PROCUREMENT TIPS

For Acquiring Accessible Goods and Materials that Work for Everyone Including People with Disabilities (Version 1.0)

Why?
Accessibility for all students and staff, with or without disabilities, is both a legal and a moral responsibility. In addition, by procuring media, materials, or equipment with appropriate specification of accessibility mandates and guidelines, there are multiple costs savings.

For example, if selected books are not available in electronic format, the school must scan the books for students with disabilities, with the associated costs and delays. When books are available in both paper and electronic versions at the beginning of a semester, students with disabilities have immediate, equivalent access. Faculty, bookstore staff, and procurement officers must request electronic availability before a book is ordered.

Who?
- Anyone who buys goods or materials from vendors or by contract or anyone who helps write specifications for purchase.

Scope?
- Goods and materials such as books, information technologies, or classroom media may be purchased by faculty, departments, or the entire school.
- Campuses need to develop better policies to ensure accessibility in purchasing decisions.

Example of Model Contract Language:

“Contractor warrants that it complies with state and federal disabilities laws and regulations as shall be current at the time this contract is enacted. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services. Contractor further agrees to indemnify and hold harmless the contracting organization from any claims arising out of its failure to comply with the aforesaid requirements. For products under development, accessibility will be evaluated at each major design milestone.”
Procurement Flowchart to Assure Equal Access

ID need to obtain products or materials

Decide type of purchase

Design new or custom products:
- Decide features, write specifications*
- Request proposals from designers, manufacturers
- Review proposed product specifications*
- Request prototype
- Evaluate prototypes
- Request revisions as needed*
- Complete

Obtain available products or materials:
- Identify barriers in current products or materials*
- Decide features, write specifications
- ID appropriate products and vendors
- Compare*
- Select from alternatives*
- Obtain selected product

Implement and evaluate in use*

Provide feedback to product or materials provider

*UD Points: Must be considered in each stage of the process. However, the responsibility of the procuring institution is to pay particular attention while generating specifications or performing reviews at UD Points.

The EqTD (equivalent text description) for this flowchart is available with the electronic version of this document at www.r2d2.uwm.edu/access-ed.