

# **CNA ANNUAL REPORT**

## **For the Period July 1, 2015 to June 30, 2016**

### THE COUNCIL

Executive Order 83-14 established the Idaho Council for Purchases from People with Severe Disabilities. Governor C.L. "Butch" Otter issued Executive Order No. 2011-02 in April of 2011 for a three year period expiring in 2014, providing for the continuation of the Council. In March of 2015, after months of discussions, Governor Otter sent a letter notifying all Idaho state agency directors and administrators that he was transferring the responsibilities and functions of the Use Council to Accses-Idaho, the Central Non Profit agency.

The responsibilities of the Council are:

- To promote the purchase by state agencies of goods and services produced by people with severe disabilities in rehabilitation facilities under the auspices of Section 67-2319, Idaho Code;
- To conduct monitoring and study of the implementation of the purchasing program authorized by Section 67-2319;
- To designate a central non-profit organization to coordinate the participation of rehabilitation facilities in the Idaho purchasing program and develop procedures for such participation;
- To advise the Division of Purchasing on the development and operation of a program to purchase products and services from people with severe disabilities in rehabilitation facilities; and
- To provide an annual report of activities, products, services, employment opportunities and other benefits derived from this program.

Persons serving on the Council effective July, 2015 were:

**Terry Fredrickson, New Day Products & Resources**

Vacancies on the Council are in the process of being filled. They include a member from the Division of Purchasing, one (1) from the private sector (Business & Industry), two (2) additional state agency representatives and an individual from a Disability advocacy agency/group.

Other individuals also serve on the Idaho council as non-voting members. These people provide technical support and additional communication opportunities for both the public and private sectors and are a source of information for the Council. Ad hoc members of the Council include:

**Jerry Bodden, Central Non-Profit Agency Marketing Representative, Lewiston, Idaho**  
**John Bodden, Central Non-Profit Agency Marketing Representative & Executive Director, MVRs**

## **CENTRAL NONPROFIT AGENCY**

On March 16, 1984, the Council appointed the Idaho Association of Community Rehabilitation Programs as the Central Nonprofit Agency (CNA) for the fiscal year ending March 31, 1985. The CNA appointment has been renewed annually with the current term extending through November 30, 2016.

Effective July 1, 2008, the CNA officially changed its name to ACCSES-IDAHO, Inc. A-I changed their Fiscal Year in 2010 to July 1 through June 30 to coincide with the State of Idaho FY.

During the period July 1, 2015 through June 30, 2016, A-I contracted certain functions of the CNA to JBJ Management Services. On behalf of the CNA, JBJ Management Services and the A-I Marketing Committee performed the various activities outlined in this report.

### **2015-2016 Certified Vendors**

Each year, JBJ Management Services provides the Council with information concerning the status of the community rehabilitation programs as qualified nonprofit agencies, their manufacturing and service capabilities, and made recommendations for certification of the community rehabilitation programs as vendors under the State "Use Law". Vendors certified during 2015-2016 were:

