Michigan Rehabilitation Services

Vendor Advisory Group Charter

Vendor Advisory Group Purpose

The purpose of the Vendor Advisory Group is to provide information on current practices, insight into changes needed, feedback on policy revisions, and recommend strategies to Michigan Rehabilitation Services (MRS).

Build and expand collaboration with vendors to identify the unmet needs of underserved populations and develop strategies to prioritize and close gaps.

Desired Impact

- Vendor input strengthens MRS policy, procedures, and priorities.
- Consistent dialogue vendor-vendor and MRS-vendor dialogue statewide service delivery is reinforced through.
- MRS-vendor trust and open communication grow and deepen.
- Vendors enhance their understanding of MRS policies and procedures to ensure consistent service delivery across the Bureau and Districts.

Outputs

The Vendor Advisory Group will provide feedback and recommendations to MRS on:

- Priorities for continuously improving service delivery to people with disabilities and their communities.
- As determined by MRS, selected policies, procedures, and practices of MRS programs and services in support of fleshing out the vendor manual and keeping it current.
- Processes across District offices and vendor operations to strengthen consistency while safeguarding appropriate local variance.

Membership

- The Vendor Advisory Group consists of no more than 12 vendors selected by MRS through a voluntary application process.
- Members of the Advisory Group must be approved and active MRS vendors. Vendors are selected based on their interest and willingness to participate. Additional factors considered for selection include representative and diverse participation (e.g., from rural and urban areas, small and big business, underrepresented populations, and vendors providing different types of vocational rehabilitation services).
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MRS Staffing

- State MRS staff representing the Policy and Performance Enhancement Division Units are selected to attend by the MRS Division Director, Staff Development and Policy Division or their designee.
- District MRS staff will be selected by the Division Directors for each Division consisting of one site manager and one counselor from each Division.
- Additional State and District MRS staff will be selected by the MRS Staff Division Director, Staff Development and Policy Division or their designee, to attend as needed based on the agenda topic directly relevant to their role.

Scheduling and Logistics

- Bi-Annual Meetings February and August beginning February 2027, with the potential to schedule a third meeting if the need arises.
- 1-2 remote meetings (2 hours). Specific dates/times to be determined.

Supporting Resources/Links

- LEO/MRS Information for Vendors website
- Michigan Rehabilitation Services Vendor Manual
- Michigan Rehabilitation Services Policy Manual
- MRS Listserv for MRS vendors

Tool Set

- Standard agenda template
- Standard note taking template
- Standard reporting template