

 <p>Confederation COLLEGE</p> <p>COLLEGE PRACTICE</p>	Number: 02-02-09	# of Pages: 3
	Originator:	Student and Corporate Services
	Approved By:	Senior Team
	Replaces:	NEW
	Effective Date:	12-11-30
ACCESSIBLE PURCHASING		

1. Statement

Confederation College is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equality of opportunity. As required by Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act (AODA), 2005, Confederation College will incorporate accessibility criteria and features when procuring, goods, services and facilities, except where it is not practicable to do so.

2. Application

This practice applies to all College employees, contractors, volunteers and committees who participate in any procurement decisions of the College, and covers the purchase of all goods/services.

3. Procedures

- 3.1 In addition to the practices set out in College Practice 2-2-01(Purchasing Practice), the following must be considered in the procurement of all goods/services:
 - 3.1.1 Prior to purchasing any goods/services the purchaser will review the planned purchase to determine whether or not there are accessibility implications.
 - 3.1.2 If there is no accessibility impact for the goods/services being purchased or if an accessibility requirement is deemed not to be practical, the decision must be recorded and explained and kept on file by the purchaser (or the purchasing department for competitive procurements >\$100,000).
 - 3.1.3 Where accessibility requirements are identified, they must be clearly stated in the specifications.
 - 3.1.4 Accessibility criteria must be considered throughout the procurement process. Suppliers, contractors and manufacturers should be asked to identify features of their product or services which meet the relevant standards.

- 3.1.5 In a competitive procurement process (i.e. purchases >\$100,000), accessibility criteria will be given appropriate consideration and weighting during the scoring and evaluation stages.
- 3.1.6 A checklist of items to consider is attached in Appendix A.

4. Purchasing standard terms and conditions

All competitive procurement documents and purchase orders issued by Confederation College will state: "When procuring goods, services and facilities, Confederation College will incorporate, where applicable, criteria and features related to accessibility by or for disabled individuals. If applicable, procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the evaluation of proposals in respect of those criteria".

5. Responsibilities

Managers are responsible for ensuring that this practice is adhered to when approving all procurements.

Appendix A

Checklist to Ensure Accessibility in Purchasing

Consideration of general principles of accessibility, such as:

- Accessible: can a person with a disability use the goods/services?
- Equitable: can someone with a disability use the goods/services as effectively as a person without a disability?
- Adaptable: can a user configure the goods/services to meet their specific needs and preferences and will it work with common assistive technologies?

Can the goods/services be used by someone:

- In a seated position?
- Using one hand with limited upper body strength or limited fine motor skills or with vision loss or low vision or with hearing loss?
- Does the good/service meet ergonomic standards and can it be customized to meet a variety of needs?
- Are support materials, such as manuals, training or service calls, available in accessible formats?
- Does the firm provide accessible customer service?
 - Can the service provider accommodate the needs of people of all abilities? For example, if you are hiring someone to conduct research, do their surveys and interviews accommodate people with different types of disabilities?
 - Will the company use accessible signage, audio and/or print materials? For example, if you are hiring an event coordinator, will they use high contrast signage for the event?
- Can someone using a mobility aid, like a wheelchair or walker, get around the facility?
 - Are signs placed at an accessible height?
 - Does the facility have emergency procedures to assist people with disabilities?

Questions related to the consideration of AODA requirements in the procurement of goods/services should be referred to the Accessibility Working Group.