

NIPISSING UNIVERSITY

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| Policy Category: | Financial |
| Policy Number: | 2.9.2013.U |
| Policy Name: | AODA Procurement Policy |
| Responsible Department: | Vice-President, Finance and Administration |
| Approval Date: | February 21, 2013 |
| Approval Authority: | Vice-President, Finance and Administration |
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A. Purpose

The purpose of this policy is to establish rules regarding procurement of goods and services in order to comply with Section 5 of the Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005.

B. Scope

This policy applies to all procurement activities of the University.

C. Policy

When procuring goods, services and facilities, Nipissing University will incorporate accessibility features. Where applicable, procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the evaluation of proposals in respect of the appropriate criteria. Where it is impractical for the University to incorporate accessibility criteria and/or features when procuring or acquiring specific goods, services or facilities, the purchaser will provide a written explanation to be reviewed by the AODA coordinator.

To determine if any barriers, the product, services or facility might present for people with different types of disabilities, the following principles of accessibility should be considered:

- **Accessible:** can a person with a disability use the good, service or facility at all?
- **Equitable:** can someone with a disability use the good, service or facility as quickly and easily as a person without a disability?
- **Adaptable:** can a user configure the good, service or facility to meet their specific needs and preferences and will it work with common assistive technologies?

AODA Procurement Policy

The following are some accessibility criteria to consider when procuring different types of goods or services:

| Types of Purchases | Criteria to Consider |
|---------------------------|---|
| Goods | <ul style="list-style-type: none">- Can the item(s) be used by an individual:<ul style="list-style-type: none">- in a seated position- using one hand, with limited upper body strength, or limited fine motor skills- with vision loss or low vision- with hearing loss- Does the product 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 at no additional charge? |
| Services | <ul style="list-style-type: none">- Does the firm provide accessible customer service, as required under the Customer Services Standard?- 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? |
| Facilities | <ul style="list-style-type: none">- 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? |

The University is committed to the highest possible standards for accessibility. Suppliers must be capable to recommend and deliver, as appropriate for each deliverable, accessible and inclusive goods, services and facilities consistent with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its regulations in order to achieve accessibility for Ontarians with disabilities.

Suppliers will be required to comply with Purchaser's accessibility standards, policies, practices and procedures, which may be in effect during the Term of the Agreement and which apply to the deliverables to be provided by the supplier.

Inquiries regarding the interpretation, practices and procedures to be following in administering matters relating to this policy should be directed to the Director of Finance or the Vice-President, Finance and Administration.

The Vice-President, Finance and Administration, shall review this policy every three years to determine whether amendments are necessary.