



Proposal to

West Virginia Purchasing Division

For


Administration of the State Use Program

RFP # GSD146413

By

West Virginia Association of Rehabilitation Facilities, Inc.
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William Monterosso, Executive Director

December 9, 2013
Date

ORIGINAL

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Technical Proposal

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Attachment A

Firm and Staff Qualifications and Experience

The West Virginia Association of Rehabilitation Facilities, hereafter referred to as the "Corporation" or "WVARF", has received designation by the Internal Revenue Service as a 501(c)3 status. The Corporation was founded in 1973 and currently operates throughout the State of West Virginia. The Corporation has provided services to the Governor's Committee and has provided all staffing services to the Central Non-profit Agency (CNA) and the Community Rehabilitation Partners (CRPs) for more than twenty-five (25) years. The Corporation has the expertise and the capacity to fulfill the mandates listed in RFP# GSD146413.

In December 2013, the Corporation is divesting itself of members which served the corporation and a participating CRP. Additionally, the Corporation is discontinuing service as the "Association" for the CRPs. Members of the CNA committee now fill the directorship and office holders of the Corporation. This is being completed in order to assure there is no conflict of interest of any and all members of the Corporation.

References

The Corporation proudly uses the following as references to the credibility and integrity of its services, sales, goods and most importantly its staff:

- West Virginia Department Division of Highways: Jim Hash 304-558-9411
- West Virginia General Services Division: James Hawley 304-558-2335
- Fairmont State University: Raymond Tucker 304-367-4139
- Camp Dawson, U.S. Army National Guard: Sergeant Grimm 304-561-6300
- West Virginia Division of Natural Resources: Bret Preston 304-558-2771

Staff Qualifications, Certifications and Degrees

The Corporation's staff (See Attachment A 1.3 Staffing Plan) is thoroughly qualified and well-positioned to continue to provide statewide service delivery of all mandates of the RFP and all existing and future contracts for commodities and/or services. Corporate staff has administered the State Use Program (SUP) throughout West Virginia since 1989. The State Use Program has grown by 43.7% and is recognized as one of the highest per capita producers (\$7.59) in the United States. This achievement was facilitated by the corporate staff now in place.

Members of the Corporation's staff have received credentialed training on all aspects of administering the SUP, contract negotiations and administration, quality improvement strategies and financial accountability. Current leadership and staff have

more than one hundred forty-eight (148) years of combined management experience, which includes thirty-seven (37) years of combined experiential knowledge specific to the State Use Program. The staff holds myriad degrees and credentials including: Master of Science Degree, Baccalaureate Degrees, Associate Degrees and industry recognized certifications and licenses from ISSA, Janitorial University, OSHA, general contractor license, CIMS, Microsoft Office, QuickBooks, Peachtree, Lotus 123 HBOC and Open Source.

Staffing Plan

The Corporation currently employs seven full-time staff members who administer the State Use Program services:

Executive Director: William Monterosso has more than twenty (20) years of experience in the field of non-profit administration including close to two years of experience as the Executive Director of WVARF. His responsibilities include managing all aspects of the State Use Program, building capacity, engaging state agencies and state leadership for quality improvement and growth of the organization. Much time during his short tenure with the Corporation has been spent building relationships and working toward the integrity of the process and ensuring fairness and accuracy within the contracts.

Director of Finance: Aaron Jones has forty (40) years of experience within the finance, accounting and management fields and one year of experience with WVARF. He holds degrees in accounting and finance and is responsible for maintaining the financial

records for the agency and performing the accounting functions required by the State of West Virginia, including preparing specific reports for the Committee for the Purchase of Commodities and Services from the Handicapped (Governor's Committee).

Business Liaisons:: Gary Wolfe and Mark Jackson have a combined thirty (30) years of management experience. They are responsible for developing new business, assessing buildings for accurate square footage calculation and scopes of work, assuring quality control, and developing standardized approaches for delivery of services. In addition, their roles include maintaining a database that allows for instant access to contract information requested by the CRP, the Governor's Committee, the West Virginia Purchasing Division and others who need or are entitled to such information. Other duties include converting all of WVARF's nearly two hundred contracts to a new full-cost pricing system approved by the Governor's Committee and managing the daily business of the State Use Contracts, which includes the developing and maintaining new contracts, service standards, and quality assurance controls as well as providing technical assistance to CRPs.

Finance Manager: Joyce Wysong has more than twenty-three (23) years of experience with WVARF. She is responsible for invoicing and receiving payment for services and products provided under the State Use Contracts. Joyce processes more than 1,500 transactions per month with maximum efficiency. Other duties include accepting orders for products, preparing monthly payroll for WVARF staff and maintaining the agency's policies and procedures manuals.

Operations Assistant: Paula Koontz, who joined WVARF in 2013, has more than thirty-five (35) years of experience in supporting executive teams. She is responsible for receiving and directing all staff communication, tracking complaints and resolutions, responding to agency inquiries, assisting with contract reviews, assisting with accounts receivable processing/collections, processing P-card and credit card transactions in addition to performing general office duties.

Administrative Assistant: Mary Jones has more than twenty-five (25) years of non-profit organization experience including ten (10) years of experience at WVARF. She is responsible for administering statewide contracts for temporary employees to state agencies through the WVARF Temps Program, maintaining corporate documents and records, arranging staff development seminars and preparing agendas and materials for agency meetings.

Past Projects Completed

WVARF, on behalf of the CRPs and the CNA, was able to rescue a major contract from default when a contractor filed bankruptcy. WVARF stepped forward and managed the mail pre-sort contract resulting in a seamless continuation of service, avoidance of job losses, and highly satisfied customers (Mail Presort Contract Shawnee Hills, Charleston, WV).

WVARF staff assumed contract management when Job Squad, Inc. gave up several contracts in the Eastern Panhandle, managing those contracts for two months. There was no loss of service for the state and no loss of jobs or revenue.

More importantly than the two successes above, WVARF has, since the inception of the State Use Program, negotiated the state use contracts, managed the accounts receivable and payable on behalf of the CRPs and has been successful in establishing the basis for fair market pricing of the commodities and services provided across the state. These activities have provided the environment in which the State Use Program has experienced phenomenal growth.

Approach and Methodology

WVARF will employ a project methodology which ensures effective decision making and problem solving in addition to ensuring stakeholder needs are defined, communications are appropriate and ongoing, cost and revenue estimates are credible, best practices are adopted and shared, goals and objectives are clear, customer value is maximized, and quality improvement is a way of life. From the planning stage and continuing through the evaluation stage, WVARF will utilize critical chain project management principles, guaranteeing the job will be done right, completed on time and performed within the budget guidelines. WVARF has proven its ability to become successful by approaching its work with the very best outcomes as the overall objective. The planning and design, execution, control and validation of the goals and objectives are clearly stated on the following pages.

Goals and Objectives

(1) Administration:

WVARF has performed the duties of the Central Non-Profit Agency since the inception of the State Use Program. Under WVARF's administration, the State Use Program has achieved national recognition, and, subsequently, the CNA and the Governor's Committee have met all mandates and requirements with minimal interruptions or difficulties.

(1.1) Five Year Strategic Plan

The cycle for the Corporation's Strategic Plan will be July 1, 2014 through June 30, 2019. The development process is currently underway and involves internal and external stakeholders including contractors, customers, CRPs, representatives of the disabled, CNA members, board members, the Governor's Committee members, political subdivisions, staff and outside consultants. This plan will be completed by May 31, 2014, and a copy will be available to all parties.

(1.2) Marketing Plan

The marketing plan will be strategic in nature and will be on a yearly cycle beginning July 1, 2014. The plan will be modified and amended as appropriate throughout the life of the plan. The marketing plan will be the primary instrument of the State Use Program. It will guide the activities which enhance the CRP's capacity and will enable growth in the employment of the handicapped.

The marketing plan will include a complete product and service analysis, market and channel analysis, competitive analysis, historical results as well as a macro-environment survey, a comprehensive SWOT analysis and action plan, WVARF's marketing objectives and goals, and its marketing strategy and tactical plans, all of which tie to the organization's budgeting and forecasting.

(1.3) Staffing Plan

The Corporation currently employs seven staff members with over 148 combined years of management experience of which 37 are specific to the State Use Program. See page 6 for qualifications and current duties. When projecting growth of the State Use Program, it is anticipated that the Corporation will need additional staff for financial services and quality control activities.

(1.4) Evaluation of the CRPs

The Corporation's staff is uniquely equipped to evaluate the qualifications and capabilities of CRPs and currently utilizes various methods including site visits and periodic surveys in its evaluation process. Staff members have a personal knowledge of every CRP currently participating in the State Use Program gained from years of partnering with CRPs. This knowledge is the result of staff visits to each

CRP and most contract locations. The Corporation will utilize staff to perform the following:

- Annual desk reviews to ensure compliance based on state statute 186-4-3 and CNA/CRP annual agreement terms
- Field reviews at each CRP to ensure compliance based on statute, CNA/CRP annual contracts
- Communication with each participating CRP staff
- On-site inspections of janitorial contracts to ensure quality
- Random inspections of commodities
- Periodic surveys of individual CRP capabilities

Annual desk reviews and field reviews help identify areas in which training is needed. Data obtained from reviews is chronicled and used for comparison purposes as well as in determining where improvements are needed. Where possible, WVARF staff offers assistance or facilitates training in areas determined to need improvement.

The methods used are catalogued and analyzed to help determine which CRPs are awarded contracts. When a new contract becomes available, a Request for Interest (RFI) is sent to all CRPs, whether they currently have a State Use contract or not. Based on the response to the RFI, WVARF staff prepares a matrix of all interested CRPs outlining their capability based on established criteria. This matrix is then presented to the Governor's Committee in a blind format, i.e. no names or identifying

information pertaining to the CRPs is given. The Governor's Committee then makes the contract assignment based upon the established criteria.

(1.5) Research and Assistance

The Corporation has a history of working with the CRPs in the development of new products and upgrading existing ones: we will continue to devote resources to these efforts. Examples of past activities include:

- Statewide laundry contract with state hospitals
- Statewide low-impact monitor contract
- Statewide fish habitat structures
- Statewide stream access maintenance
- Statewide document imaging contracts
- Statewide soap contracts
- Statewide water delivery
- Statewide secure document handling

In all of the above examples, the Corporation staff discussed the scope of work with the state agencies, assessed agency needs, and then determined which of the interested CRPs had the capacity to fulfill the customer's needs. Staff members gather pertinent data from CRPs which measure capabilities and expertise. This data is entered into the database by WVARF for quick and easy access.

Additionally, the Corporation staff participates in SUPRA surveys about new products and services. These surveys assist state use programs across the country by sharing of success stories with other states. The Corporation staff has identified and developed new products and services through this participation. The Corporation fully expects to continue developing new programs with an increased emphasis on customer service as new opportunities evolve.

(1.6) CRP Training Schedule

The Corporation has proven its effectiveness in training the CRP leadership and staff during the past. Examples of trainings which have been provided include:

- State Use Utilization Training
- Affordable Care Act Informational Sessions
- Joint Sessions Training on CNA Procedures
- DRS/CRP Joint Training on Goals/Objectives
- DRS/CRP Joint Training on Problem Solving

The Corporation will offer a minimum of three (3) training opportunities for CRPs in the upcoming year and will deliver a minimum of one training per quarter in the following years. Anticipated CRP training opportunities for program year 2014 – 2015 include but are not limited to:

- Financial Sustainability
- Marketing for Impact

- Total Quality Management

(2) Contract Management:

The Corporation staff has negotiated and managed State Use contracts which number into the hundreds each program year. The Corporation has successfully negotiated a statewide contract for laundry services, statewide janitorial contracts, regional commodity contracts and local service contracts. The Corporation, WVARF, is considered the subject matter expert on State Use contract negotiation, implementation and management.

(2.1) Contract Negotiations

The Corporation approaches all contract negotiations on a win-win basis. That is, the customer is getting the goods or services it desires at a fair market prices; the CRP is able to employ the maximum number of handicapped workers while maintaining a sufficient return on investment. The Corporation is considered the honest broker for all State Use contracts.

(2.2) Compliance with Contract Performance/Quality Standards

The Corporation has developed and implemented a quality assurance plan which details compliance requirements and adherence to quality standards. These compliance rules and quality standards are based upon existing statutes, industry standards and accepted quality criteria.

The Corporation staff will continue to:

- Conduct regular desk audits and field reviews
- Monitor contract performances for compliance to agreed upon terms
- Review records of CRPs including time sheets, payroll journals, wage data, invoices and other documents
- Require all CRPs to adhere to an annual agreement which defines the CRPs responsibilities relating to compliance and quality

(2.3) Survey of Private Industry

WVARF will continue to diligently investigate private party industry to garner data on pricing structures, state-of-the-art equipment deployment, sources for raw materials, use and procurement of supplies, transportation and delivery pricing and the industry standard controlling the cost of overhead. The marketing plan, which is under development, requires ongoing market research to be part of management's mandates.

(2.4) Fair Market Price Recommendation Process

WVARF, the Corporation, has created and fully implemented its process for establishing the fair market price of commodities and services within the State Use Program. Methodologies for determining fair market prices are based upon:

- Source America (formerly NISH) pricing models
- International Sanitary Supply Association's (ISSA) standards

- Market surveys including price comparisons
- Industry sector pricing models
- Competitive environments

Once the fair market price has been formulated based upon hard data, the fair market price will be approved or disapproved by the Governor's Committee. No adjustments to established pricing will be allowed prior to the Governor's Committee review.

(2.5) Account Billing/Receivables Monthly for Approximately 200 Contracts

The Corporation has the capacity to timely perform billing and invoicing for all State Use contracts. State-of-the-arts computer hardware and the latest computer software are currently used by WVARF's accounting and financial staff on a daily basis. The Corporation has developed a billing procedures manual to aid the CRPs in their billing and invoicing processes. The manual supports consistency and rigor in the accountancy/bookkeeping process and enhances the flow of good billing, invoicing and payment procedures.

(3) Reporting – Demonstrating Capabilities to Provide Tracking and Reporting

The Corporation's office is networked with a central file server that consists of a 260 gigabyte hard drive which operates on Windows 2007 with 2.80 GHz speed and 1.00 gigabyte RAM. Financial operations are conducted using Quickbooks. All administrative computers operate Windows XP Professional, and all IT services and supports are contracted with Advanced Technical

Services, which keeps the Corporation current on all technological improvements to hardware and software upgrades.

(3.1) Annual Reports

The Corporation publishes an annual report as soon after the annual audit is completed as possible. The annual report focuses on the operations of the non-profit workshops and includes best practices, data relating to the employment and earnings of the handicapped employees, complete financial information and relevant materials and disclosures. The annual reports have been and will be distributed to the Director of Rehabilitation Services, the Governor's Committee, the Legislature and the Governor. Additionally, the annual report is provided to all CRPs, internal stakeholders, customers of the State Use Program and potential users of the State Use Program's goods and services. A copy of the 2013 Annual Report is included as "Appendix M".

(3.2) Monthly Income, P&L, Cash Flow Statements

The Corporation currently prepares monthly income statements, profit and loss statements, and balance sheets showing cash flows and other related financial data. These reports are presented to the Governor's Committee, members of the board of directors of the Corporation and other interested parties. The Corporation will continue to provide these documents in accordance with this RFP.

(3.3) Annual Budget

The Corporation will prepare a comprehensive annual budget for approval by the Governor's Committee.

(3.4) Monthly Sales and Accounts Receivables Reports

The Corporation will provide monthly reports to the Governor's Committee which details the prior month and year-to-date sales and accounts receivable. These reports will indicate sales by commodity or service, by CRP, and will include other data deemed helpful by the Governor's Committee.

(3.5) Quarterly Activity Report

The Corporation will provide a quarterly activity report to the Governor's Committee which contains:

- The number of disabled and non-disabled workers employed
- The types of disabilities the workers have
- The total number of direct labor hours broken out by disabled and non-disabled workers
- The direct labor hour ratio of people with disabilities working
- The number of people placed in competitive employment
- The number of people who were promoted to supervisory positions
- The total amount of wages paid to disabled and non-disabled Workers

measurement include periodic site visits to inspect the quality and contact with the customer to determine their satisfaction. Additionally, the Corporation will continue to encourage the CRPs to adopt and use the same rigor when conducting their own inspections, thereby allowing for standardizing processes.

(4.3) Implementation of a Continuous Quality Improvement Plan

The Corporation has policies, procedures, processes and controls in place to ensure all work is completed properly. Those quality assurance policies, procedures, processes and controls are continuously reviewed and amended or updated in real time. The Corporation's quality improvement plan is designed to ensure that all customers receive the highest quality products and services. This plan includes:

- Meeting regularly with customers to fully understand their needs and expectations including acceptable quality level
- Emphasizing best procurement value when developing specifications
- Obtaining agreement from the CRPs to provide the product or service per the specifications for the agreed upon fair market price
- Conducting a pre-performance review for service contracts to ensure needs and expectations are fully understood
- Conducting first article approval for non-routine products
- Providing written quality control checklists for each contract that are based on the specifications

- Detailing CRP quality control responsibilities
- Providing technical assistance to customers and CRPs
- Monitoring the labor costs for each State Use service contract
- Conducting periodic on-site inspections of each contract

Inspections are performed on a random unannounced basis to obtain the most realistic appraisal of performance; a written report is prepared and distributed to the CRP and to the customer. The results are then shared with the Governor's Committee. The purpose of the continuous quality improvement plan is to enhance quality and customer satisfaction.

Continuous quality is an on-going process, and, therefore, our plan is a fluid document that is adapted to meet the current needs.

(5) Mandatory Requirements

The Corporation fully understands the mandatory requirements of the RFP and also understands that any and all specifications of the resultant contract are the Corporation's sole responsibilities.

(5.1) Conflict of Interest

"No officer, member or employee of the nonprofit shall have any financial or other interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance of the services provided by the Central Nonprofit Agency. Please submit your organizational structure and list of board members, officer and employees."

The Corporation, WVARF, has performed the staffing duties of the Central Nonprofit Agency since the inception of the State Use Program, having been the sole agency to perform these functions. In order to eliminate any perceived conflict of interest, the board of directors will remove all directors who were or are involved in a CRP which contracts with the State Use Program's customers or consumers. Therefore, no officer, member or employee of this corporation will have any financial or other interest, direct or indirect, which would conflict or compromise in any manner or degree, with the performance of the State Use Program. The Corporation's primary responsibility is oversight and control of cash and other assets generated through the administration of the State Use Program for the continued growth and success of the program, and ultimately benefit persons with disabilities. The Corporation will ensure the requirements set forth in this RFP.

