

Accessibility Procurement Exemption Justification

It is the responsibility of the University to apply appropriate accessibility design, criteria and features when acquiring goods, services or facilities except where it is not practical to do so. For procurements not practical to incorporate accessibility design, criteria and features, explanations must be provided.

PURCHASE OF GOODS CRITERIA:

- ☐ Can the good can be used by someone:
 - ☐ in a seated position?
 - ☐ using one hand, with limited upper body strength
 - ☐ with limited fine motor skills?
 - ☐ with vision loss or low vision?
 - ☐ with hearing loss?
- ☐ Does the product meet ergonomic standards?
- ☐ Can the product be customized to meet different needs?
- ☐ Are instructions for using the product clear and easy to follow?
- ☐ Are support materials, such as manuals, training or service calls, available in accessible formats at no additional charge?
- ☐ Consider products accessibility features or versions of the product.

PURCHASE OF SERVICES CRITERIA:

- ☐ Does the firm provide accessible customer service?
- ☐ Can the service provider accommodate the needs of people of all abilities? For example, if you're 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're hiring an event coordinator, will they use high contrast signage for the event?

PURCHASE OF FACILITIES CRITERIA:

- ☐ Can someone using a mobility aid, like a wheelchair or walker, move around the facility?
- ☐ Are signs placed at an accessible height?
- ☐ Does the facility have emergency procedures to assist people with disabilities?

Description of goods, services or facilities being procured:

Initiator to provide a written exemption justification:

By affixing my signature hereto, I attest to the information recorded above:

Initiator (Name)

Initiator (Signature)

Purchasing Delegate Signature