (410) 767-1330.
2. Additionally, in order to receive a Contract award, all vendors must be registered on *eMaryland Marketplace* (eMMA). <https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage> . Send us the eMMA ID (e.g., SUP#) number that will be provided after registration is complete.
3. Review attached Scope of Work
4. Review attached Contract Template

If there are any questions related to the above items, please contact:

Out-of-state providers - Mark Miles at mark.miles@maryland.gov

In-state providers, Londa Rosette at Londa.rosette@maryland.gov