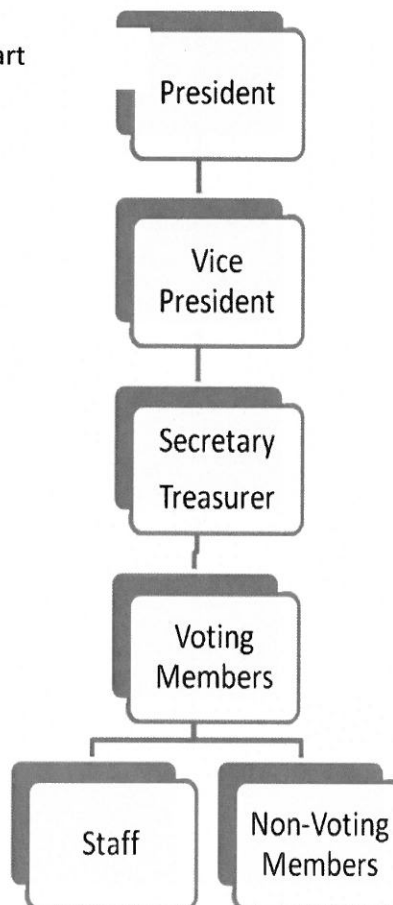
Organization Structure and Corporate Architecture:

Corporate Employees	Title
William Monterosso	Executive Director
Aaron Jones	Director of Finance
Gary Wolfe	Business Liaison
Mark Jackson	Business Liaison
Joyce Wysong	Finance Manager
Paula Koontz	Operations Assistant
Mary Jones	Administrative Assistant

*** Board Membership (at time of upcoming grant award):**

Name	Credentials
John Empson	CPA
J.B. McCuskey	Esquire WV Delegate
David Molgaard	Charleston City Manager
Jerry Carper	Retired DRS Manager
John Ellem	Esquire WV Delegate
Richard Smith	Executive Director Community Action Partnership

Organizational Chart



(5.2) Ability to Pay

“The CNA shall have the ability to pay community rehabilitation programs within 60 days after submission of invoice regardless if the state has submitted payment to the CNA. Provide documentation demonstrating how the CNA will meet this requirement having at least \$350,000 available to pay community rehabilitation programs.

Documentation could include the CNA’s last two I-990 forms, the most recent income statement and/or a letter from a financial institution where the CNA has a line of credit from which it can draw.”

The Corporation has a sizeable reserve account in excess of \$350,000 and a line of credit of \$1,000,000 with which ensures timely payment of all invoices (See Appendices F, M, N and O). The Corporation ensures all CRPs prompt payment and will be paid within 60 days of invoice submission for goods or services.

(5.3) IRS Classification

“Provide documentation from the IRS indicating the CNA (Corporation) is classified as a non-profit organization.”

The Corporation, WVARF, is a non-profit organization operating throughout the state of West Virginia. The IRS has determined the Corporation meets 501(c) 3 requirements. (See Appendix G – IRS Letter.)

(6) Oral Presentation

If the Corporation is requested to provide an oral presentation, it understands that additions or alterations to its submitted written proposal are not allowed. The Corporation will provide clarifications of information and will provide the following materials and information:

- A detailed proposal with documentation of how the Corporation will keep all State Use funds separate and apart from all other monies administered by the Corporation. Documentation will include prior and current examples of how this is accomplished.
- The Corporation is also prepared to orally demonstrate its capacity to provide services on a statewide basis.
- Additionally, the Corporation is prepared to discuss its budgeted spending.

(7) Cost Proposal – Submitted under separate cover as requirement of RFP

REQUEST FOR PROPOSAL

RFP #GSD146413

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Attachment B: Mandatory Specification Checklist

List mandatory specifications contained in Section 4, Subsection .5:

Section 4, Subsection 5.1: No officer, member, or employee of the nonprofit shall have any financial or other interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance of the services provided by the Central Nonprofit Agency. Please submit your organizational structure and list of board members, officers, and employees. You may attach additional pages to this section if necessary.

Vendor Response:

Section 4, Subsection 5.2: The CNA shall have the ability to pay community rehabilitation programs within 60 days after submission of invoice regardless if the State has submitted payment to the CNA. Provide documentation demonstrating how the CNA will meet this requirement having at least \$350,000.00 available to pay community rehabilitation programs. Documentation could include the CNA's last two (2) I-990 forms, the most recent income statement and/or a letter from a financial institution where the CNA has a line of credit from which it can draw.

Vendor Response:

Section 4, Subsection 5.3: Provide documentation from the IRS indicating the CNA is classified as a non-profit organization.

Vendor Response:

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

West Virginia Association of Rehabilitation Facilities (WVART)
(Company)

William Monterosso
(Representative Name, Title)

(304) 205-7976 / (304) 205-7915
(Contact Phone/Fax Number)

12/10/13
(Date)

0006

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: GSD146413

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Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

WVARF, INC

Company


Authorized Signature
12/9/13

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

DBS PS

VENDOR ENTRY SCREEN

VES

NEXT FUNCTION: _____ ACTION: _____

11/26/2013 10:32:05

REQUEST: G _____

=====

PAY ENTITY	: PUR	VENDOR NO: *709052549	GROUP	: _____	STATUS	:	
VENDOR NAME	: WV ASSOC OF REHAB FACILITIES					VENDOR TYPE	: M
SHORT NAME	: WVASSOCOFREHABF	RESPONSE: C	FEIN/SSN	: 550633886	F/S	: F	
ADDRESS LINE1	: 400 ALLEN DR STE 100						
ADDRESS LINE2	: _____						
CITY/STATE	: CHARLESTON WV	POSTAL CODE	:	25302			
CONTACT	: WILLIAM MONTEROSSO	PHONE	:	304-205-7970			
ATTENTION	: _____						

CHECK NUMBER : WVARF AMOUNT : _____ ORDER HOLD : _____

CATEGORY CODES : 1: GO 2: BLT 3: _____ 4: _____ 5: _____

HOME/BRANCH : H

REGISTRA DATE: 10/28/1985 RENEWAL DATE: 04/16/2003 EXPIRE DATE: _____

FAX NUMBER : 304-205-7915

OPTIONAL ADDRESS LINE 1 : COMPLIMENTARY ACCESS TO BLTN

OPTIONAL ADDRESS LINE 2 : UPDT PER MEMO 08/10/2012 JB

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

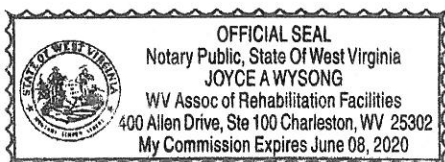
"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:Vendor's Name: West Virginia Association of Rehabilitation FacilitiesAuthorized Signature: [Signature] Date: 12/10/13State of West VirginiaCounty of Kanawha, to-wit:Taken, subscribed, and sworn to before me this 10th day of December, 2013.My Commission expires June 8, 2020.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 07/01/2012)

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. ✓ Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,

Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,

Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. ✓ Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

4. ✓ Application is made for 5% resident vendor preference for the reason checked:

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: WVARF

Signed: [Signature]

Date: 12/10/13

Title: Executive Director

THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

BY-LAWS

ADOPTED January 20, 1995

Amended April 14, 2005

Amended June 9, 2006

Amended January 24, 2008

Amended February 11, 2009

Amended January 14, 2010

Amended April 26, 2011

ARTICLE I

The West Virginia Association of Rehabilitation Facilities, Inc., a West Virginia non-profit corporation, is established to act as a trade organization for entities offering employment and rehabilitation services in the State of West Virginia.

Section 1. The purpose for which this organization is formed is to:

- A. Promote services and programs, which result in an effective network of strong members.
- B. Provide opportunities for continuing education for its members.
- C. Advocate for services and programs to enhance opportunities for persons with disabilities.
- D. Encourage high ethical standards among member organizations.
- E. Facilitate the development of innovative services and programs.
- F. Promote unity and common action among members.
- G. Provide primary support for issues affecting members individually or collectively.

WVARF's mission is statewide leadership and advocacy for its member organizations in their efforts to provide quality services to persons with disabilities and other special needs.

Section 2. The principal office shall be located within the immediate area of the city of Charleston, West Virginia.

ARTICLE II MEMBERSHIP

Section 1. Any incorporated Community Rehabilitation Program (CRP) operating in West Virginia, those sections of larger incorporated organizations, government units, or individuals who adhere to the above-stated purposes may apply for membership.

Section 1.a. Full membership shall include CRPs or like businesses that specialize in providing employment and rehabilitation opportunities to persons with disabilities. Each full member shall appoint one (1) representative to serve as a member of the Board of Directors. Only full members may have voting privileges.

Section 1.b. Affiliate membership is open to any organization, person, or agency whose focus is serving persons with disabilities.

Section 1.c. Sustaining membership is open to any business, organization, person, or agency.

Section 1.d. A rehabilitation program, individual, or organization becomes eligible for dues and/or other fees agreed upon by the membership.

Section 2. The application for membership as set forth in Article 11, Section 1, shall be submitted to the executive committee for approval.

Section 3. The Annual Fees for membership shall be in the amount agreed upon by a majority of the membership and shall be payable at the time of billing.

ARTICLE III MEETINGS

Section 1. Regular quarterly membership meetings shall be conducted at the date and place chosen by the Executive Committee. The annual business meeting will be concurrent with the spring quarterly meeting at which time the slate of officers are nominated and voted upon; the budget is presented and voted for; by-law changes are presented and voted upon as well as all other business the Executive Committee deems necessary for general membership approval. It shall be necessary that the membership be given written notice 10 calendar days before aforesaid regular meetings.

Section 2. Regular quarterly meetings of the Board of Directors shall be conducted at the date and place chosen by the Executive Committee. It shall be necessary that the membership be given written notice ten (10) calendar days before aforesaid regular meetings.

Section 3. Special meetings may be held on call of the Executive Committee. Each voting member shall receive notification of special meetings at least five (5) calendar days prior to the meeting. In extreme situations, emergency votes may be presented by written proxy to the Executive Committee.

Section 4. Each member entitled to vote at any meeting may do so in person, by designated representative, or by proper written proxy.

Section 5. Robert's Rules of Order (revised) shall be the parliamentary authority for all matters of procedure not specifically covered by the By-Laws or specific rules of procedure adopted by the Association.

ARTICLE IV QUORUM

One-third of members eligible to vote shall constitute a quorum and a majority of the quorum present at any meeting may decide any question that may come before the membership.

ARTICLE V OFFICERS

Section 1. The executive officers of the corporation shall be the President, Vice President, Secretary, and Treasurer, all of whom shall be elected by the membership at the annual meeting. Subject to such limitations as the members may from time to time prescribe, the officers of the corporation shall have powers, duties as generally pertain to the respective offices, and further powers and duties as from time to time may be conferred by the membership.

Section 2. The President shall preside at all meetings of the membership and shall have general charge of the business of the corporation. The President shall be an ex-officio member of all committees chosen from the membership except the nominating committee. The President shall be an ex-officio member of the CNA Committee without vote. Any written correspondence (i.e. complaints, reviews, grievances, etc.) received by the President shall be maintained in a confidential file and reviewed periodically by the officers of the Association.

Section 3. The Vice President shall perform the duties of the President in his/her absence.

Section 4. The Secretary-Treasurer shall be charged with oversight of the procedures for accounting for all monies, funds, securities, deeds, contracts, and other valuable papers of the corporation. The Secretary-Treasurer shall assure the Executive Committee, the Board of Directors and membership, that the fiscal procedures approved by the membership and Board of Directors are in effect and functioning properly, and that a full accounting is made annually of all financial records and inventory by a certified public accountant. The Secretary-Treasurer shall report to the Executive Committee quarterly on the condition of the Association's financial resources and the accounting therefore. The Secretary-Treasurer shall be charged with the responsibility to assure that complete and accurate minutes of all meetings are maintained, and to sign minutes for membership and Executive Committee meetings to certify the accuracy thereof. The Secretary-Treasurer shall serve as the Chairperson of the Finance Committee.

Section 5. All officers shall work voluntarily without payment for services rendered.

ARTICLE VI ELECTIONS

Section 1. At least ninety (90) days prior to the annual meeting as set forth in Article III, Section 1, the Executive Committee shall appoint a nominating committee consisting of at least two (2) members who are not executive officers of the corporation. Said nominating committee shall select one (1) nominee for each open executive office; that is, President, Vice-President, Secretary-Treasurer. The Member-at-Large shall be nominated from the floor at the annual business meeting. At the annual meeting, the membership shall be entitled to cast one (1) vote for one (1) of the candidates for each office. The candidate receiving the largest number of votes cast by the membership, shall be considered elected, and shall take office on July 1 of that year.

Section 2. No executive officer shall serve more than two (2) consecutive terms in the same office and shall be ineligible for re-election to said office for a period of one (1) year after the expiration of the second consecutive term.

Section 3. In the event the President is unable or unwilling to carry out the responsibilities of the Presidency, the Vice President will automatically be appointed President. In the event the Vice President or Secretary-Treasurer cannot or will not carry out the responsibilities of those elected positions, the Executive Committee will appoint a member in good standing to fulfill the responsibility of the vacancy.

ARTICLE VII COMMITTEES

Section 1. The Executive Committee will be comprised of the President, Vice President, Secretary, Treasurer, Past President, and the chairperson of each standing committee established under this article. The Executive Director shall be included in the Executive Committee as an ex-officio non-voting member. The Executive Committee shall meet at least six (6) times a year at which time it will appoint vacancies, approve plans for quarterly meetings, engage in planning for the organization, and make recommendations to the Board of Directors and membership, review and monitor and perform other duties assigned by a majority vote of the Board of Directors. The Executive Committee shall be responsible for the development of a proposed budget, and present said budget to the Board of Directors for approval, monitor of expenditures and revenues, and conduct an annual review of the books. A report of the proceedings shall be sent to the general membership annually. A record of the Executive Committee minutes shall be maintained by the Secretary.

Section 1.a. The Executive Committee may negotiate the terms, and lease Association staff to the CNA Committee for management services. The Executive Committee is authorized to take the necessary actions to provide the CNA Committee with access to the Association's line of credit, or to otherwise assist the CNA Committee in securing financing, all as may be necessary, to ensure that the CNA Committee performs in accord with its Agreements with the State of West Virginia.

Section 2. Committees shall be comprised of members in good standing and with the exception of the Nominating Committee must meet quarterly, except that the CNA Committee will be comprised of members as set forth in Article VII. Section 4.g. and the CNA Committee will meet monthly. A record of Committee meetings shall be submitted to and maintained by the Secretary-Treasurer, and a report given to the Board of Directors. Committees shall elect their own chairperson with the exception of the Finance Committee of which the Secretary-Treasurer shall serve as the Chair, and the CNA Committee, which chair shall be appointed by the President from among the members of the CNA Committee.

Section 3. Standing committees shall include the Nominating Committee, which shall perform activities as outlined in Article VI, Section 1.

Section 4. In addition to the Executive and Nominating Committees, the following standing committees are established by the membership:

Section 4.a. The Governmental Relations Committee shall establish legislative and governmental priorities, coordinate respective activities, and facilitate the coordination and linkage of interagency activities.

Section 4.b. The Marketing Committee shall be responsible for engaging in public relations activities, reviewing and organizing current marketing efforts and administering the provisions of the State Use Law.

Section 4.c. The Membership Services Committee shall be responsible for the development of standards and policies for the corporation, reviewing and re-evaluating appropriate policies and procedures, coordinating education and training programs, overseeing the Association's library and research functions, and engage in public relations activities such as advocacy.

Section 4.d. The Finance Committee shall oversee the preparation of the annual budget, the monthly accounts receivables/ accounts payables, the investment portfolio and the financial position of the Association. They are also responsible for investigating other funding avenues for members.

Section 4.e. The Planning Committee shall be responsible for short and long-term planning of the Association; looking at future threats and opportunities for the Association and its members; and updating the strategic plan.

Section 4.f. The Rehabilitation Committee shall be responsible for working with the Division of Rehabilitation Services on rehabilitation issues that affect CRPS, advise the Membership Services Committee and the Central Non-profit Agency (CNA) Committee about training opportunities on issues dealing with rehabilitation, and serve on DRS ad hoc committees dealing with CRP issues at the request of Division of Rehabilitation Services (DRS).

Section 4.g. The CNA Committee shall be responsible for the oversight of the fiscal management of the state use program. The Committee membership will be appointed by the President of WVARF, Inc., and shall serve a two (2) year term. Committee members will not be paid for their participation; however, Committee members may be reimbursed for documented expenses related to the performance of their duties based on the West Virginia State travel guidelines, and as the Committee's budget allows. Members may serve not more than three (3) consecutive terms. Voting members may not be directors or employees of the West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) or of a Community Rehabilitation Program (CRP). The Committee will operate in accordance with the Resolution of the Board of Directors, adopted December 7, 2007, and any amendments that may be made to the said Resolution, and will be maintained by the Secretary; and incorporated into these by-laws by reference. In the event of a conflict between the By-Laws and the Resolution, the By-Laws of the West Virginia Association of Rehabilitation Facilities, Inc. shall govern.

Section 5. Ad Hoc Committees to study specific issues and undertake special projects may be formed by the President, Executive Committee, or majority vote of the general membership.

Section 6. Only members of the Executive Committee, as defined in Article 7, Section 1, will have voting privileges in Executive Committee meetings. In addition, only members of a standing committee will have voting privileges of that committee.

ARTICLE VIII CENTRAL OFFICE

Section 1. The Association may establish a Central Office for the purpose of performing such duties and responsibilities as are outlined herein.

Section 2. The Association may employ an Executive Director who will serve as the chief executive officer of the organization and whose duties and responsibilities will be outlined in writing by the Executive Committee and approved by the general membership.

Section 3. The selection, hiring, evaluation, and termination of the Executive Director shall be the responsibility of the Executive Committee, and shall in all cases be approved by the majority of the general membership at the next duly scheduled meeting, as defined in Article III, Sections 1 and/or 2. All other employees' selection, hiring, evaluation, and termination will be the responsibility of the Executive Director, and shall be conducted in accordance with policy set forth by the Executive Committee.

Section 4. No individual or group shall be denied membership in the corporation or employment by the corporation, nor shall any individual be denied use of the facilities of said corporation because of race, creed, color, age, sex, handicapping condition or national origin.

Section 5. Upon dissolution of the Central Office, all liabilities and assets will return to the exclusive responsibility of the corporation.

ARTICLE IX
CONFLICT OF INTEREST AND DISCLOSURE

Section 1. Purpose: The purpose of the conflicts of interest policy is to protect the Association's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of the Association. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to non-profit and charitable corporations.

Section 2. Definitions:

- (a) Interested Person: Any Director, principal officer, or member of a committee with Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person. If a person is an interested person with respect to any affiliate of the Corporation, he or she is an interested person with respect to the Corporation.
- (b) Financial Interest: A person has a financial interest if the person has directly or indirectly, through business, investment, or family --
 - i. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
 - ii. a compensation arrangement with the Corporation, or with any entity or individual with which the Corporation has a transaction or arrangement, or
 - iii. a potential ownership or investment interest, or compensation arrangement with any entity or individual with which the Corporation is negotiating a transaction or arrangement.
- (c) Affiliation: A person has an affiliation with an entity if the person does not have a financial interest in the entity, but has directly or indirectly through family, an interest in the entity by virtue of being a member or director of the entity, or having some other similar relationship.