**The Arc, Inc., Boise, Idaho**

**Cache Employment and Training Center, Logan, UT**

**DePaul Industries, Meridian, Idaho was granted interim status until RSAS Survey completed.**

**Development Workshop, Inc., Idaho Falls, Idaho**

**Magic Valley Rehabilitation Services, Inc., Twin Falls, Idaho**

**New Day Products and Resources, Inc., Pocatello, Idaho**

**Opportunities Unlimited, Inc., Lewiston, Idaho**

**Panhandle Special Needs, Inc., Sandpoint, Idaho**

**TESH, Inc., Coeur d'Alene, Idaho**

**TRI-CO, Inc., dba Winchester Occupational Workshop, Craigmont, Idaho**

**WITCO (formally Western Idaho Training Company, Inc.), Caldwell, Idaho**

## ACTIVITIES OF THE CENTRAL NONPROFIT AGENCY AND MARKETING COMMITTEE

- Solicited quarterly any vendor changes/additions for the website Ability Idaho.
- Distributed electronically received RFP, RFB, RFQ and RFI Solicitations.
- Responded to requests for bid, proposal or quotations posted on the Idaho Division of Purchasing e-commerce websites (WebProcure, ITD, BSU) and notified the appropriate vendor (s) of the bid/proposal opportunities. Twenty (20) ITB, RFQ, RFB or RFP solicitations were distributed to vendors between 7/1/2015 and 6/30/2016. Appendix A lists the bid activity.
- In conjunction with the ACCSES-IDAHO Contract Marketing Committee, contacted personnel within the Division of Purchasing to modify the Department's rules/regulations regarding the bid process and to pursue new products and services on behalf of certified vendors.
- Renewed 2016 membership in the Buy Idaho Program; participated in Buy Idaho Day at the Capitol and several Idaho Division of Purchasing Vendor Fairs and/or Division Presentations.
- DePaul Industries declared bankruptcy June 10, 2016 owing ACCSES-Idaho \$9,737.81. Upon advice of A-I's CPA, a new, separate account was established for their 4% payments since that date, which has been kept current by DePaul.
- Mailed applications for re-certification under Idaho's "Use Law" for the period November 1, 2016 to October 31, 2017 to eleven facilities currently certified as vendors with the Council. Re-certification applications were received from all eleven organizations and processed. Discussed Use Council business at the ACCSES-Idaho meetings in September and November, 2015 and February and May, 2016.
- Solicited information to assess the impact of the "Use Law" on people with disabilities and disadvantages from vendors when certification applications were submitted. Producers were asked to identify the number of workers, wages, hours worked, wages per hour and the number of persons moving to competitive employment for each category of product or service provided. Appendix B contains a summary of the data as submitted by the eleven facilities.
  - Two hundred thirty five (235) people had work opportunities made available through the contracts for products and services for disabled/disadvantaged.
  - Wages were \$404,359 during the twelve months for which information was generated.
  - 41,452 hours were worked by persons with disabilities/disadvantages on state use contracts... Disabled persons saw a wage per hour that ranged from a low of \$1.62 to a high of \$15.61. The statewide average was \$7.25 for disabled. For disadvantaged workers, average wage was \$19.56 per hour. The combined statewide average wage per hour for both disabled and disadvantaged was \$9.76.
  - Seven (7) people secured jobs in their communities utilizing a combination of the work opportunities made available through the "Use Law" program. These programs were developed and implemented by the community rehabilitation programs with support services such as those purchased by IDVR or H & W. Thirty five (35) people secured jobs without paid supports.

The State "Use Law" program, according to the information in Appendix B, is providing work opportunities for people with severe disabilities and disadvantages, generating earnings for the people, and assisting the people involved to learn skills that result in jobs in the community being secured.

## **FINANCIAL INFORMATION**

Attached to this report (Appendix C) is a copy of the Financial Review of cash receipts and disbursements of ACCSES-IDAHO for the year ended June 30, 2016 prepared by the CPA firm of Su Brown & Associates, PLLC, of Lewiston, Idaho.

## **CONTRACT MARKETING RESULTS for FY16**

The goal of the Fiscal Year 2016 Marketing Plan was to generate a minimum of \$1,160,000 in sales for the vendors providing goods and services to the State of Idaho and other political subdivisions. Additional goals were to observe a slight increase in persons served (250); their hours worked (48,000) and an increase in numbers of workers moved to competitive employment (62). These were modest increases, approximately 10% from the previous year. This was due to the current economy and other fiscal factors.

Objectives during fiscal year 2016 included:

