



## Reference Documents

### U.S. AbilityOne Commission Quarterly Public Meeting - April 24, 2025 Three Forms for Data Collection, Three Policies for Central Nonprofit Agencies

WASHINGTON, D.C., April 23, 2025 – The U.S. AbilityOne Commission quarterly public meeting on April 24, 2025, will include references to the following forms and policies.

**Forms:** The Commission has received clearance to begin using the following three data collection forms. The Commission is currently working closely with the central nonprofit agencies (CNAs) to establish the process that will enable nonprofit agencies (NPAs) to submit the forms electronically.

#### [Disability Qualification Determination \(DQD\) Form](#)

The electronic process for NPAs to submit the DQD form is projected to be ready by October 1, 2025.

The DQD form is the first of two forms that replace the Commission's existing Individual Eligibility Evaluation (IEE) form for reporting employee information. The DQD form records the NPA's determination that an employee meets the criteria of a qualifying direct labor employee.

For employees with permanent disabilities, the form will be filled out only once.

For background, please see the [Federal Register notice](#) dated November 17, 2023. (This notice refers to the form under its previous title, Participating Employee Eligibility form.)

#### [Participating Employee Information \(PEI\) Form](#)

The electronic process for NPAs to submit the PEI form is projected to be ready by October 1, 2025.

The PEI form is the second of two forms that replace the agency's existing IEE form for reporting employee information.

The PEI form supports a streamlined collection of data from NPAs to maintain qualification to participate in the AbilityOne Program. This data collection is associated with the annual employee evaluations required by the Commission's regulation at 41 C.F.R. 51-4.3(b)(7) and

51-4.3(c)(2). The data is necessary to ensure the integrity and further the mission of the AbilityOne Program.

This form provides data on matters such as the nature of participating employees' disabilities, the significant job supports and accommodations that participating employees receive, and a description of employee career development activities that are available to participating employees, if an NPA is currently providing such activities.

For background, please see the [Federal Register notice](#) dated May 3, 2024.

#### [AbilityOne NPA Annual Representations and Certifications \(ARC\) Form](#)

The electronic process for NPAs to submit the ARC form is projected to be ready by December 1, 2025.

The ARC form updates the existing Representations and Certifications Form, which annually documents an NPA's compliance with AbilityOne Program qualification standards and reports other aggregate data pertinent to the Commission's oversight of NPAs participating in the Program.

The ARC form is necessary to verify an NPA's compliance with Program requirements including the direct labor hour ratio requirement, as well as to provide information regarding an NPA's effective performance in meeting the AbilityOne Program mission.

For background, please see the [Federal Register notice](#) dated May 3, 2024.

**Policies:** The Commission has issued the following three policies which relate to the CNAs and continue the Commission's focus on accountability, transparency, efficiency, and greater cost savings as the agency modernizes the AbilityOne Program.

#### [Policy 51.301: Procurement List and the NPA Selection Framework](#)

Effective date: May 1, 2025.

This policy describes the overarching policy framework for identifying and developing product or service opportunities recommended by the CNAs for addition to the Procurement List (PL), and the Commission's selection of qualified NPAs to serve as mandatory sources for PL requirements.

The policy will create greater transparency in the Program while improving efficiency. It offers a streamlined process for NPAs seeking to provide products and services to Federal customers through the AbilityOne Program.



[Policy 51.301-02: Publication, Evaluation, and the CNA Recommendations](#)

Effective date: May 1, 2025.

This policy provides supplemental guidance for publicizing potential PL requirements to NPAs, evaluating prospective NPA responses, and the CNA recommending to the Commission one or more NPAs for authorization as mandatory sources for products and services on the PL. The policy ensures fair and transparent processes for the CNAs' recommendation, and the Commission's authorization, of qualified NPAs.

[Policy 51.301-04: Competitive Distribution of Orders to Nonprofit Agencies for New and Existing Services on the Procurement List](#)

Effective date: May 1, 2025.

This policy creates an interim framework for competition within the AbilityOne Program to provide best value for the Federal government and American taxpayers.

This framework facilitates executing competitive distributions of orders to NPAs for new and existing services on the PL. It will achieve greater AbilityOne Program transparency, spur private sector innovation, and enhance training, placement, and employment opportunities for AbilityOne-participating employees at a competitive price.

### **About the U.S. AbilityOne Commission**

The U.S. AbilityOne Commission oversees the AbilityOne Program. The Commission is the operating name of the Committee for Purchase From People Who Are Blind or Severely Disabled. The Commission is an independent Federal agency composed of 15 Presidential appointees: 11 represent Federal agencies, and four serve as private citizens who are knowledgeable about employment barriers facing people who are blind or have significant disabilities.

### **About the AbilityOne Program**

The AbilityOne Program facilitates the use of government procurement to provide employment in the United States for people who are blind or have significant disabilities. More than 39,000 individuals, including more than 2,500 veterans and wounded warriors, are employed nationwide at 405 nonprofit agencies from Maine to Guam. AbilityOne provided more than \$4.4 billion in products and services to approximately 40 Federal government agencies in FY 2024.

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