Section 3. Procedures:

- (a) Annual Disclosure: Each Director, principal officer, and member of a committee with Board-delegated powers, shall annually sign a statement which affirms that such person --
 - i. has received a copy of the conflict of interest policy
 - ii. has read and understands the policy,
 - iii. has agreed to comply with the policy, and
 - iv. understands that the Corporation is a charitable organization, and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

- (b) Continual Duty to Disclose: In connection with any actual or possible conflict of interest, an interest person must disclose the existence of his or her financial interest and all material facts to the Directors and members of committees with Board delegated powers considering a proposed transaction or arrangement.
- (c) Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
- (d) Procedures for Addressing the Conflict of Interest:
 - i. An interested person may make a presentation at the Board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that result in the conflict of interest.
 - ii. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the Board, or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee, shall determine by a majority vote of the disinterested Directors, whether the transaction or arrangement is in the Corporation's best interest and for its own benefit, and whether the transaction is fair and reasonable to the Corporation, and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
- (e) Violations of the Conflict of Interest Policy:
 - i. If the Board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interests, it shall inform the member of the basis for such belief, and afford the member an opportunity to explain the alleged failure to disclose
 - ii. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE X
AMENDMENTS

Section 1. These By-Laws may be amended by a two-thirds majority vote of the membership at any called meeting. Proposed amendments shall be distributed to the membership at least thirty (30) days prior to the regular meeting.

ARTICLE XI
DISSOLUTION

Section 1. In the event of the dissolution of this corporation, the Executive Committee shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation, in equal shares to its member Community Rehabilitation Programs who are in good standing with the corporation, and are providing services to persons with disabilities within the State of West Virginia.

WVARF Board of Directors

Brenda Hellwig - President

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Job Squad, Inc.
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Terah Klein - Treasurer

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Janniece Sleigh - Secretary

Executive Director
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Michael Hagg - Past President

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Annette Francis

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Jennifer Bennett

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Jan Smith

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Greg Morris

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Jack Holcomb

Executive Director
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Website: www.precisiondocimaging.com

Karen Haught

Executive Director
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Email: karen@seeinghandassociation.com
Website: www.seeinghandassociation.com

Kurt Benedict

Executive Director
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Email: kbenedict@rns-watch.org
Website: www.ms-watch.org

WVARF Staff:**William Monterosso – Executive Director**

WVARF
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Ex-Officio Member:**Brenda Hellwig - President**

Job Squad, Inc.
102 Second Street
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Fax: (304) 848-0851
Email: bhellwig@jobsquadinc.org



December 6, 2013

WVARF
Attn: Aaron Jones
400 Allen Dr. Suite 100
Charleston, WV 25302

Re: Request for Line of Credit Confirmation

Dear Aaron,

West Virginia Association of Rehabilitation Facilities, Inc. has a line of credit established with Chase Bank in the amount of \$1,000,000. This line of credit has been in place since 2006.

Please call me at (304) 348-5685 if you have any questions or are in need of additional information. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Beth M. Maley".

Beth M. Maley
Assistant Vice President

Internal Revenue Service
District Director

Department of the Treasury

Date:

MAR 11 1986

Employer Identification Number:

55-0633886

Accounting Period Ending:

June 30

Form 990 Required: ☒ Yes ☐ No

► West Virginia Association Of Rehabilitation
Facilities, Inc.
% Nancy Moul
P.O. Box 609
New Martinsville, WV 26155

Person to Contact:

Cindy Perry

Contact Telephone Number:

(315) 684-3578

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

(over)

P.O. Box 2508, Cincinnati, Ohio 45201

Letter 947(DO) (Rev. 10-85)

8:10 AM 2/26/86

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-B, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director



CERTIFICATE OF LIABILITY INSURANCE

WESTVIR-26

SKERNS

DATE (MM/DD/YYYY)

10/23/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ramsey Insurance Agency, Inc. 4301 MacCorkle Ave SE Charleston, WV 25304		CONTACT NAME: Susan Kerns PHONE (A/C, No, Ext): (304) 925-6789 FAX (A/C, No): (304) 925-0149 E-MAIL ADDRESS: skerns@ramseyinsurance.com		
INSURED West Virginia Association of Rehabilitation Facilities 400 Allen Drive, Suite 100 Charleston, WV 25302		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Philadelphia Ins Co		18058
		INSURER B: Hartford Ins Co of Midwest		37478
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			PHPK1034217	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			PHPK1034217	7/1/2013	7/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			PHUB424096	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			40WECPX1511	12/30/2012	12/30/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
E/L Broad form is included under workers compensation policy

Thirty Day Cancellation Applies other than 10 day notice for non-payment of premium

CERTIFICATE HOLDER**CANCELLATION**

State of West Virginia

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan Kerns

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11 (Policy Provisions: WC 00 00 00 B)
15
PX **INFORMATION PAGE**
WEC **WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

INSURER: HARTFORD INSURANCE COMPANY OF THE MIDWEST
ONE HARTFORD PLAZA, HARTFORD, CONNECTICUT 06155

NCCI Company Number: 20605
Company Code: G



Suffix
LARS RENEWAL
03

POLICY NUMBER: 40 WEC PX1511
Previous Policy Number: 40 WEC PX1511

HOUSING CODE: SA

1. **Named Insured and Mailing Address:** WV ASSOCIATION OF
(No., Street, Town, State, Zip Code) REHABILITATION FACILITIES

FEIN Number: 550633886 400 ALLEN DR STE 100
CHARLESTON, WV 25302

State Identification Number(s):
UIN:

The Named Insured is: ASSOCIATION
Business of Named Insured: ASSOCIATION - BUSINESS NON PRO
Other workplaces not shown above: 209 VIRGINIA ST W
CHARLESTON WV 25302

2. **Policy Period:** From 12/30/13 To 12/30/14
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: RAMSEY INSURANCE AGENCY INC

PO BOX 4025
CHARLESTON, WV 25364

Producer's Code: 560054

Issuing Office: THE HARTFORD
8711 UNIVERSITY EAST DRIVE
CHARLOTTE NC 28213
(877) 853-2582

Total Estimated Annual Premium: \$1,700

Deposit Premium:

Policy Minimum Premium: \$659 WV

Audit Period: ANNUAL

Installment Term:

The policy is not binding unless countersigned by our authorized representative.

Countersigned by

Authorized Representative

Date

3. A. **Workers Compensation Insurance:** Part one of the policy applies to the Workers Compensation Law of the states listed here: WV

B. **Employers Liability Insurance:** Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily injury by Accident	\$100,000	each accident
Bodily injury by Disease	\$500,000	policy limit
Bodily injury by Disease	\$100,000	each employee

C. **Other States Insurance:** Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT ND, OH, WA, WY, AND
STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

D. **This policy includes these endorsements and schedule:**

WC 99 00 05 WC 00 04 04 WC 00 04 12 WC 00 04 21C WC 00 04 22A
SEE ENDT

4. **The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.**

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
---	--	---------------------------------------	--------------------------------

(SEE ATTACHED SCHEDULES)

TOTAL PREMIUM SUBJECT TO EXPERIENCE MODIFICATION			1,278
WV - INTRA EXPERIENCE MODIFICATION 470251298 (CONTINGENT)			.930
PREMIUM ADJUSTED BY APPLICATION OF EXPERIENCE MODIFICATION			1,189
TOTAL ESTIMATED ANNUAL STANDARD PREMIUM			1,189
EXPENSE CONSTANT (0900)			240
TOTAL ESTIMATED STATE SURCHARGE			209
TERRORISM (9740)	310,400	.010	31
CATASTROPHE (9741)	310,400	.010	31
TOTAL ESTIMATED ANNUAL PREMIUM			1,700

Total Estimated Annual Premium:	\$1,700
Deposit Premium:	
Policy Minimum Premium:	\$659 WV

Interstate/Intrastate Identification Number: / 470251298

Labor Contractors Policy Number:

NAICS: 813910

SIC: 8611

UIN:

NO. OF EMP: 000011



SCHEDULE OF OPERATIONS

This Schedule of Operations forms a part of the policy effective on the inception date of the policy unless another date is indicated below:

INSURER: HARTFORD INSURANCE COMPANY OF THE MIDWEST

Company Code: G

Policy Number: 40 WEC PX1511 **Schedule Number:** 01-47-01

Effective Date: 12/30/13 Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Location Address of operations covered by this schedule:

WV ASSOCIATION OF REHABILITATION FACILITIES
209 VIRGINIA ST W
CHARLESTON WV 25302

NAICS: 813910

FEIN: 550633886

UIN:

SIC: 8611

NO. OF EMPL: 000011

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
8810 CLERICAL OFFICE EMPLOYEES NOC	276,000	.22	607
9014 JANITORIAL SERVICE BY CONTRACTOR	34,400	1.95	671
TOTAL CLASS PREMIUM (STATE)			1,278
TOTAL PREMIUM SUBJECT TO EXPERIENCE MODIFICATION (STATE)			1,278
WV - INTRA EXPERIENCE MODIFICATION 470251298 (CONTINGENT)			.930
PREMIUM ADJUSTED BY APPLICATION OF EXP MODIFICATION (STATE)			1,189
TOTAL ESTIMATED ANNUAL STANDARD PREMIUM (STATE)			1,189
EXPENSE CONSTANT (0900)			240
FOREIGN TERRORISM (9740)	310,400	.010	31
DTEC (9741)	310,400	.010	31
REGULATORY SURCHARGE (5.00)			75
DEBT REDUCTION SURCHARGE (9.00)			134
FIRE AND CASUALTY SURCHARGE (.55)			0
TOTAL ESTIMATED ANNUAL PREMIUM			1,700

Countersigned by

Authorized Representative

Form WC 99 00 05

(1) Printed in U.S.A.

Process Date: 10/12/13

Policy Expiration Date: 12/30/14

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Name: William Montecasso Date: 12/10/13

Affiliation to the Agency: (Circle One) Board Member Staff Other-explain:

Please describe below any relationships, positions or circumstances in which you are involved that you believe could contribute to a Conflict of Interest, as defined by WVARF's Conflict of Interest Policy.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have read and agree to abide by WVARF's Conflict of Interest Policy. I further agree to report any possible conflicts as they might arise from this annual report.

Signature:  Date: 12/10/13

ANTI-LOBBYING CERTIFICATE

December 10, 2013

Ladies and Gentlemen:

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

William Monterosso



Executive Director

WV Association of Rehabilitation Facilities, Inc.
400 Allen Drive, Suite 100
Charleston, WV 25302

Welcome to the

West Virginia State Use Program

Empowering Individuals through Employment

The Governor's Committee for the Purchase of Commodities and Services from the Handicapped

About Us

Catalog

Purchasing
Assistance

Law &
Rules



ABOUT US

State Use Program

In 1989, the West Virginia legislature passed the State Use Law, WV Code 5A 3-10 and 5A-3A (note the code sections following this paragraph), to assist in creating employment opportunities for individuals with disabilities. The law allows Community Rehabilitation Programs (CRPs) to provide quality products and services to the State without going through the competitive bidding process. This law specifies that products and services must be of comparative quality and be offered to the State at a fair market price. In addition, the law requires the CRP to have at least 75% of the direct labor performed by individuals with disabilities.

All West Virginians benefit when our citizens with disabilities are able to work for a wage. Their need to consume costly social services is drastically reduced when rehabilitation is mixed with business.

In 2002, 12 state government agencies entered into state use contracts with CRPs and **provided approximately 706,397 hours of employment to a total of 724 employees with disabilities.**

WVARF
400 Allen Drive, Suite 100
Charleston, WV 25302
Phone: (304) 205-7970
Fax: (304) 205-7915

Catalog

Products	Item Category
Office Supplies	Bottled Water Note pads
Wood Products	Survey Stakes
Institutional Supplies	Condiment Kits
Maintenance and Custodial Supplies	Liquid Soap Liquid Absorbency Kits Wiping Cloths
Other Non-mandatory Products and Services	Aprons Rubber Stamps Mops and Brooms Mulch and Compost Screen Printing Signs Wood Furniture Hunting Blinds Picnic Tables/Lawn Furniture Seasonal Blooming Plants Landscape Fabric Wood Pallets Awards/Plaques Laser Engraving

Catalog

Services	Item Category
Office Services	Document Imaging Microfilming Data Management First Class Mail Presort/Bulk Mail Preparation
Temporary Employment Services	Accounting Clerk Data Entry Casual Labor General Office Personnel Typist/word Processing – entry level Typist/word Processing – advanced level
Janitorial/Grounds Maintenance Services	Janitorial Grounds Maintenance Document Shredding Commercial Laundry Low Impact Monitoring Dispatch Packaging/Assembly

© WVARF

WVARF
400 Allen Drive, Suite 100
Charleston, WV 25302
Phone: (304) 205-7970
Fax: (304) 205-7915

Catalog



Bottled Water

The pure and safe bottled water is drawn from Wet Virginia's finest natural sources. The bottling works are state of the art facilities carefully monitored by state and federal regulatory agencies to assure its continued quality.

Attractive water coolers can be installed in offices for a monthly fee. There is a choice of patented Waterguard system coolers.

Water is also available in 20 ounce non returnable bottles

Item #	Description	Size	Sold By
1	Bottled water cooler, cold only	5 gallon	Monthly Rental
2	Bottled water cooler, hot and cold	5 gallon	Monthly Rental
3	Bottled water cooler, compartment	5 gallon	Monthly Rental
4	Bottled water cooler, Hot & Cold with Refrigerator	5 gallon	Monthly Rental
5	Returnable Bottled Water	5 gallon	One time fee which is refundable
6	Returnable Bottled Water	3 gallon	
7	Bottle Deposit	Per 3/5 gallon bottle	
8	Cleaning service (Coolers cleaned and disinfected two times per year)		Per year
9	Bottled water – 20 ounces	20 ounces	Case of 20 bottles
10	Bottled water – 20 ounces	20 ounces	Delivered

Order these items from:

1-8	Green Acres Regional Center, Inc.	Lesage, WV	762-2522 Phone 762-2862 FAX
1-10	WVARF	Charleston, WV	205-7970 Phone 205-7915 FAX
1-10	WVARF	Charleston, WV	205-7970 Phone 205-7915 FAX



Condiment Kits

The customer can design a disposable condiment kit to meet their agency's specific needs. Items from which to select include fork, spoon, knife, straws, sugar, Equal, salt, salt substitute, pepper, and creamer. Standard color-coding is also available to indicate special dietary needs

To determine the price of your condiment kit per case of 500 kits, choose the items desired from Box A. Total the number of items and add the basic charge for the number of items from Box B. Add items from Boxes C and D if desired. Minimum order is one case (500 Kits). Shipping FOB Ronceverte, customer pays..

Item #	Description	Size	Sold By
200	Fork, light weight		500 per case
201	Spoon, light weight		500 per case
202	Knife, light weight		500 per case
203	Fork, medium weight		500 per case
204	Spoon, medium weight		500 per case
205	Knife, medium weight		500 per case
206	Fork, heavyweight		500 per case
207	Spoon, heavy weight		500 per case
208	Knife, heavy weight		500 per case
209	Sporks		500 per case
210	Straw, flex		500 per case
211	Straw, jumbo regular		500 per case
212	Straw, milk		500 per case
213	Sugar		500 per case
214	Sugar substitute		500 per case
215	Equal		500 per case
216	Salt		500 per case
217	Salt substitute		500 per case
218	Pepper		500 per case
219	Creamer		500 per case

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Liquid Soap

The pure natural lotion soaps are formulated to clean gently and effectively. They are nontoxic, biodegradable and pH balanced yet effective in either hard or soft water.

Go Jo soap dispensing system is a patented pouch that contains 800 ml of soap and empties completely. The Go Jo bag in a box dispenser is durable, dependable, and easy to maintain. The wall cabinet is made of high impact plastic with a high gloss finish. Cabinets are also available in chrome.

Bulk Quantities

Body and anti-bacterial soap is available by the gallon. These are color coded for inventory control and have a two year shelf life..

Item #	Description	Size	Sold By
1	Hand Soap, Antibacterial – skin cleanser, mild formula with light fragrance	12/case	800 ml pouch
2	Hand Soap, Antibacterial – see Item 1	4/case	Gallon
3	Hand Soap, Lotion – concentrated,, scented lotion, suited for removing light soils and grease	12/case	800 ml pouch
4	Hand Soap, Lotion – see Item 3	4/case	Gallon
5	Body shampoo with concentrated protein and glycerin. Cleans and conditions body and hair.	12/case	800 ml pouch
6	Body shampoo – see Item 5	4/case	Gallon
7	Orange Waterless Soap – provides heavy-duty cleaning strength to handle grease, grim, ink, tar, etc. without water	4/case	Gallon
8	Moisturizing Instant Sanitizer – waterless, antibacterial gel effective against wide range of microorganisms. Kills 99.99% germs without water or towels in as little as 15 seconds. Dermatologist tested. Non-toxic.	12/case	800 ml pouch
9	Moisturizing Instant Sanitizer – see Item 8	24/case	4 oz. Bottle
10	GOJO Wipes in a Tub – Waterless, high strength, disposable hand cleaning towels. Good for grease, grime, ink, paint and other soils, without water.	4/case	130 count/tub
11	Dispenser – wall mounted unit to dispense the 800 ml. Pouches listed above		1
12	Gallon Bottle Pump – fits all the one-gallon bottles of Anti microbial Lotion soap and Body Shampoo listed above.		1
13	PressPak – Pink lotion soap with special moisturizers to leave skin feeling soft	12/case	800 ml pouch
14	PressPak Dispenser – Wall mounted unit to dispense 800 ml pouches from PressPak		1

Order these items from:

WVARF

Charleston, WV

205-7970 Phone

205-7915 FAX



Liquid Absorbency Kits

Absorbent pads can effectively absorb petroleum-based liquids and non-water based liquids, including solvents, solvent based paints, vegetable oils and many non-water soluble chemicals. Light weight, user friendly, clean and dustless, spill kits can be stored easily behind seats of vehicles.

