


Accessible Procurement Procedure

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Reviewed by: Director of Finance/Treasurer	Approved by: Director of Finance/Treasurer
Authorized Signature: 	

Procedure Statement

The Town is committed to following open, fair and transparent Procurement processes and in doing so has created a procedure to ensure consideration and regard for accessibility issues as they pertain to the acquisition of Goods, Services or Construction.

Scope

This procedure applies to all employees of the Town.

Purpose

The purpose of this procedure is to ensure staff are aware and have regard for compliance with the requirements set out in provincial regulations under the *Accessibility for Ontarians with Disabilities Act, 2005* ("AODA") when procuring Goods, Services or Construction.

Definitions

All capitalized terms used in this procedure shall have the meaning given to them in the Procurement Policy, unless otherwise defined in this Procedure.

Accessible Customer Service

All Town Contractors shall comply with the requirements set out under the AODA.

It shall be the sole responsibility of the Contractor to ensure that their employees, agents, volunteers and representatives receive any applicable training as required under the AODA

and its regulations and that prior to providing any Goods, Services or Construction to the Town that there is a signed "AODA Declaration Form" on file. The Town reserves the right to request further written proof of compliance with AODA through Contractor policies, training records, etc.

Accessible Digital Documents

Any document(s) provided by a Contractor, which will be posted to the Town's website or any other website utilized by the Town as a form of communication, shall be developed and/or designed using techniques and software that enables the author to create an accessible source document and subsequent accessible PDF.

Microsoft Word, Excel, PowerPoint, or Adobe In-Design are the preferred software for creating accessible documents. An accessible Microsoft Office or In-Design document shall:

- Include alternate text tags on all pictures, images, logos, and signatures;
- Use contrasting color schemes (white text on a black background or vice versa);
- Avoid using clashing color schemes such as red text on a green background or red text on a black background;
- Avoid using all caps and italics;
- Use a combination of upper and lower case lettering for titles and subtitles;
- Use accessible font style and size (Arial 12 pt.);
- Use the style features, in Microsoft Office applications, when inserting bullets, numbers, footers, and headers;
- Spell out all acronyms;
- Include a description of any link embedded within the text of the document;
- Avoid connecting a hyperlink to a specific word such as "here", because a screen reader won't identify it as a link;
- Include accessible charts and tables;
- Use proper heading structures; and
- Save the final document properly to prevent the accessibility features to be lost in the conversion from source document to PDF.

Note: Information on how to create accessible documents in Microsoft Office 2007 and 2010 applications can be found at <http://adod.idrc.ocad.ca/>.

It is the Contractor's responsibility to check for and ensure accessibility compliance before submitting any document to the Town. Microsoft Word 2010 and Adobe Acrobat X Pro provide an internal accessibility checker.

Self-Service Kiosks

When acquiring self-service kiosks, whereby information is provided or a point-of-sale occurs, the Town shall ensure the provision of this service offers accessibility features and options. Accessibility features may include, but are not limited to:

- Braille and tactile numbers and key commands;
- An earphone plug-in for audio commands;
- A large print interface or display;
- Contrasting colored buttons;
- Adequate space, under the kiosk, to easily maneuver a wheelchair, scooter, or other mobility device.

Accessible Facilities

Contractors undertaking work related to the Construction of a new facility or upgrades to an existing facility, shall incorporate the requirements set out in the Design of Public Spaces Standards into their site plan drawings and Construction practices.

If it is not practical to incorporate a particular requirement into the site plan drawings or Construction practices, documentation outlining the rationale for not meeting it shall be included in the project's log and any final reports to the Town.