1. In cooperation with each CRP, establish goals for each CRP with regard to the goals of \$1,160,000 in sales, 250 persons served, 48,000 hours worked and 62 people moved to competitive employment. **Not met.**
2. Update and/or modify the Ability Idaho website as needed or requested by vendors and agencies. **Not met.**
3. Present the F. Pat Young award. Nominations from A-I members are due by February 1, 2016. The award recognizes those individuals or agencies, which through dedication and support of rehabilitation programs, including the State Use Law, make significant, positive impacts on the lives of Idahoans with disabilities. **Met.**
4. Continue to inform state agencies, city, county and school entities about the products and services available under Use Law Program; solicit ideas/requirements not being met from within by Idaho vendors; coordinate the participation of A-I and registered vendors in Division of Purchasing conference(s), Buy Idaho Day at the Capitol and other venues. Maintain contacts with Idaho Department of Commerce and other entities. **Met.**
5. Review weekly the Sicomm, BSU and ITD websites, Idaho State contracts, including ITB, RFQ, RFB and RFP, coming up for renewal or bid, and notify appropriate vendors promptly of all opportunities. Make contact with Division of Purchasing personnel in an effort to obtain this information prior to public release. **Met.**
6. Distribute all bid information received from the Division of Purchasing and/or WebProcure/Perfect Commerce and monitor the submission of qualified bids. **Met.**
7. Evaluate and report the benefit of the "Use Law" to people with disabilities and disadvantages, i.e., hours of training and employment, number of workers, wages per hour, persons entering employment, etc. Compare results with goals and report progress to A-I members at the tri-annual meetings. **Met.**
8. Discuss with Idaho Use Law Vendors, ACCSES-Idaho members, Idaho agencies and elected officials ways for methods to improve the utilization of the Idaho Use Law. **Partially Met.**
9. Work with the Idaho Division of Vocational Rehabilitation and other agencies to provide continuous/long-term stability for the Idaho Use Law Program. **Met.**

# **CENTRAL NONPROFIT AGENCY MARKETING PLAN**

## **For the Period July 1, 2016 to June 30, 2017**

ACCSES-IDAHO proposes to implement a marketing plan on behalf of certified vendors that will help improve vocational training and employment opportunities for Idaho's citizens with severe disabilities and disadvantages.

The goal of the Fiscal Year 2017 Marketing Plan is to generate a minimum of \$1,160,000 in sales for the vendors providing goods and services to the State of Idaho and other political subdivisions. Additional goals are to observe a slight increase in persons served (250); their hours worked (48,000) and an increase in numbers of workers moved to competitive employment (62). These are modest increases, approximately 10% from the previous year. This is due to the current economy and other fiscal factors.

Objectives during fiscal year 2017 include:

1. In cooperation with each CRP, establish goals for each CRP with regard to the goals of \$1,500,000 in sales, 260 persons served, 46,000 hours worked and 40 people moved to competitive employment.
2. Update and/or modify the Ability Idaho website as needed or requested by vendors and agencies.
3. Present the F. Pat Young award. Nominations from A-I members are due by February 1, 2016. The award recognizes those individuals or agencies, which through dedication and support of rehabilitation programs, including the State Use Law, make significant, positive impacts on the lives of Idahoans with disabilities.
4. Continue to inform state agencies, city, county and school entities about the products and services available under Use Law Program; solicit ideas/requirements not being met from within by Idaho vendors; coordinate the participation of A-I and registered vendors in Division of Purchasing conference(s), Buy Idaho Day at the Capitol and other venues. Maintain contacts with Idaho Department of Commerce and other entities.
5. Review weekly the Sicomm, BSU and ITD websites, Idaho State contracts, including RFQ, RFB and RFP, coming up for renewal or bid, and notify appropriate vendors promptly of all opportunities. Make contact with Division of Purchasing personnel in an effort to obtain this information prior to public release.
6. Distribute all bid information received from the Division of Purchasing and/or WebProcure/Perfect Commerce And monitor the submission of qualified bids.
7. Evaluate and report the benefit of the "Use Law" to people with disabilities and disadvantages, i.e., hours of training and employment, number of workers, wages per hour, persons entering employment, etc. Compare results with goals and report progress to A-I members at the tri-annual meetings.
8. Discuss with Idaho Use Law Vendors, ACCSES-Idaho members, Idaho agencies and elected officials ways and/or methods to improve the utilization of the Idaho Use Law.
9. Work with the Idaho Division of Vocational Rehabilitation and other agencies to provide continuous/long-term stability for the Idaho Use Law Program.
10. Fill all of the vacancies on the Idaho Use Council.