Applied uses:

- Leaking drums
- Large spills and leaks
- Vehicle garages to absorb oil and fluid leaks and drips
- Emergency vehicles at accident scenes to absorb leaking fluids
- Conservation personnel to absorb leaking fluids preventing contamination that could damage water sources, the ecology and wildlife
- Field repair crews absorbing fluids when repairing equipment
- Refueling areas where fuel spills could occur
- Shops when rebuilding and repairing equipment
- Machinery leaks helping to limit clean up time

Item #	Description	Size	Sold By
1	100 Pad Kit (AP100) 100 – 17" x 19" oz. Absorbent pads 4 – 10 mil. Disposal bags 1 – poly packing bag 20" x 20" x 41"		Each
2	Absorbent Blanket Kit (APO150) 1 – 38" x 144" 12 oz. Absorbent blanket 2 – bag ties 1 – poly wrap, 10 mil 48" x 24"		Each
3	Universal Spill Kit (AP153) 15 – extra tough universal plus absorb. pads 3 – 36" Cobra coil socks 1 – nitrile solvent resistant glove 1 – splash resistant goggles 3- 10 mil poly disposal bags 1 – zipper storage bag 1 – instruction sheet		Each

Item #	Description	Size	Sold By
4	Oil Only Spill Kit (AP200) 15 – 17: x 19” 12 oz. Absorb. Pads 3 – 36” Cobra coil socks 1 – splash resistant goggles 3- 10 mil poly disposal bags 1 – zipper storage bag 1 – bag tie 1 – instruction sheet		Each
5	Universal Drum top cover,	22” diameter	25/box
6	Universal drip pads with pillows		12/case
7	Pillows	9’ x 15:	16/case
8	Absorbent booms – oil only (AP510)	5” x 10”	4/case
9	Absorbent booms – oil only (AP510)	8” x 10”	4/case
10	Absorbent Blanket – oil only (AP510)	38” x 144”	1/pack
11	Absorbent socks (AP604)	3” x 4”	12/case
12	Absorbent socks (AP608)	3” x 8”	6/case
13	Absorbent socks (AP612)	3” x 12 “	4/case

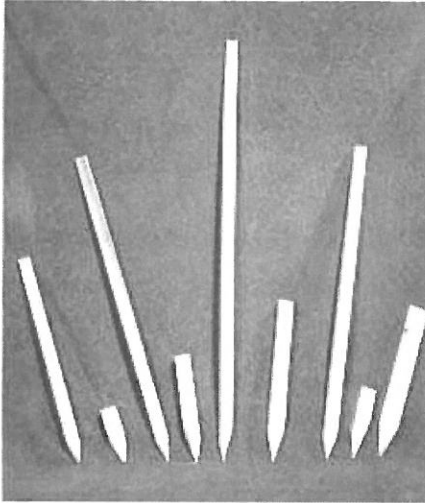
Order these items from:

WVARF

Charleston, WV

205-7970 Phone

205-7915 FAX



Survey Stakes

These survey stakes are made from West Virginia hardwood including poplar and oak with a wedge point. They are excellent for road grading, property demarcation, surveying, landscaping, tent stakes, and political sign and great for tomato stakes and other gardening needs. The stakes are tied securely into bundles of 25. Delivery is available at \$1.50 per mile.

Shipping on Marking Flags will be at actual cost.

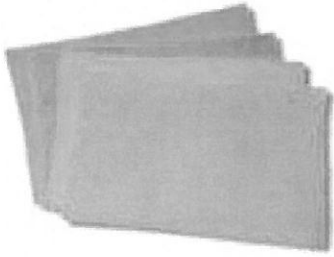
Item #	Description	Size	Sold By
1	Wood Survey Stake	3/4" x 1 1/4" x 12"	Bundle/25
2	Wood Survey Stake	3/4" x 1 3/4" x 12"	Bundle/25
3	Wood Survey Stake	3/4" x 1 1/4" x 18"	Bundle/25
4	Wood Survey Stake	3/4" x 1 3/4" x 18"	Bundle/25
5	Wood Survey Stake	3/4" x 1 1/4" x 30"	Bundle/25
6	Wood Survey Stake	3/4" x 1 3/4" x 30"	Bundle/25
7	Wood Survey Stake	3/4" x 1 1/4" x 36"	Bundle/25
8	Wood Survey Stake	3/4" x 1 3/4" x 36"	Bundle/25
9	Wood Survey Stake	3/4" x 1 1/4" x 48"	Bundle/25
10	Wood Survey Stake	3/4" x 1 3/4" x 48"	Bundle/25
11	Wood Survey Hub	1 1/2" x 1 1/2" x 12"	Bundle/25
12	Wood Survey Hub	2" x 2" x 12"	Bundle/25
13	Wood Survey Hub	2" x 2" x 18"	Bundle/25
14	Wood Survey Hub	1 3/4" x 1 3/4" x 16"	Bundle/25
15	Lathe Strips	1/4" x 1 1/2" x 48"	Bundle/25
16	Wire Staff Marking Flag – 13 gauge wire, available in red, blue, or yellow	30" high/Flag 4"x 5"	Each
17	Wire Staff Marking Flag – 13 gauge wire, available in red, blue, or yellow	30" high/Flag 5"x 8"	Each

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Industrial Wipes

A variety of different types wiping cloths are available including fleece, polo (colored T-shirt cloth), French terry, natural (off-white polo) and white interlock (lint free). All wipers are 80 to 100% cotton and new material from mill ends. Wipers are cut approximately 18"x18".

Bulk wiping cloths are available in 10 pound or 25 pound boxes

Item #	Description	Size	Sold By
600	Near White (Polo). Non-absorbent cloth. Good general-purpose maintenance cloth		Price per pound
601	White French Terry. Washed cloth. Very soft and high in absorbency		Price per pound
603	Colored French Terry. Soft absorbent cloth. Cotton/polyester blend. Looped fabric on one side.		Price per pound
604	White. 100% cotton, washed, bleached, re-washed and lint free. Excellent wiper for woodworking, finishing and polishing jobs.		Price per pound
605	Washed Fleece. Soft and absorbent. Cotton/polyester blend. Fleeced fabric on one side		Price per pound
606	Econo Wiper. Washed, sanitized, absorbent cloth. Used tee-shirt material. May have some printing		Price per pound
607	Bar Rag. Lightweight terry toweling with finished edges. Absorbent cloth.		Price per pound

Order these items from:

Jackson County Developmental Center

Millwood, WV

273-3091 Phone

273-5131 FAX



Data Management

Data processing is accomplished by extracting information from a pre-determined source and entering the information into a computer using a specified format. The information is output on to media allowing the user to retrieve and manipulate the data. Support services are generally clerical in nature and include, but are not limited to, document preparation, sorting, batching, copying, mailing, provider contact, generating reports, document and media storage, and destroying source documents.

Item #	Description	Size	Sold By
1	Keystroke Pricing - completed on time		Per 1000 keystrokes
2	Keystroke Pricing - Not completed on time		Per 1000 keystrokes
3	Courier Per Unit Pricing	As needed	
4	Sort forms by type, county, numeric index, etc.	Hour	
5	Batch forms	Hour	
6	Remove attachments	Hour	
7	Screen forms for accuracy prior to entry	Hour	
8	Calculate fields to verify totals	Hour	
9	Recall submitted forms for sight verification	Hour	
10	Edit submitted reports	Hour	
11	Copy	Hour	
12	Open mail	Hour	
13	Send mail	Hour	
14	Generate reports	Hour	
15	Create and manage database	Hour	
16	Develop and maintain mailing lists	Hour	
17	Create data media (i.e., diskette, CD zip drive	Hour	
18	Research information sources to complete form	Hour	
19	Sort alphabetically for storage	Hour	
20	Store documents	Hour	
21	Shred documents	Hour	
22	Project Manager	Hour	
23	Production Manager	Hour	
24	Programming	Hour	

Order these items from:

Jackson County Developmental Center

Millwood, WV

273-3091 Phone
273-5131 FAX



First Class Mail Presort Bulk Mail Preparation

Services offered include collating, folding, stapling and labeling. Sorting is by zip code, alphabetically, or whatever the job requires. Work centers are up to date with the current U.S. Postal Regulations.

Charges are for actual postage cost that is incurred by WVARF when the mail is sorted according to United States Postal Service's published three-digit rate and the actual cost when the mail does not meet the three-digit rate.

Item #	Description	Size	Sold By
1	FIRST CLASS LETTERS. Bar code, sort and deliver to USPS metered and/or permit mail. Metered rate is USPS published three-digit automated rate		Price per piece
2	STANDARD CLASS LETTERS. Sort and deliver to USPS. MLOCR compatible metered and/or permit mail.		Price per piece
3	STANDARD MAIL A. Hand sort and deliver to USPS metered and/or permit mail		Price per piece
4	STANDARD MAIL B. Hand sort and deliver to USPS metered and/or permit mail.		Price per piece
5	HOURLY LABOR. Pick-up and delivery of first class mail outside of normal hours, and pick-up of standard mail outside of the Capitol Complex.		Price per hour
6	HAND WORK, such as: label, stamp, fold, insert, seal, weigh, tab, staple, separate, and/or meter.		Price per piece
7	INSUFFICIENT POSTAGE		Price per piece

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Document Imaging

WVARF assures you of a high quality record management service including microfilm, micro-fiche or data entry. We go beyond our industry standards with verification and checks for accuracy. Complete security and confidentiality of your records is guaranteed.

Using a high-speed optical scanner, your source documents in paper form will be converted into a digital format. During this process, the documents are scanned and checked for quality and accuracy, indexed by key words and sorted on a CD-Rom or DVD.

Item #	Description	Size	Sold By
1	Scanned at 200/300 dpi up to 8.5" x 14"		Per document
2	Scanned at 200/300 dpi up to 11" x 17"		Per document
3	Indexed		Per keystroke
4	Set up fee		Per job
5	Master CD fee		Per document
6	Duplication		Per CD
7	Preparation of documents		Per CD
8	Transportation of documents		Per hour
9	Fragile document scanning on flatbed scanner		Per mile
10	Doc. Scanning at 200/300 dpi up to 11: x 17 w/flatbed		Per document
11	OCR, no operator editing		Per document
12	OCR clean-up		Per hour
13	Off-site storage		Per CD/per year
14	Document shredding		Per 15: banker's box
15	Data Warehousing (via Internet) (Includes accessing up to 20% of images warehoused.)		Per image/per year
16	Accessing of warehoused data (above 20%)		Per image
17	Doc Scanning 18" x 24" Eng. C @ 200 dpi – per document		Per document
18	Doc Scanning 18" x 24" Eng. C @ 300 dpi – per document		Per document
19	Doc Scanning 24" x 36" Eng. C @ 200 dpi – per document		Per document
20	Doc Scanning 24" x 36" Eng. C @ 300 dpi – per document		Per document

21	Doc Scanning 36" x 48" Eng. C @ 200 dpi – per document	Per document
22	Doc Scanning 36" x 48" Eng. C @3200 dpi – per document	Per document
23	Microfilm Scanning, 16 mm roll film, 200/300 dpi -	Per image
24	Microfilm Scanning, 35 mm roll film, 200/300 dpi	Per image
25	Microfiche Scanning, 200/300 dpi	Per image
26	Aperture scanning	Per card
27	Master DVD-R	Per DVD

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Microfilming Services

Your source documents will be filmed on either a planetary or rotary camera. The documents are archived on either 16 or 35 mm microfilm. The steps of microfilming are picking up the documents; preparation for filming, which includes removing staple, paper clips, rubber bands, straightening corners, etc.; labeling jackets; labels for film rolls; filming the documents; processing the film; loading jackets; duplication of jackets; and quality control.

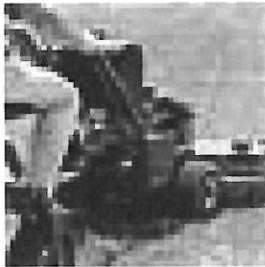
Item #	Description	Size	Sold By
	Source documents 8 1/2" x 5" to 8 1/2" x 14:		
1	Placed in microfilm jackets (microfiche)		
2	Placed on 16 mm roll film with spool		
3	Placed on 16 mm roll film with cartridge		
	Check or check sized documents		
4	Placed on 16 mm film with spool		
5	Placed on 16 mm film with cartridge		
	Drawings, Engineering: sizes A to E		
6	Placed on 35 mm film with spool		
7	Placed on 35 mm film in microfilm jacket (Microfiche)		
8	Placed on 35 mm film in aperture card		
	Jacket Duplication		
9	16mm jackets, per jacket		
10	35 mm film jackets, per jacket		
11	16mm rolls, per roll		
	Document Preparation		
12	Remove foreign objects and prepare documents for filming		Per hour
13	Indexing		Per hour
14	Transportation of Documents		Per mile

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Janitorial/Grounds Maintenance Services

WVARF currently provides all the services necessary to make an agency's public buildings clean and comfortable. WVARF currently services over 160 buildings owned or operated by the State, in addition to the Interstate Rest Areas. These services are available to any State agency, political sub-division, or state college or university. Work is performed from an agreed upon statement of work at the days and times that the customer needs.

Please provide WVARF with your cleaning specifications. A marketing representative will visit your location and review your statement of work. A proposal will then be presented to you to complete the work.

Order these services from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Temporary Employment Services

WVARF and its employment programs throughout the state can provide you workers to help during your seasonal peaks, special projects, and to fill in where a permanent vacancy exists. This service serves two purposes 1) allows you to get the help you need quickly with the completion of one form, and 2) allows you to fully evaluate a potential candidate when a permanent vacancy exist prior to making a hiring commitment.

For all your staffing needs, please call WVARF.

Item #	Description	Size	Sold By
Job Classifications for Regions I, II, IV			
1200	Accounting clerk		Hour
1201	Data entry		Hour
1202	Casual labor		Hour
1203	General office personnel		Hour
1204	Typist/work processing – entry level		Hour
1205	Typist/work processing – entry level		Hour
Job Classifications for Regions III			
1200	Accounting clerk		Hour
1201	Data entry		Hour
1202	Casual labor		Hour
1203	General office personnel		Hour
1204	Typist/work processing – entry level		Hour
1205	Typist/work processing – entry level		Hour

Order these services from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX

OTHER NON-MANDATORY PRODUCTS AND SERVICES



Aprons

These **vinyl food handler's aprons** are an economical way to keep clean in the kitchen.

- 34" wide x 42" long
- frosty clear 8 mil vinyl
- four aluminum grommets reinforced by stitching at bib, top and sides with three pre-tied 30" nylon strings

(Customer pays freight)



These **impermeable, rubber coated laboratory aprons** are for use in laboratories to protect clothing of workers from chemical splashes.

- 35" wide x 45" long
- black
- rubber coated laboratory apron for use in laboratories to protect clothing of workers from chemical splashes
- reinforced with four patches stitched completely on all ties
- four aluminum grommets and three pre-tied 30" nylon strings

(Customer pays freight)

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Traditional Rubber Stamps

Available in a variety of sizes and options, our stamps are made of the highest quality material so they won't wear out easily. For use with nearly any kind of stamp pad and specialty ink on most flat surfaces.

Self-inking Stamps

The self-inking stamp is a small machine that has both a rubber die (printing plate) and an inkpad, thus eliminating the need for a separate stamp pad. Pushing on the top of the stamp rotates the inked die to the surface, making an impression. Ink replacement cartridges sold separately.

Stock Stamps

Select from a wide range of economically priced stock stamps. Available in wood handle stamps or self-inking stamps

Date stamps

Available with space for a personal message. However, the area for the message may be dictated by the size of the stamp

When you are ordering remember to stock up on other essential items like **stamp pads** and **refill ink bottles**.

If you would like to add a custom graphic such as a logo, please Fax us a copy of the graphic along with your contact information so we can provide an accurate quote.

Order these services from:

WVARF

Charleston, WV

205-7970 Phone

205-7915 FAX

Brooms & Mops



These **brooms** made here in West Virginia carry a 100% guarantee. Made from 100% natural broom-corn, with nylon stitching our brooms come in two sizes, a standard kitchen broom and a heavy-duty warehouse style



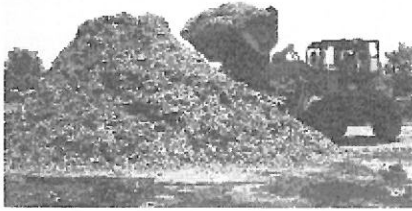
Mops made from all cotton cord come in three sizes, regular, regular long and heavy-duty.

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Mulch & Compost

Hardwood Mulch manufactured in West Virginia from West Virginia hardwood species

Compost is a value added product made from sawdust and chicken litter.

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX



Screen Printing

WVARF offers a wide range of screen-printed items, from T-shirts to metal signs. We can print your design or create one for you. Some of the items we have to offer are listed. Let us know your special needs and we will see if we can meet them.

T-Shirts

We offer 50/50 cotton/polyester, heavy weight short sleeve T-shirts printed in the color and design of your choice. Prices are for 1-color imprint, one location (front or back). We also offer 100% cotton, heavy weight short sleeve T-shirts

- Adult sizes: S, M, L, XL
- XXL, and XXXL are available although they are limited in color selection
- Youth sizes: S, M, L

Baseball Caps

We offer both imported and domestic made hats, which are available in any solid color or with optional white front panel. All styles have adjustable back straps.

- Imported Summer Weight Mesh
- Poplin

- Nylon
- Domestic
- Summer Weight Mesh
- Winter Weight

Adult Crew Neck Sweatshirt

- This 50/50 cotton/polyester sweatshirt features raglan sleeves.
- Adult sizes: S, M, L, XL
- XXL, and XXXL are available although they are limited in color selection

Hooded Sweatshirt

- This 50/50 cotton/polyester hooded pullover features raglan sleeves
- Adult sizes: S, M, L, XL
- XXL, and XXXL are available although they are limited in color selection

Golf Shirts

- Golf shirts are available in 50/50 cotton/polyester blend and in 100% cotton.
- Adult sizes: S, M, L, XL
- XXL, and XXXL are available although they are limited in color selection

Windbreakers

Nylon, unlined jackets

- Adult sizes: S, M, L, XL
- XXL, and XXXL are available although they are limited in color selection

Nylon Flannel Lined

- Adult sizes: S, M, L, XL
- XXL, and XXXL are available although they are limited in color selection

Items available upon request:

- Baseball and other jacket styles
- Shorts
- Tote bags
- Gym bags
- Metal signs
- Notebooks
- Bibs
- Sweatpants
- Aprons
- Duffle bags
- License plates
- Magnetic signs
- Umbrellas

Ordering Information

A minimum of one dozen items must be ordered unless otherwise specified.

Whenever possible, we use name brand products. Delivery in 15-30 days after approval of artwork..

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX

Signs

WVARF can meet all your signage needs and can provide you with consultation on ADA signage.

Wall and Door Signs

Custom signs for your walls and doors are available from WVARF in your choice of colors or on wood grain stock, in sizes up to 11" x 16". Engraved to your specifications with a maximum letter size of 2" and a maximum of 14 letters on 16" signs. Our signs are backed with double-stick tape or equipped with drilled holes and screws for quick or permanent mounting. Call for a price quote.



Name Tags

Available in wood grain-look or assorted colors and engraved with up to two lines. Choice of pin back or bull dog clip. A variety of nametags and badges can be produced to your specifications. Size 1" x 3".

Wooden Routed Signs

By using cedar and redwood on our routed signs we are insuring you get a properly routed sign that age beautifully. After routing we paint or stain to your specifications. Sandblasted signs are also available. Due to the individualized nature of sandblasting, our specialists are available to consult with you on your signage needs.

Name Plates

WVARF offers a line of customized nameplates that will fit all desk holders, t-brackets and aluminum wall mounts. Choose from three sizes and a variety of finishes, including satin, matte, textured, wood grain, and metalex plastic. Have them engraved in either white or black.

