Procurement Language Guidance

This tool provides guidance on how to include accessibility in proposals for entities that are buying products and/or services that would be used by apprentices. Use of this tool can help ensure that the vendors and partners you work with are set up to serve everyone—including employees, job seekers, and customers with disabilities.

Overview

The Partnership on Employment & Accessible Technology (PEAT) has a great [detailed guide](#) for writing accessibility into an RFP, along with model solicitation language for both the RFP and final contract that is ready to be copied and pasted into your procurement documents. Of particular note: it is important to use that contract language that obligates the vendor to fix any accessibility issues that arise through updates.

Clearly State Accessibility Requirements

If your RFP has a requirements section, we also suggest that you add an "Accessibility" heading with the following language:

"[COMPANY] is committed to using information and communications technology (ICT) that is accessible to everyone. All ICT we purchase must be accessible to and usable by individuals with disabilities, consistent with applicable laws, including:

- *Section 508 of the Rehabilitation Act*
- *The Americans with Disabilities Act (ADA)*
- *Section 255 of the Telecommunications Act*
- *The 21st Century Communications and Video Accessibility Act (CVAA)*

The product or service should meet the functional and performance criteria specified in Web Content Accessibility Guidelines (WCAG) 2.0 Level A and AA Success Criteria (2008), for both administrators and end users [www.w3.org/WAI/intro/wcag.php]"

Differentiating between Accessibility and Accommodation

Since the logistics of digital accessibility and accommodations are quite different, we suggest addressing any requirements and/or proposal questions separately. Sample language to assess a vendor's ability to address accessibility and accommodation are provided below:

1. *All ICT we purchase must be accessible to and usable by individuals with disabilities, consistent with applicable laws. Is your product/service fully compliant with WCAG*

2.0 AA and/or Section 508 functional performance criteria, for both administrators and end users? How was this determination made?

2. *What is your experience with and capacity around students with disabilities? What resources exist within your organization to develop and implement accommodation plans?*