Triangular Base for Name Plates. The plate is affixed to the base with either double-stick

tape or brass screws. Please specify when ordering. Available in solid walnut, aluminum or acrylic.

Wall Mounts are available in aluminum, gold or silver.

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX

Wood Products

Outdoor Furniture

We offer a line of outdoor wooden furniture made to your specifications. Our furniture is made with treated wood to ensure it lasts for years to come.

Picnic Tables



Our picnic tables come in wooden frame and metal frame. We also have picnic tables with unattached benches. Each table is made with treated lumber, galvanized bolts and decking screws. They are available in a variety of sizes and styles, which are appropriate for commercial or residential use.

Park Benches

For an added classic look to any landscaping or park, we offer park benches, which can be made to order.



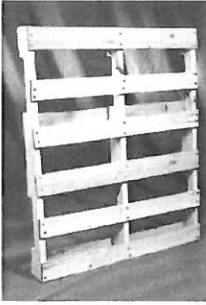
Lawn Furniture

We offer a variety of lawn furniture including gliders, tables, Adirondack chair, sun tanning benches, metal frame porch swings and wooden porch swings. All are available in a variety of sizes and styles.

Custom Office Furniture & Cabinets



WVARF is proud to offer a line of custom made computer desks, tables, desks and chairs and cabinets; all made from the highest quality West Virginia wood products. Our skilled workers create these handsome and durable pieces according to your needs and specifications. WVARF also offers a line of prefabricated furniture. Call us before looking anywhere else for new office furnishings.



Wooden Pallets

We can manufacture wooden pallets from poplar and West Virginia mixed hardwood and price according to the materials and dimensions of the pallets. We manufacture 2-way and 4-way pallets in a variety of sizes

Frames

WVARF can fulfill all of your framing needs. Our custom built frames are built to your specifications. You tell us the size, the wood, the color and we will give you a beautiful hand crafted frame.

Order these items from:

WVARF

Charleston, WV

205-7970 Phone
205-7915 FAX

Purchasing Assistance

West Virginia Association of Rehabilitation Facilities

400 Allen Drive, Suite 100

Charleston, WV 25302

Tel: (304)205-7970

Fax: (304)205-7915

cauth@wvarf.org

Ordering Products and Services from WVARF is easy

To make it easier, be sure to follow your agency's purchasing procedures. For orders from this catalog, please FAX or Email the WVARF office using a copy of the WVARF Order Form (see next page). You may request a Microsoft Word file version of the form by sending an Email request to Cyndi Auth at the above address.

Obtaining a product or service quote from WVARF is easy

To obtain a quote on items in this catalog that is not on a "statewide contract", please email or FAX your specifications to Ken.

Delivery

No minimum order requirements, unless shown specifically in the item description. Upon receipt of your purchase order, all items in this catalog will be delivered within 30 days, unless the item description specifies otherwise. All prices include destination charges (net FOB destination), although some special orders may require a surcharge for shipping and handling.

Satisfaction Guaranteed

Please check your items upon receipt. If there are any problems, let us know and we will make the order right. If our catalog does not have the item or service you need, please give us a call. WVARF represents 30 Community Rehabilitation Programs across the state of West Virginia. We can develop a proposal to get you the high quality goods and services you need.

Payment

WVARF will accept payment by check, Visa or MasterCard. WVARF also accepts the State of WV Purchasing Card used by government agencies.

Make checks payable to WVARF within 30 days of the date of invoice.

If the quantity or item you receive is different from your specifications, call us immediately. We will assist you in any way possible.

***West Virginia
Association of
Rehabilitation
Facilities***

400 Allen Drive, Suite 100
Charleston, West Virginia 25302
Phone (304) 205-7970
Fax:: (304) 205-7915

ORDER FORM

***Fax or Mail Order to
WVARF Address***

BILL TO ADDRESS:

Phone No:
Fax No:

SHIP TO ADDRESS:

Attention:
Phone #:

BILLING INFORMATION

Agency Purchase Order #

*** OR ***

P-CARD

Credit Card Number:

Expiration Date:

Cardholder Name:

Special Instructions

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT

Authorized by (Signature)

Date

Print Name

SUBTOTAL

FREIGHT

TAX RATE

TAX

TOTAL DUE

THE STATE USE LAW

§5A-3-10. Competitive bids; publication of solicitations for sealed bids; purchase of products of nonprofit workshops; employee to assist in dealings with nonprofit workshops.

A purchase of and contract for commodities, printing and services shall be based, whenever possible, on competitive bids.

The director shall solicit sealed bids for the purchase of commodities and printing which is estimated to exceed ten thousand dollars. No spending unit shall issue a series of requisitions, which would circumvent this ten thousand dollar maximum. The director may permit bids by facsimile transmission machine to be accepted in lieu of sealed bids: *Provided*, that an original bid is received within two working days following the date specified for bid opening. Bids shall be obtained by public notice. The notice may be published by any advertising medium the director deems advisable. The director may also solicit sealed bids by sending requests by mail to prospective suppliers and by posting notice on a bulletin board in his office: *Provided, however*, That the director shall, without competitive bidding, purchase commodities and printing produced and offered for sale by nonprofit workshops, as defined in section one, article one of this chapter, which are located in this state: *Provided further*, That such commodities and printing shall be of a fair market price and of like quality comparable to other commodities and printing otherwise available as determined by the director with the advice of the committee on the purchase of commodities and services from the handicapped.

Toward the end of effecting the making of contracts for commodities and printing of nonprofit workshops, the director shall employ a person whose responsibilities in addition to other duties shall be to identify all commodities and printing available for purchase from such nonprofit workshops, to evaluate the need of the state for such commodities and printing to coordinate the various nonprofit workshops in their production efforts and to make available to such workshops information about available opportunities within state government for purchase of commodities or printing which might be produced and sold by such workshops. Funds to employ such a person shall be included annually in the budget.

ARTICLE 3A. CENTRAL NONPROFIT COORDINATING AGENCY AND COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED.

§5A-3A-1. Purpose.

The purpose of this article is to further the state's policy of encouraging disabled persons to achieve maximum personal independence by engaging in productive activities and in

addition to provide state agencies, institutions and political subdivisions with a method for achieving conformity with purchasing procedures and requirements of nondiscrimination, affirmative action, in employment matters related to disabled persons.

§5A-3A-2. Central nonprofit agency.

A central nonprofit agency approved by the director of the division of rehabilitation services is established for the purpose of coordinating purchases under the provisions of section ten, article three of this chapter, between various "spending units" of the state and "nonprofit workshops." This agency shall have the following responsibilities:

- (a) Represent qualified nonprofit workshops in dealing with state purchasing agents and the other bodies charged with purchasing responsibilities;
- (b) Evaluating the qualifications and capabilities of workshops and entering, as necessary, into contracts with government procuring entities for the furnishing of the commodities or services provided by the workshops;
- (c) Overseeing workshops to ensure compliance with contract performance and quality standards; list the commodities and services of participating workshops, research and assist the workshops in developing new products and upgrading existing ones, and shall survey applicable private industry to provide input on fair market prices; and
- (d) Present an annual report for each fiscal year concerning the operations of its nonprofit workshops to the director of the division of rehabilitation services.

§5A-3A-3. Committee for the purchase of commodities and services from the handicapped.

(a) The committee for the purchase of commodities and services from the handicapped is hereby created as a part of the department of administration and shall be composed of the following six members who are to be appointed by the governor with the advice and consent of the Senate: A private citizen who is conversant with the problems incidental to the employment of handicapped persons; a representative of a producing nonprofit workshop; a representative of the division of rehabilitation services; a representative of the department of administration who is knowledgeable in the purchasing requirements of the state; a representative of private business who is knowledgeable in the activities involved in the sale of commodities or services to governmental entities; and a representative of organized labor who is knowledgeable in matters relating to employment of the disabled. The governor shall appoint one member to serve as chairperson.

(b) Members of the committee are appointed to serve two-year terms expiring on the thirty-first day of January of odd-numbered years. Members who are not state employees shall receive compensation for their service of fifty dollars per day for each day actually engaged in the work of the committee and all members shall receive reimbursement by the state for expenses incurred in performing their duties as members.

(c) The committee shall have as an executive secretary the person charged with program management in section ten, article three of this chapter. The executive secretary shall be responsible for the day-to-day management of the committee and shall coordinate with the central nonprofit agency to perform the duties outlined in section ten, article three of this chapter.

§5A-3A-4. Responsibilities of the committee for the purchase of commodities and services from the handicapped.

The committee shall have the following duties and responsibilities:

- (a) Determining the fair market price of all commodities, printing and services produced by nonprofit workshops and offered for sale by the central nonprofit agency to the various departments and political subdivisions of the state. Prices shall be revised periodically to reflect changing market conditions.
- (b) Monitoring the activities of the central nonprofit agency to assure that the interests of the state's handicapped citizens are advanced by the agency. The committee shall make rules necessary to monitor the agency as well as matters related to the state's use of the products and services produced by the handicapped. Except as stated in section ten, article three of this chapter, rules shall reflect agreement with the policies and procedures established by the state's purchasing units.
- (c) Monitoring the performance of the central nonprofit agency to see that the commodities and services produced meet state specifications (or in the absence of specifications meet standards in use by the federal government or industry) as to quality and delivery. The committee shall provide procedures for formal and informal resolution of provider and consumer grievances or complaints.
- (d) Maintaining records pertaining to its activities under the act including records of sales, formal grievances, number of handicapped workers employed, a summary of disabilities for workers providing services, a list of workshop products and services, and the geographic distribution of provider workshops. On or before the first day of January of each year the committee shall file with the governor and the presiding officer of each house of the Legislature a written report summarizing the above records and giving a detailed accounting for all funds received and disbursed by the committee during the preceding year.

§5A-3A-5. Rules.

The committee may adopt rules for the implementation, extension, administration, or improvement of the program authorized by this article.

§5A-3A-6. Exceptions.

The purchasing unit is exempt from the operation of the mandatory provisions of section ten, article three of this chapter when:

- (1) The director of purchasing determines that the commodity or printing so produced or provided does not meet the reasonable requirements of the purchasing unit;
- (2) The committee or central nonprofit agency determines that a nonprofit workshop cannot reasonably provide the commodity or printing;
- (3) The purchasing director determines, after considering any recommendation of the committee or bids which may have been offered, that the commodity or printing is not of a fair market price; or
- (4) The purchasing director determines, after consulting with the committee, that the commodity or printing is not of like quality to other commodities or printing available. No purchasing unit may evade the intent of this section when required goods or services are reasonably available from nonprofit workshops.



EMPOWERING INDIVIDUALS WITH DISABILITIES THROUGH EMPLOYMENT

STATE USE PROGRAM

WVARF

WV ASSOCIATION OF REHABILITATION FACILITIES, INC.



ANNUAL REPORT 2013

WWW.WVARF.ORG

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REPORT SUMMARY



This report contains statistical, program, and financial information of the State Use Program for the fiscal years 2011-13.

The West Virginia State Use Program was created in 1984 by the passage of the West Virginia State Use Law, which mandated that the State of West Virginia purchase products and printing produced by sheltered workshops if such goods were available at a comparable price, and were of comparable quality that was being offered by private businesses. The purpose of the program is to provide employment opportunities to individuals with disabilities, and to provide quality commodities and services to state government agencies and political subdivisions at a fair market price.

The State Use Program is administered through a statewide contract between the West Virginia Association of Rehabilitation Facilities, Inc. (WVARF), and the State of West Virginia. **The Governor appointed the Committee for the Purchase of Commodities and Services from the Handicapped as an oversight committee to provide oversight of the “Fair Market Price” for commodities and services provided to state agencies by the Community Rehabilitation Programs located throughout West Virginia.**

The number of workers employed reflects the total number of all workers that worked on a State Use Program projects during the reported fiscal years 2011-13, regardless of the duration of their assignment on the project, or the number of hours they worked. **It does not reflect the number of “positions” created by the State Use Program.** Community Rehabilitation Programs (CRPs) are free to utilize the best staffing patterns to meet the needs of both the customer and the individual worker’s. Full time employment is not always available to the workers due to a large number of small projects. In addition, not all workers are able to work a 40-hour week due to their disability or financial limitations.

MESSAGE FROM THE EXECUTIVE DIRECTOR



Dear Supporters,

On behalf of the Governor's Committee, the Central Nonprofit Agency (CNA) Committee, the West Virginia Association of Rehabilitation Facilities (WVARF) Board of Directors and WVARF staff, I am pleased to present the 2013 Annual Report. (This report includes annual figures for fiscal year 2011, 2012, and 2013).

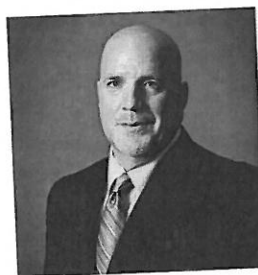
WVARF has faced many challenges during the 2012/13 fiscal year. Contract renewals have led to speeding up the learning curve of new staff while relying on the Purchasing Division and the Department of Administration. Many West Virginia rest areas were closed and/or renovated, leading to reduced hours and overall work. Legislative mandates of federal background checks delayed contract delivery and resulted in overall lost wages.

Change is never easy. New leadership combined with restructuring of staff has offered the opportunity to renew our vision, and maintain our mission of serving those with disabilities. Ensuring that those who are counting on us to have an improved quality of life, combined with assisting Community Rehabilitation Programs (CRPs) with viable and sustainable products and services, has presented continuous professional growth opportunities for the entire staff at WVARF. Despite these challenges, we have a lot to be thankful for.

I am thankful to have the dedicated staff that is always up for the challenge, a Board of Directors that has embraced the vision, and the support of the Governor's and CNA Committee's members. Again, I want to acknowledge the assistance and patience given by the State Purchasing Division.

Sincerely,

Executive Director



HIGHLIGHTS OF THE YEAR

- 78% of individuals with a disability were employed by the State Use Program.
- CRPs achieved an 86% ratio of direct labor hours of those employed with a disability.
- Direct labor hours worked by those with a disability increased 16.6% since 2010.
- Sales by Services increased 5.66% since 2010.
- Sales by State Agency increased 4.54% since 2010.
- Overall sales by CRP increased 5.21% since 2010.

Economic Value of the State Use Program in the State of West Virginia:

The 2012 Economic Benefits Study conducted by State Use Program Association (SUPRA) shows an annual savings of \$2,366 per worker with a disability employed on a State Use contract. These savings are realized through reduced need for government entitlements and increased tax payments to the government resulting from employment.

Community Rehabilitation Programs (CRPs) employed 969 individuals with a disability to work for State Use contracts. Based on the 2012 Economic Benefit Study, West Virginia benefited from an overall savings of approximately
\$2,292,654.00.

WVARF BOARD OF DIRECTORS

OFFICERS

BRENDA HELLWIG
MIKE TURNER
TERAH KLEIN
JANNIECE SLEIGH

PRESIDENT
VICE-PRESIDENT
TREASURER
SECRETARY

JOB SQUAD, INC.
SENECA DESIGNS
SW RESOURCES, INC.
EMPOWERMENT THROUGH EMPLOYMENT, INC.

MEMBERS

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CHERI BEVER
DEBBIE BIRTHISEL
PHYLLIS CANTRELL
STEPHEN DICKERSON
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JIM GAMBLE
CRAIG GREENING
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HARRY KEATON
GREG MORRIS
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EARL SMITH
JAN SMITH
ALISSA STEWART
ELAINE SWANEY

W.A.T.C.H., INC.
GOODWILL INDUSTRIES OF KANAWHA VALLEY INC.
GREEN ACRES REGIONAL CENTER, INC.
GATEWAY INDUSTRIES, INC.
MERCER COUNTY OPPORTUNITY INDUSTRIES, INC.
BUCKHANNON-UPSHUR WORK ADJUSTMENT CENTER, INC.
DEVELOPMENTAL CENTER AND WORKSHOP, INC.
BRIGHT HORIZONS
JACKSON COUNTY DEVELOPMENTAL CENTER, INC.
HANCOCK COUNTY SHELTERED WORKSHOP, INC.
THE SEEING HAND ASSOCIATION, INC.
PRECISION SERVICES, INC.
PRESTON COUNTY WORKSHOP, INC.
LILLIAN JANES LEARNING CENTER, INC.
PACE ENTERPRISES, INC.
CLAY COUNTY SERVICES UNLIMITED, INC.
INTEGRATED RESOURCES, INC.
THE OP SHOP, INC.
GOODWILL INDUSTRIES OF KYOWVA, INC.
GOODWILL INDUSTRIES OF SW PA & NC WV

CNA COMMITTEE

JOHN EMPSON
JOHN B. MCCUSKEY
JERRY CARPER
JOHN ELLEM
RICHARD SMITH
DAVID MOLGAARD
WILLIAM "BILL" MONTEROSSO
BRENDA HELLWIG

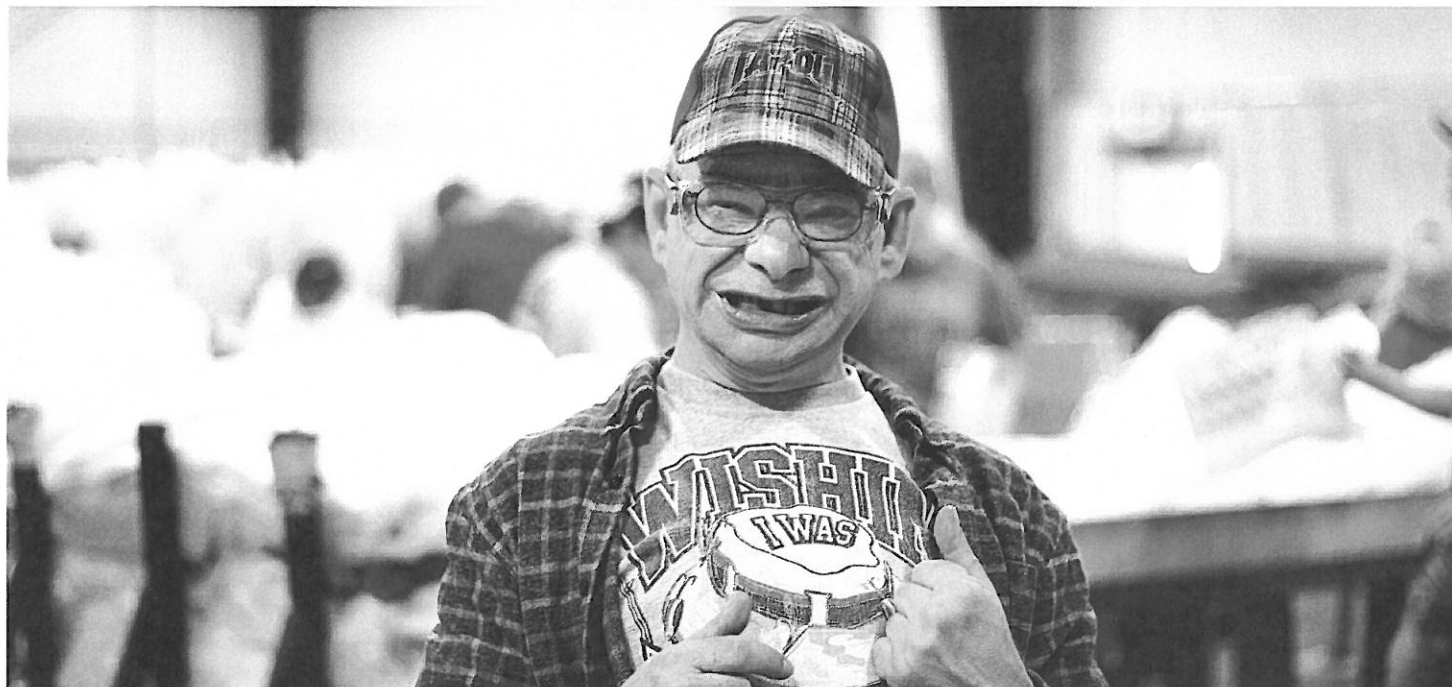
CERTIFIED PUBLIC ACCOUNTANT
WV HOUSE OF DELEGATES
WV DIVISION OF REHAB SERVICES
WV HOUSE OF DELEGATES
EASTERN WV COMMUNITY ACTION AGENCY
MANAGER OF THE CITY OF CHARLESTON
WVARF EXECUTIVE DIRECTOR
WVARF PRESIDENT/EXECUTIVE DIRECTOR OF JOB SQUAD, INC.

GOVERNORS COMMITTEE

CEDRIC GREENE
BRENDA BATES
JAN SMITH
EVERETTE SULLIVAN
DON ARRICK

CHAIRPERSON
REPRESENTING WV DIVISION OF REHABILITATION SERVICES
REPRESENTING BNONPROFIT WORKSHOPS
REPRESENTING ORGANIZED LABOR
WV PURCHASING DIVISION

WV COUNTIES SERVED BY COMMUNITY REHABILITATION PROGRAMS



COMMUNITY REHABILITATION PROGRAM

FY2011-13

BRIGHT HORIZONS	FAYETTE, NICHOLAS, WEBSTER, KANAWHA, STATEWIDE SOAP
BUCKHANNON-UPSHUR WORK ADJUSTMENT CENTER	LEWIS, UPSHUR, BARBOUR
CLAY COUNTY SERVICES UNLIMITED	CLAY, ROANE, FAYETTE
DEVELOPMENTAL CENTER AND WORKSHOP	BERKELEY, GRANT, HAMPSHIRE, HARDY, MINERAL
EASTRIDGE HEALTH SYSTEMS	BERKELEY, MORGAN
EMPOWERMENT THROUGH EMPLOYMENT	HARRISON, PRESTON, TAYLOR
GATEWAY INDUSTRIES	GREENBRIER, MONROE, POCAHONTAS
GOODWILL INDUSTRIES OF KANAWHA VALLEY	KANAWHA, PUTNAM
GOODWILL INDUSTRIES OF KYOWVA	CABELL, LINCOLN, MASON, WAYNE
GOODWILL OF SW PA	MONONGALIA
GREEN ACRES REGIONAL CENTER	STATEWIDE WATER
HANCOCK COUNTY SHELTERED WORKSHOP	HANCOCK, STATEWIDE LAUNDRY/MATS
INTEGRATED RESOURCES	BOONE, LOGAN, MCDOWELL, MINGO, SUMMERS, WYOMING, RALEIGH, BERKELEY
JACKSON COUNTY DEVELOPMENTAL CENTER	JACKSON-STATEWIDE DATA MANAGEMENT/CLOTHS
JOB SQUAD	KANAWHA
LILLIAN JAMES LEARNING CENTER	RALEGH, LOGAN, MERCER
MERCER COUNTY OPPORTUNITY INDUSTRIES	MERCER, MONROE
MID-VALLEY HEALTHCARE	WETZEL
NORTHWOOD HEALTH SYSTEMS	MARSHALL
PACE TRAINING & EVALUATION CENTER	MONONGALIA, STATEWIDE DOCUMENT HANDLING
PRECISION SERVICES	BRAXTON, GILMER, LEWIS, KANAWHA
PRESTERA CENTER	KANAWHA, WAYNE, CABELL
PRESTON COUNTY SHELTERED WORKSHOP	PRESTON
RANDOLPH COUNTY SHELTERED WORKSHOP	RANDOLPH, BARBOUR, MONONGALIA
SW RESOURCES	PLEASANTS, WOOD
THE OP SHOP	MARION, HARRISON
WATCH	OHIO

EMPLOYEES OF THE YEARS

COMMUNITY
EMPLOYEE
OF THE
YEAR

JAMIE POE
SW RESOURCES

STATE
USE
EMPLOYEE
OF THE
YEAR

ERICKA PRUITT
DEVELOPMENTAL CENTER & WORKSHOP

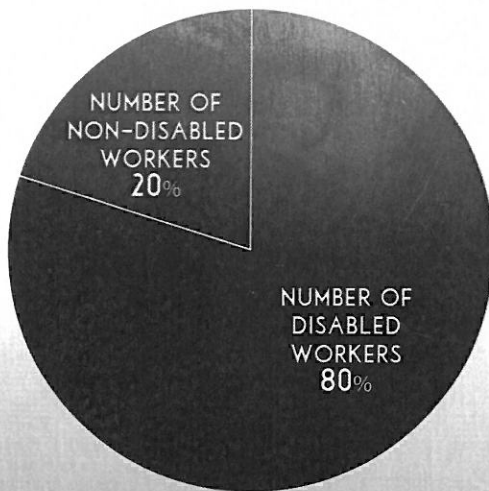
STATE
USE
STEPPING
STONE
AWARD

DIANA CORBITT
EMPOWERMENT THROUGH EMPLOYMENT, INC.

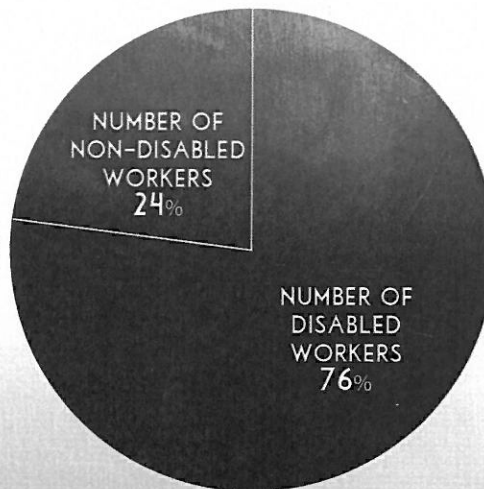
NUMBER OF WORKERS EMPLOYED ON STATE USE PROGRAM

FISCAL YEAR	NUMBER OF DISABLED WORKERS	NUMBER OF NON-DISABLED WORKERS	TOTAL NUMBER OF WORKERS EMPLOYED
2013	874	216	1090
2012	848	267	1115
2011	1050	205	1255

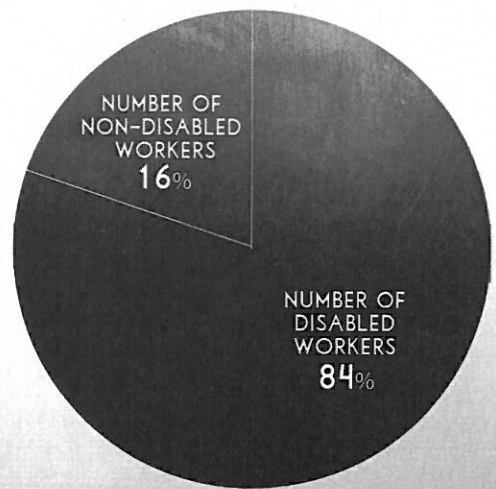
FY 2013



FY 2012

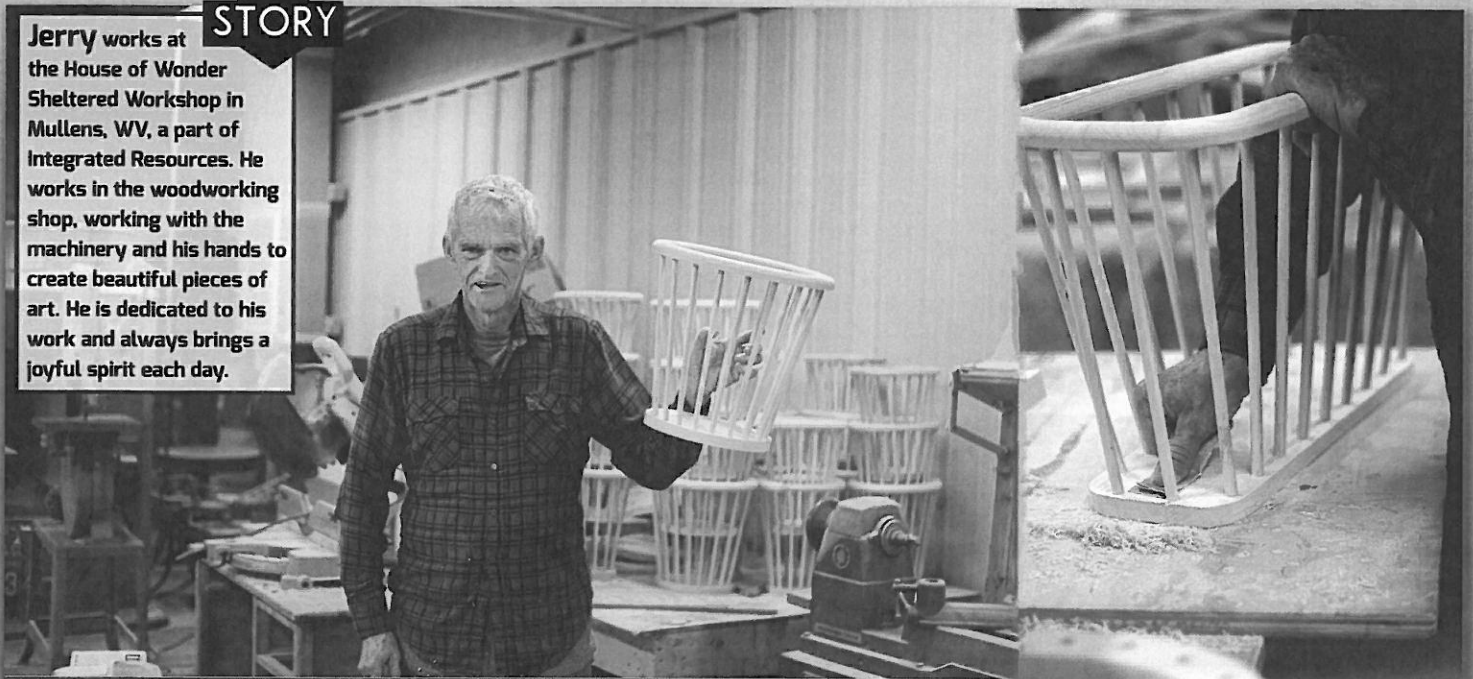


FY 2011



STORY

Jerry works at the House of Wonder Sheltered Workshop in Mullens, WV, a part of Integrated Resources. He works in the woodworking shop, working with the machinery and his hands to create beautiful pieces of art. He is dedicated to his work and always brings a joyful spirit each day.



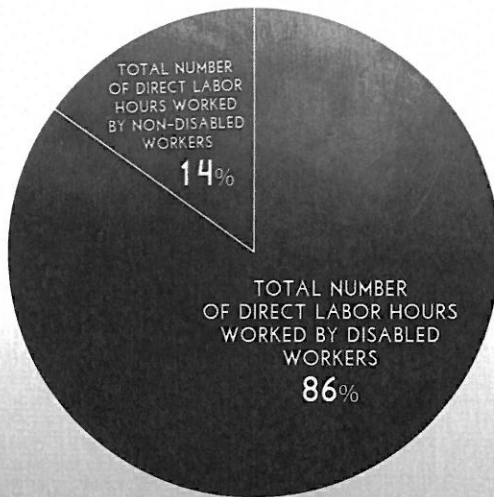
DIRECT LABOR HOURS WORKED BY DISABLED WORKERS

FOR THE STATE USE PROGRAM THROUGHOUT WEST VIRGINIA

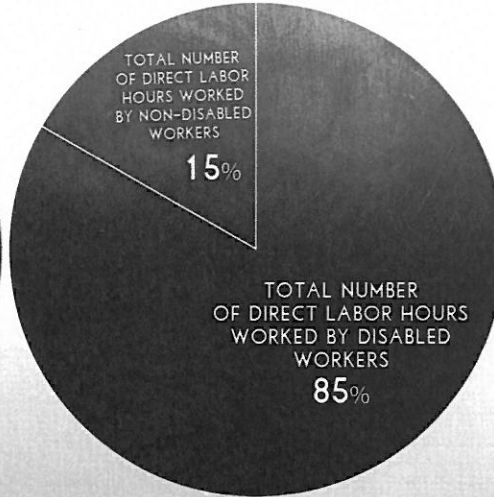
FISCAL YEAR	TOTAL NUMBER OF DIRECT LABOR HOURS WORKED BY DISABLED WORKERS	TOTAL NUMBER OF DIRECT LABOR HOURS WORKED BY NON-DISABLED WORKERS	TOTAL HOURS WORKED	OVERALL STATE USE RATIO OF DISABLED WORKERS
2013	688,860	114,578	803,438	86%
2012	712,521	122,005	834,526	85%
2011	732,733	123,207	855,940	86%

PERCENTAGES OF DIRECT LABOR HOURS

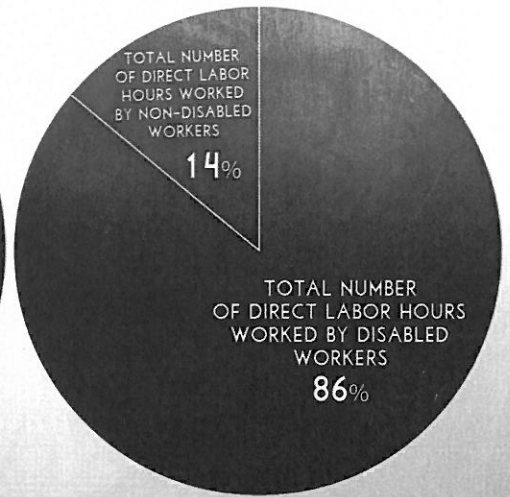
FY13



FY12

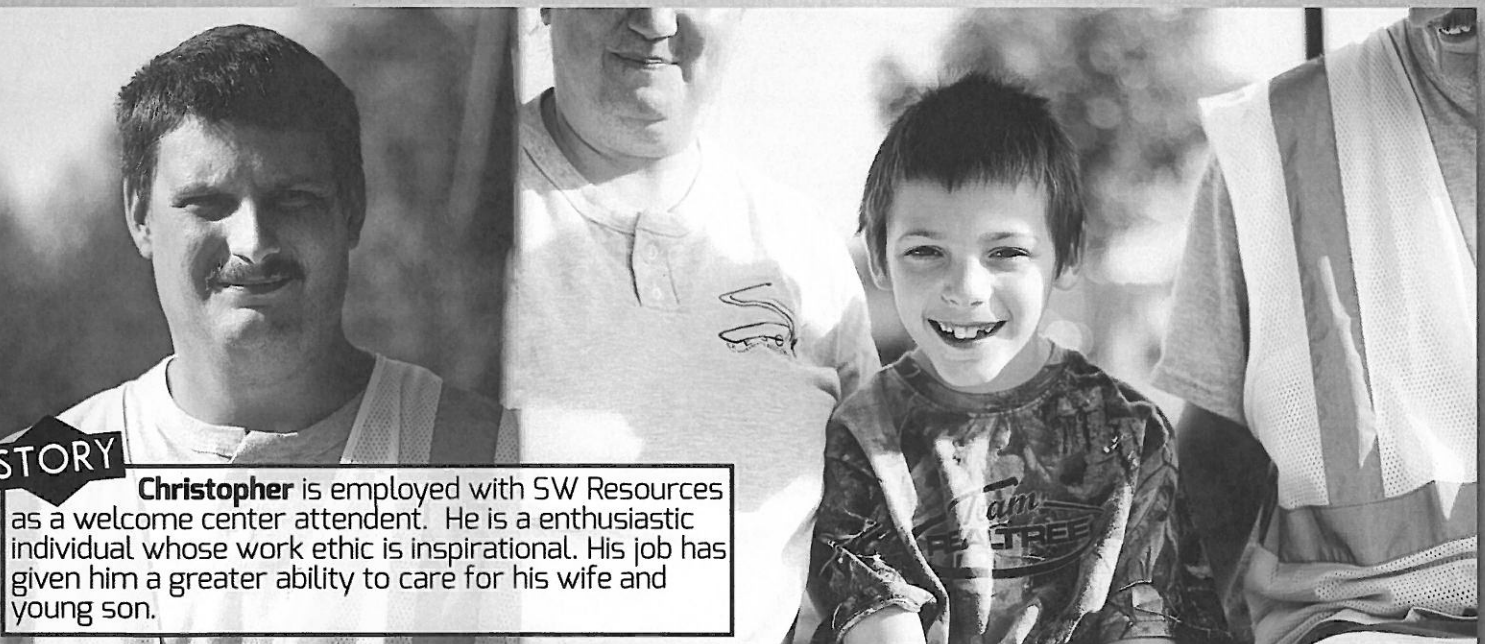


FY11



STORY

Christopher is employed with SW Resources as a welcome center attendant. He is an enthusiastic individual whose work ethic is inspirational. His job has given him a greater ability to care for his wife and young son.



AVERAGE NUMBER OF HOURS WORKED BY WORKERS WITH DISABILITIES

FISCAL YEAR	NUMBER OF WORKERS WITH DISABILITIES	NUMBER OF HOURS WORKED BY WORKERS WITH DISABILITIES	AVERAGE NUMBER OF HOURS WORKED PER WORKER
2013	874	688,860	788
2012	848	712,521	840
2011	1050	732,733	698

**[AVERAGE
HOURS
WORKED**



WAGES PAID TO WORKERS ON STATE USE PROJECTS

FISCAL YEAR	TOTAL WAGES PAID TO DISABLED WORKERS	TOTAL WAGES PAID TO NON-DISABLED WORKERS	TOTAL WAGES PAID
2013	\$5,615,417	\$948,108	\$6,563,525
2012	\$5,705,966	\$922,647	\$6,628,613
2011	\$5,792,272	\$1,049,372	\$6,841,644

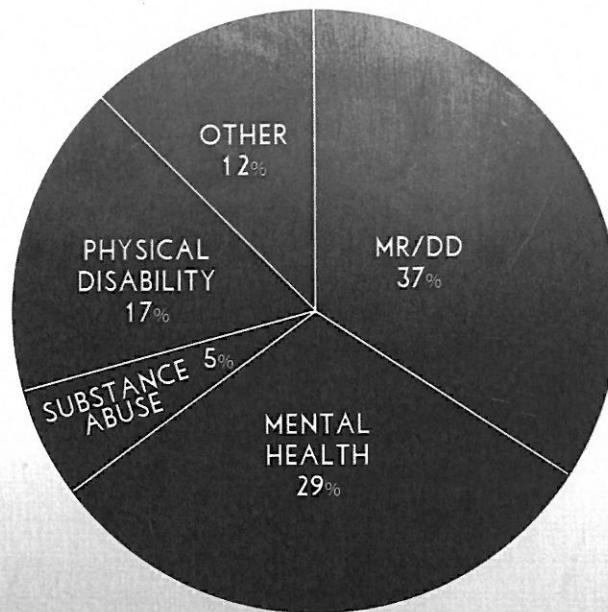
**[WAGES
PAID**



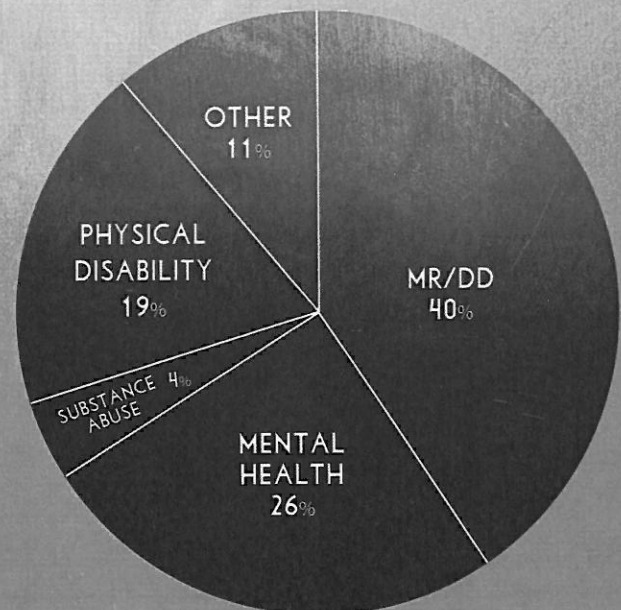
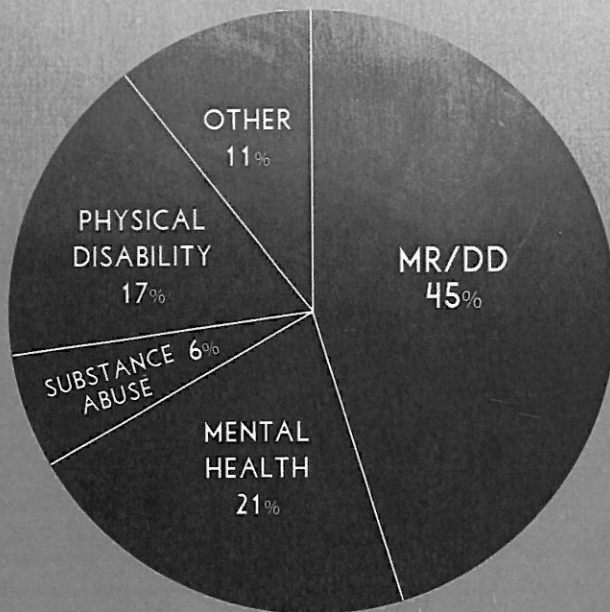
DISABILITY DEMOGRAPHIC STATISTICS FOR THE WV STATE USE PROGRAM

FISCAL YEAR	MR/DD	MENTAL HEALTH	SUBSTANCE ABUSE	PHYSICAL DISABILITY	OTHER	TOTAL
2013	323	253	42	148	108	874
2012	338	213	36	160	101	848
2011	491	213	65	170	111	1050

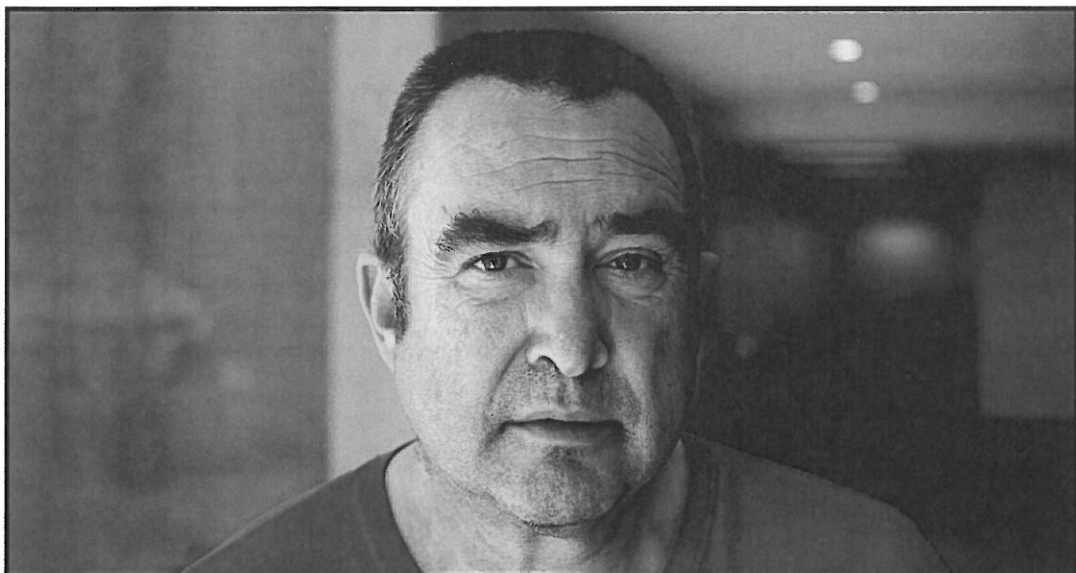
FY 2013 DEMOGRAPHIC PERCENTAGES



FY 2011 DEMOGRAPHIC PERCENTAGES FY 2012 DEMOGRAPHIC PERCENTAGES



SALES



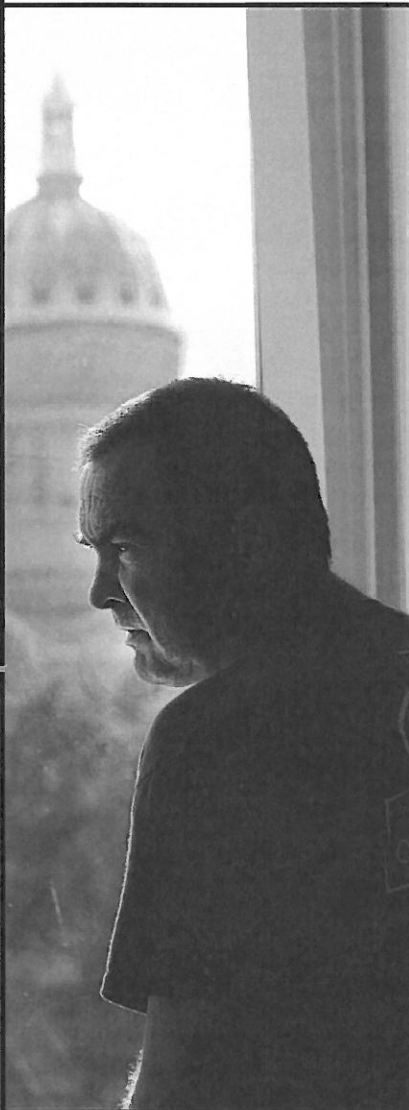
SCOTT is a employee of Goodwill Industries of the Kanawha Valley, and is a part of the custodial crew at the WV State Capital complex. Though shy about his accomplishments, Scott is a hard working and dedicated member of the Charleston, West Virginia community.

After previously being homeless and without paid work, Scott has now been working at the Capital since December 2009. He rents an apartment in town, and is now able to care for his own needs. He is a perfect example of how effective and powerful the state use program can be.

STORY

SERVICES	FY13	FY12	FY11
COURIER	\$ 6,851	\$ 30,197	\$ 29,753
DATA MANAGEMENT	\$ 704,544	\$ 315,168	\$ 523,702
DATA IMAGING	\$ 410,180	\$ 755,876	\$ 689,671
DOCUMENT DESTRUCTION	\$ 17,562	\$ -	\$ -
GROUND	\$ 47,830	\$ 193,345	\$ 200,354
JANITORIAL	\$ 9,333,916	\$ 7,057,487	\$ 6,511,829
LAUNDRY	\$ 1,496,383	\$ 1,480,961	\$ 1,371,062
LOW IMPACT MONITORING	\$ 409,090	\$ 479,755	\$ 403,750
MICROFILMING	\$ 86,696	\$ 38,937	\$ 54,081
MISCELLANEOUS	\$ 796	\$ 10,003	\$ 8,313
PRESORT	\$ 668,680	\$ 717,272	\$ 698,462
REST AREAS	\$ 474,901	\$ 2,152,243	\$ 2,455,528
STREAM ACCESS SITES	\$ 64,627	\$ 67,381	\$ 148,987
TEMPORARY SERVICES	\$ 302,306	\$ 498,091	\$ 266,001
TOTAL	\$ 14,024,362	\$ 13,796,718	\$ 13,361,494

COMMODITIES	FY13	FY12	FY11
BOTTLED WATER	\$ 220,095	\$ 85,491	\$ 75,975
CLEANING CLOTHS	\$ 140,696	\$ 177,731	\$ 186,617
CONDIMENT KITS	\$ -	\$ 816	\$ 1,000
FISH NURSERY STRUCTURES	\$ 0	\$ 0	\$ 0
LIQUID HAND SOAP	\$ 104,465	\$ 120,032	\$ 117,382
MISCELLANEOUS	\$ 2,449	\$ 0	\$ 0
OIL ABSORBENCY KITS	\$ 9,959	\$ 12,891	\$ 8,968
SURVEY STAKES	\$ 13,124	\$ 15,851	\$ 17,036
TOTAL	\$ 490,788	\$ 412,811	\$ 406,977



SALES CONTINUED...

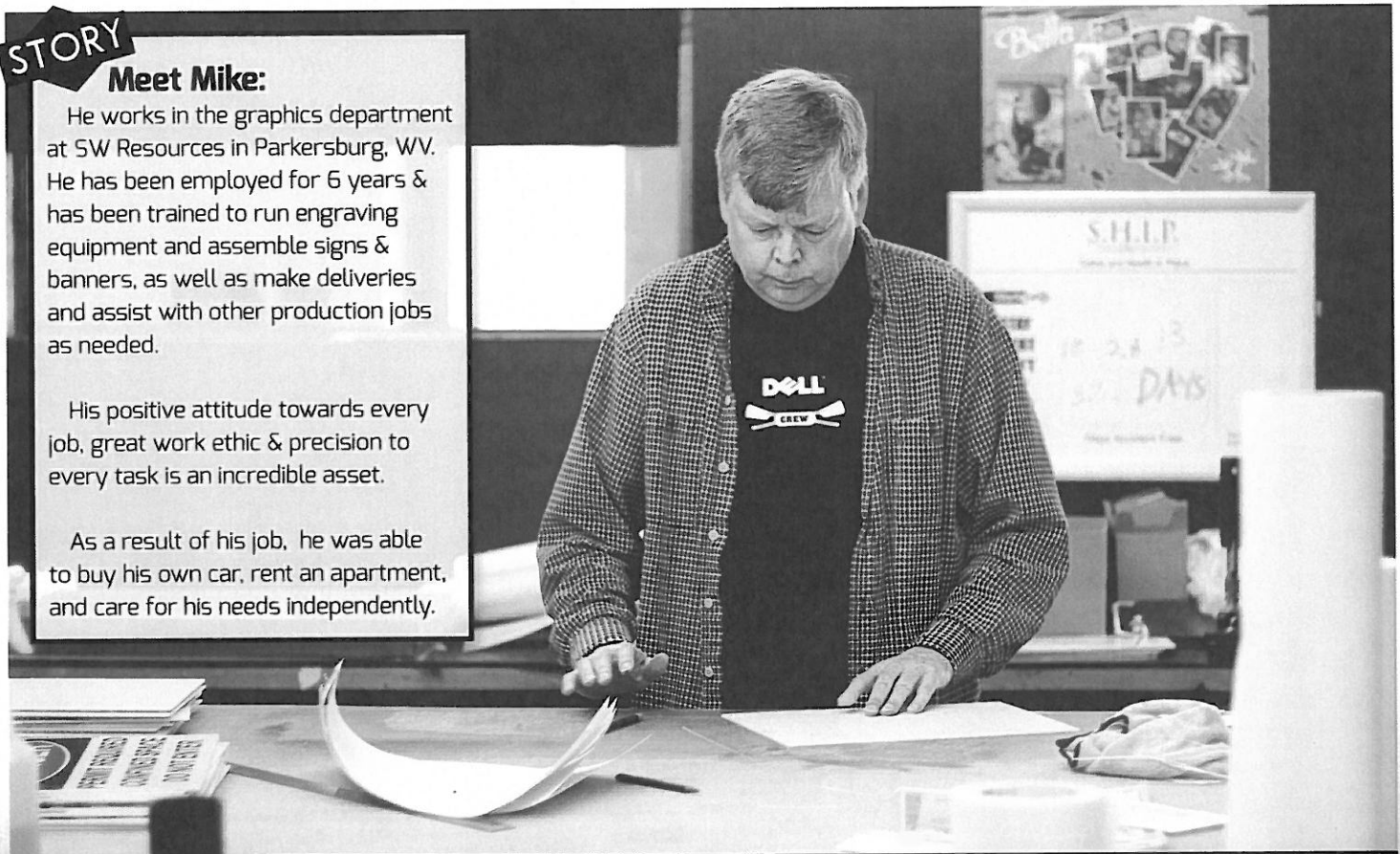
STORY

Meet Mike:

He works in the graphics department at SW Resources in Parkersburg, WV. He has been employed for 6 years & has been trained to run engraving equipment and assemble signs & banners, as well as make deliveries and assist with other production jobs as needed.

His positive attitude towards every job, great work ethic & precision to every task is an incredible asset.

As a result of his job, he was able to buy his own car, rent an apartment, and care for his needs independently.



STATE AGENCY	FY13	FY12	FY11
ALCOHOL BEVERAGE COMMISSION	\$ 13,268	\$ 93,804	\$ 13,725
AUDITOR'S OFFICE	\$ 7,603	\$ 9,095	\$ -
BUREAU OF COMMERCE	\$ 358,486	\$ 391,187	\$ 474,492
COLLEGE AND UNIVERSITIES	\$ 1,155,396	\$ 1,067,630	\$ 1,037,726
DEPT OF ADMINISTRATION	\$ 2,724,365	\$ 2,926,273	\$ 2,401,623
DEPT OF EDUCATION AND THE ARTS	\$ 197,983	\$ 144,978	\$ 542,765
DEPT OF ENVIRONMENTAL PROTENTION	\$ 594,821	\$ 600,606	\$ 554,957
DEPT OF HEALTH AND HUMAN RESOURCES	\$ 3,268,157	\$ 3,371,746	\$ 3,181,628
DEPT OF MILITARY AFFAIRS AND PUBLIC SAFETY	\$ 308,115	\$ 111,676	\$ 153,162
DEPT OF TAX AND REVENUE	\$ 135,184	\$ 148,671	\$ 179,845
DEPT OF TRANSPORTATION	\$ 5,083,267	\$ 4,835,023	\$ 4,841,703
DEPT OF VETERANS AFFAIRS	\$ 269,598	\$ 277,965	\$ 202,298
LOTTERY COMMISSION	\$ 250,893	\$ 92,405	\$ 19,637
MISCELLANEOUS AGENCIES	\$ 136,183	\$ 127,155	\$ 154,525
SENIOR SERVICES BUREAU	\$ 6,217	\$ 4,938	\$ 4,296
STATE TREASURER'S OFFICE	\$ 5,616	\$ 6,378	\$ 6,089
TOTAL	\$ 14,515,150	\$ 14,209,529	\$ 13,768,471

SALES CONTINUED...



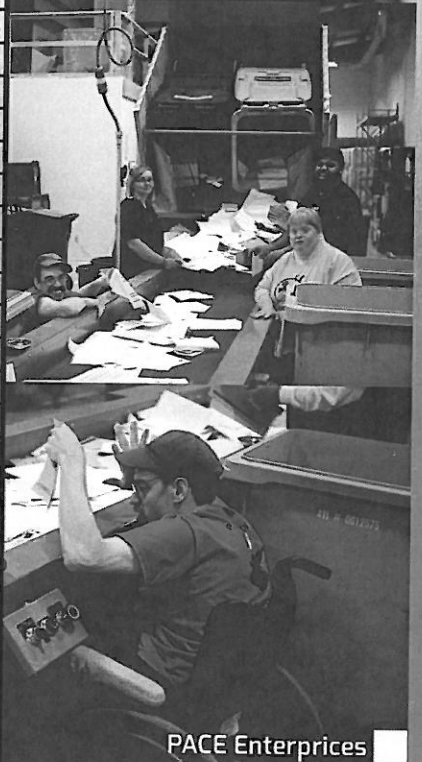
Precision Services

COMMUNITY REHABILITATION PROGRAM

	FY13	FY12	FY11
BRIGHT HORIZONS	\$ 302,554	\$ 304,964	\$ 295,726
BUCKHANNON UPSHUR WORK ADJUSTMENT CENTER	\$ 106,951	\$ 110,170	\$ 108,226
CLAY COUNTY SERVICES UNLIMITED	\$ 319,909	\$ 313,445	\$ 317,420
DEVELOPMENTAL CENTER & WORKSHOP	\$ 709,909	\$ 680,633	\$ 718,062
EASTRIDGE HEALTH SYSTEMS	\$ 5,297	\$ 7,320	\$ 5,555
EMPOWERMENT THROUGH EMPLOYMENT	\$ 269,130	\$ 319,924	\$ 289,187
GATEWAY INDUSTRIES	\$ 281,652	\$ 161,894	\$ 252,396
GOODWILL INDUSTRIES OF KANAWHA VALLEY	\$ 3,438,834	\$ 3,811,885	\$ 3,373,001
GOODWILL INDUSTRIES OF KYOWVA	\$ 406,233	\$ 416,442	\$ 552,565
GOODWILL OF SW PA	\$ 13,015	\$ 11,931	\$ -
GREEN ACRES REGIONAL CENTER	\$ 28,173	\$ -	\$ -
HANCOCK COUNTY SHELTERED WORKSHOP	\$ 1,506,319	\$ 1,501,046	\$ 1,371,062
INTEGRATED RESOURCES	\$ 540,356	\$ 583,971	\$ 525,821
JACKSON COUNTY DEVELOPMENTAL CENTER	\$ 536,492	\$ 472,690	\$ 681,388
JOB SQUAD	\$ 655,924	\$ 692,043	\$ 698,462
LILLIAN JAMES LEARNING CENTER	\$ 232,532	\$ 162,222	\$ 141,795
MERCER COUNTY OPPORTUNITY INDUSTRIES	\$ 264,158	\$ 259,505	\$ 274,635
MID-VALLEY HEALTHCARE	\$ 28,445	\$ 28,725	\$ 25,733
NORTHWOOD HEALTH SYSTEMS	\$ 21,982	\$ 21,982	\$ 23,814
PACE TRAINING & EVALUATION CENTER	\$ 227,817	\$ 191,634	\$ 202,480
PRECISION SERVICES	\$ 1,190,093	\$ 1,198,971	\$ 1,182,638
PRESTERA CENTER	\$ 195,408	\$ 162,887	\$ 76,700
PRESTON COUNTY SHELTERED WORKSHOP	\$ 294,926	\$ 293,466	\$ 279,895
RANDOLPH COUNTY SHELTERED WORKSHOP	\$ -	\$ -	\$ 16,385
SEEING HAND ASSOCIATION	\$ -	\$ -	\$ -
SENECA DESIGNS	\$ 164,312	\$ 227,133	\$ 198,816
SW RESOURCES	\$ 691,030	\$ 688,276	\$ 665,604
THE OP SHOP	\$ 1,358,735	\$ 1,160,022	\$ 1,426,619
WATCH	\$ 164,480	\$ 170,017	\$ 35,554
TOTAL	\$13,954,666	\$13,953,197	\$13,739,541



Hancock County Sheltered Workshop

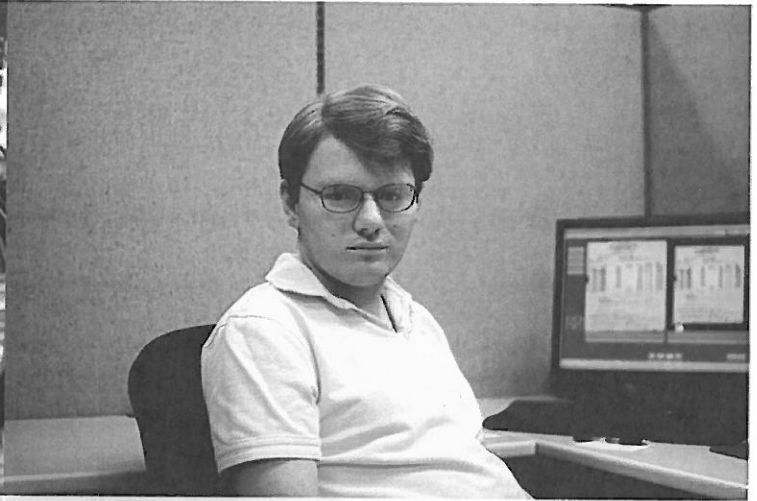


PACE Enterprises

LIVES IMPACTED



Carol works with Hancock County Sheltered Workshop, cleaning and folding laundry for a number of State Use contracts, including the WV State Capital. She is a genuine and kind woman with a keen eye to precision in her work and is loved by all those she works with.



Aaron works cleaning up digital images for Precision Services, Inc. in Bridgeport, WV. He has been employed for four months and loves his job. His level of intelligence is off the charts. Within the first couple weeks, he mastered photoshop and is now one of the highest performing workers in the lab.



Jennifer is a custodial worker at the WV State Capital complex, employed through Goodwill Industries of the Kanawha Valley. As she expressed, she grew up in the foster care system going from home to home. She has come a long ways since. Her joyous spirit & vibrant smile lights up a room & touches everyone she comes in contact with.

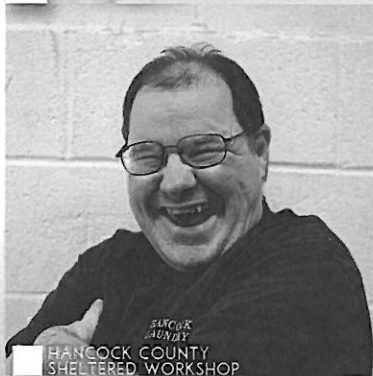


Rodney is an employee of Connor's Trucking, hired through Job Squad, Inc. He lives with his parents close to his work, so he is able to walk there. Each day he is precisely on time and his employer is extremely happy with his work ethic. He speaks fondly of everyone, and is a dedicated member of his community.

FACES



INTEGRATED RESOURCES



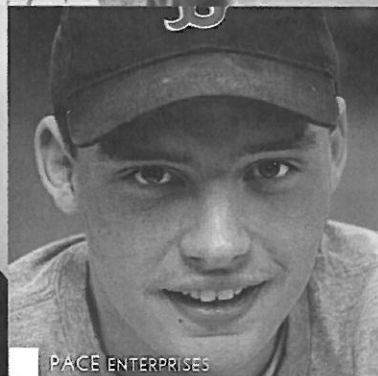
HANTON COUNTY
SHELTERED WORKSHOP



PRECISION SERVICES, INC.



JOB SQUAD, INC.



PACE ENTERPRISES



SW RESOURCES



WV ASSOCIATION OF REHABILITATION FACILITIES, INC.

WWW.WVARF.ORG

400 ALLEN DRIVE, SUITE 100

CHARLESTON, WV 25302

PHONE: 304-205-7970

FAX: 304-205-7915

DESIGN AND PHOTOS BY



WWW.STONESTREETCREATIVE.COM

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**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

AUDITED FINANCIAL STATEMENTS

JUNE 30, 2013 AND 2012

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

JUNE 30, 2013 AND 2012

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Statements of Functional Expenses	7-8
Statements of Cash Flows	9
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WILLIAM M. ELLIS, SR.
(1919-1990)
ROBERT V. ELLIS
(1925-2009)
WILLIAM M. ELLIS, JR.
MICHAEL C. ELLIS
MARK E. ELLIS
ALAN M. HEDGE
MICHELLE L. CLARK
BRIAN D. WADSWORTH

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
West Virginia Association of
Rehabilitation Facilities, Inc.
Charleston, West Virginia

We have audited the accompanying financial statements of West Virginia Association of Rehabilitation Facilities, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities and changes in net assets, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of West Virginia Association of Rehabilitation Facilities, Inc. as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "Ellis & Ellis, PLLC".

Ellis & Ellis, PLLC

Charleston, West Virginia
November 13, 2013

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

STATEMENTS OF FINANCIAL POSITION

ASSETS

	JUNE 30,	
	2013	2012
Cash and Cash Equivalents	\$ 579,604	\$ 499,725
Reserve Fund	1,360,663	1,361,071
Accounts Receivable	2,168,509	1,478,441
Equipment, Less Accumulated Depreciation of \$53,858 and \$67,642, Respectively	<u>60,968</u>	<u>16,419</u>
TOTAL ASSETS	<u>\$ 4,169,744</u>	<u>\$ 3,355,656</u>

LIABILITIES AND NET ASSETS

Accounts Payable	\$ 2,169,444	\$ 1,385,403
Accrued Expenses	<u>29,319</u>	<u>19,913</u>
Total Liabilities	\$ 2,198,763	\$ 1,405,316
 Unrestricted Net Assets	 <u>1,970,981</u>	 <u>1,950,340</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,169,744</u>	<u>\$ 3,355,656</u>

The accompanying Notes to Financial Statements are an integral part of these statements.

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

	FOR THE YEARS ENDED JUNE 30,	
	2013	2012
UNRESTRICTED REVENUES:		
State Use Contract Sales Fees	\$ 14,078,107	\$ 13,740,014
Department of Health and Human Resources		
Contract Fees	61,706	55,678
Membership Dues	21,625	22,275
Reserve Fund Gains (Losses)	87,147	(5,323)
Other Income	28,645	104,440
	<u>14,277,230</u>	<u>13,917,084</u>
Total Unrestricted Revenues	\$	\$
EXPENSES:		
Program Services:		
Employment Contracts	\$ 13,900,371	\$ 13,660,950
Membership Services	18,068	11,767
	<u>13,918,439</u>	<u>13,672,717</u>
Supporting Services:		
Management and General	338,150	142,759
	<u>14,256,589</u>	<u>13,815,476</u>
Total Expenses	\$	\$
CHANGES IN NET ASSETS	\$ 20,641	\$ 101,608
NET ASSETS, JULY 1	<u>1,950,340</u>	<u>1,848,732</u>
NET ASSETS, JUNE 30	<u>\$ 1,970,981</u>	<u>\$ 1,950,340</u>

The accompanying Notes to Financial Statements are an integral part of these statements.

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2013

	Program Services			Management and General	Total
	Employment Contracts	Membership Services	Total		
State Use Contracts	\$ 13,501,961	\$ -	\$ 13,501,961	\$ -	\$ 13,501,961
Personnel Cost	231,073	-	231,073	238,645	469,718
Travel	32,565	-	32,565	12,198	44,763
Dues and Subscriptions	1,805	-	1,805	849	2,654
Meetings/Hospitality	12,220	18,068	30,288	3,178	33,466
Maintenance	3,388	-	3,388	1,595	4,983
Office Supplies	23,629	-	23,629	11,120	34,749
Postage and Printing	1,990	-	1,990	936	2,926
Telephone	8,370	-	8,370	3,939	12,309
Professional Services	2,312	-	2,312	36,893	39,205
Office Rent	24,360	-	24,360	11,463	35,823
Miscellaneous	22,114	-	22,114	8,498	30,612
Corporate Insurance	8,840	-	8,840	4,160	13,000
Depreciation	9,937	-	9,937	4,676	14,613
Credit Card Fees	15,807	-	15,807	-	15,807
	<u>\$ 13,900,371</u>	<u>\$ 18,068</u>	<u>\$ 13,918,439</u>	<u>\$ 338,150</u>	<u>\$ 14,256,589</u>

The accompanying Notes to Financial Statements are an integral part of these statements.

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2012**

	Program Services			Management and General	Total
	Employment Contracts	Membership Services	Total		
State Use Contracts	\$ 13,287,209	\$ -	\$ 13,287,209	\$ -	\$ 13,287,209
Personnel Cost	272,480	-	272,480	88,360	360,840
Travel	40,049	-	40,049	8,756	48,805
Dues and Subscriptions	1,254	-	1,254	590	1,844
Meetings/Hospitality	4,169	11,767	15,936	1,829	17,765
Maintenance	58	-	58	27	85
Office Supplies	8,281	-	8,281	3,239	11,520
Postage and Printing	3,308	-	3,308	1,557	4,865
Telephone	5,987	-	5,987	1,175	7,162
Professional Services	2,312	-	2,312	27,479	29,791
Office Rent	10,028	-	10,028	4,719	14,747
Miscellaneous	2,034	-	2,034	(108)	1,926
Corporate Insurance	7,519	-	7,519	3,539	11,058
Depreciation	3,394	-	3,394	1,597	4,991
Credit Card Fees	12,868	-	12,868	-	12,868
	\$ 13,660,949	\$ 11,767	\$ 13,672,716	\$ 142,759	\$ 13,815,476

The accompanying Notes to Financial Statements are an integral part of these statements.

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

STATEMENTS OF CASH FLOWS

	FOR THE YEARS ENDED JUNE 30,	
	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in Net Assets	\$ 20,641	\$ 101,608
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation Expense	14,613	4,991
Net Unrealized and Realized (Gains) Losses on Reserve Fund	(65,437)	30,562
(Gain) on Disposal of Equipment	(1,497)	-
Change in Operating Assets and Liabilities:		
(Increase) Decrease In:		
Accounts Receivable	(690,068)	148,894
Increase (Decrease) In:		
Accounts Payable	784,041	(424,978)
Accrued Expenses	9,406	(10,864)
Net Cash Provided (Used) by Operating Activities	<u>\$ 71,699</u>	<u>\$ (149,787)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of Reserve Fund Securities	\$ (299,000)	\$ (246,048)
Purchases of Fixed Assets and Equipment	(64,165)	-
Proceeds from Sale of Equipment	6,500	-
Proceeds from Sales of Reserve Fund Securities	329,019	210,428
(Increase) Decrease in Investment Cash	<u>35,826</u>	<u>10,381</u>
Net Cash Provided (Used) by Investing Activities	<u>\$ 8,180</u>	<u>\$ (25,239)</u>
Increase (Decrease) in Cash and Cash Equivalents	\$ 79,879	\$ (175,026)
CASH AND CASH EQUIVALENTS, JULY 1	<u>499,725</u>	<u>674,751</u>
CASH AND CASH EQUIVALENTS, JUNE 30	<u>\$ 579,604</u>	<u>\$ 499,725</u>

The accompanying Notes to Financial Statements are an integral part of these statements.

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013 AND 2012

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Description of Organization:

West Virginia Association of Rehabilitation Facilities, Inc. (the Association) is a nonprofit, nonstock corporation organized under the laws of the State of West Virginia and exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The primary purpose of the Association is to communicate and disseminate information among rehabilitation facilities to assist the disabled in making their maximum contributions to society. The Association's primary operations consist of obtaining employment contracts with agencies of the State of West Virginia for community rehabilitation programs.

Cash and Cash Equivalents:

Cash and cash equivalents consist of demand deposits and daily cash investment accounts.

Equipment:

Equipment is stated at cost. Depreciation is calculated on a straight-line basis over an estimated useful life of 5 years. The Association's policy is to capitalize property and equipment over \$1,000. Lesser amounts are expensed.

Reserve Fund:

Funds are carried at market values as determined by quoted prices in active markets.

Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

Functional Expenses:

Expenses are charged to program and supporting services based on a combination of specific identification and allocation by management.

Bad Debts:

Accounts receivable are written off in the period in which management determines that they are uncollectible.

Income Taxes:

The Association is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) and, therefore, has made no provision for federal income taxes. In addition, the Association has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Code. The Association had no excise or unrelated business income taxes for the years ended June 30, 2013 and 2012. The Organization's federal information returns, Form 990, are subject to examination by the IRS, generally for three years after they are filed.

Reclassifications:

Certain amounts for the year ended June 30, 2012 have been reclassified in these comparative financial statements to conform to the 2013 classification. These reclassifications had no effect on the change in net assets.

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013 AND 2012

NOTE 2 - OPERATING LEASES:

The Association leases equipment and vehicles under noncancellable operating leases expiring in 2015. Additionally, the office space is leased under a cancellable operating lease which expires on June 30, 2017.

Rental expense for all operating leases including office space, vehicles and equipment was \$38,115 and \$18,193 for the years ended June 30, 2013 and 2012, respectfully.

Future minimum rental payments for the next five years and thereafter, required under leases with remaining terms in excess of one year, are as follows:

Year Ended June 30,	
2014	\$ 46,598
2015	44,382
2016	39,121
2017	39,121
2018	-
	<hr/>
	\$ 169,222

NOTE 3 - RETIREMENT PLAN:

The Association has a defined contribution retirement plan in which all employees are eligible to participate. The Plan provides participants with several investment options. The Association contributes 9.5% of gross compensation for each participant. Retirement expense for the year ended June 30, 2013 and 2012 was \$28,443 and \$16,512, respectively.

NOTE 4 - CONCENTRATION OF CREDIT RISK:

Cash and Investments:

Financial instruments which potentially expose the Association to significant concentrations of credit risk consist principally of cash and cash equivalents, investments, and accounts receivable.

Cash and cash equivalents consist of demand deposits and a daily cash investment account with a high credit quality financial institution. Cash normally exceeds the federal depository insurance limit of \$250,000. Investments consist principally of money market funds and diversified mutual funds.

Accounts Receivable and Revenues:

Accounts receivable are primarily due from agencies of the State of West Virginia. During the years ended June 30, 2013 and 2012, approximately 99% of the contract fees recognized by the Association were related to state agencies.

Beginning June 1, 2008, the Association secured their role as the contract administrator for state use contracts for a one year term with a renewal option for each of the following five years. The current contract is in effect until June 30, 2014.

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013 AND 2012

NOTE 5 - RESERVE FUND:

Reserve funds are stated at fair value and are summarized as follows:

		June 30, 2013	
		Cost	Fair Value
Money Market Funds	\$	280,134	\$ 280,134
Mutual Funds		1,054,438	1,080,529
	\$	<u>1,334,572</u>	<u>\$ 1,360,663</u>

		June 30, 2012	
		Cost	Fair Value
Money Market Funds	\$	276,164	\$ 276,164
Mutual Funds		1,123,448	1,084,907
	\$	<u>1,399,612</u>	<u>\$ 1,361,071</u>

The following schedule summarizes reserve fund gains (losses) for the years ended June 30,

	2013	2012
Unrealized Gains (Losses)	\$ 64,632	\$ (11,138)
Interest and Dividends	21,710	25,239
Realized Gains (Losses)	<u>805</u>	<u>(19,424)</u>
	<u>\$ 87,147</u>	<u>\$ (5,323)</u>

NOTE 6 - FAIR VALUE MEASUREMENT

Generally accepted accounting principles define fair value, establish a framework for measuring fair value, and establish a fair value hierarchy that prioritizes the inputs to valuation techniques. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A fair value measurement assumes that the transaction to sell the asset or transfer the liability occurs in the principal market for the asset or liability or, in the absence of a principal market, the most advantageous market. Valuation techniques that are consistent with the market, income or cost approach are used to measure fair value.

The fair value hierarchy prioritizes the inputs to valuation techniques used to measure fair value into three broad levels:

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities the Organization has the ability to access.
- Level 2 inputs are inputs (other than quoted prices included with level 1) that are observable for the asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for the asset or liability and rely on management's own assumptions about the assumptions that market participants would use in pricing the asset or liability.

**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES, INC.**

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013 AND 2012

NOTE 6 - FAIR VALUE MEASUREMENT (Continued)

The following table presents the Organization's fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2013.

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets:				
Money Market Funds	\$ 280,134	\$ -	\$ -	\$ 280,134
Mutual Funds	<u>1,080,529</u>	<u>-</u>	<u>-</u>	<u>1,080,529</u>
	<u>\$1,360,663</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,360,663</u>

The following table presents the Organization's fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2012.

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets:				
Money Market Funds	\$ 276,164	\$ -	\$ -	\$ 276,164
Mutual Funds	<u>1,084,907</u>	<u>-</u>	<u>-</u>	<u>1,084,907</u>
	<u>\$1,361,071</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,361,071</u>

NOTE 7 - EQUIPMENT:

The following is a summary of equipment at June 30:

	<u>2013</u>	<u>2012</u>
Office Equipment	\$ 114,826	\$ 64,849
Vehicles	<u>-</u>	<u>19,212</u>
	\$ 114,826	\$ 84,061
Less: Accumulated Depreciation	<u>(53,858)</u>	<u>(67,642)</u>
	<u>\$ 60,968</u>	<u>\$ 16,419</u>

NOTE 8 - BANK LINE OF CREDIT:

The Association has a line of credit with J.P. Morgan Chase. The amount of credit available under this line is \$1,000,000, none of which had been used at June 30, 2013 and 2012. The security for this line of credit is all accounts receivable of the Association, and interest is at LIBOR Rate plus 1.850 percentage points.


NOTE 9 - EVALUATION OF SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through November 13, 2013, the date the financial statements were available to be issued.

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

West Virginia Association of Rehabilitation Facilities (WVARF)
(Company)


(Authorized Signature)

William Monterosso Executive Director
(Representative Name, Title)

(304) 205-7970 (304) 205-7915
(Phone Number) (Fax Number)

12/10/13
(Date)