



AODA – New Regulations Re: Procurement of Goods, Services and Facilities

Effective January 1, 2013
Updated: November, 2017

Accessibility for Ontarians With Disabilities Act (AODA)

- Fleming Implemented Accessible Customer Service Standards in 2010
- As a large Designated Public Sector Organization, Fleming is now required to implement a New Standard regarding Procurement of Goods, Services and Facilities

AODA – New Procurement Responsibilities for All Departments

- Must Incorporate Accessibility Criteria and Features when procuring or acquiring ALL Goods, Services or Facilities (except where it is not practicable to do so)
- If the organization determines that it is not practicable to incorporate Accessibility Criteria and features when procuring or acquiring Goods, Services or Facilities, you must provide an explanation as to why.

AODA – How Do You Set Accessibility Criteria?

- The Regulation doesn't specify what accessibility criteria to use when purchasing products and services
- Every organization and situation is different, so the law is flexible to allow you to purchase what meets the needs of the college
- Think about any barriers that the product or service might present for people with different types of disabilities and how you can avoid those barriers

AODA – How Do you Set Accessibility Criteria? cont'd

- Consider:
 - Accessible – Can a person with a disability use the good or service?
 - Equitable – Can a person with a disability use the product or service as quickly and easily as a person without the disability?
 - Adaptable – Can a person configure the item to meet their specific needs and preferences and will it work with common assistive technologies?

AODA Procurement Criteria – What Does it Mean to You and Your Teams?

- Every Purchase must consider Accessibility Criteria and Features before Procuring
- For small dollar purchases on Requisitions, Visa, Blanket Orders, Expense reports etc – the onus will be on the employee and the Budget Manager to ensure accessibility has been considered and document how it was not applicable if that is the case (note it on Expense report, Visa statement, in Comments field on Evolve Req).
- For projects where the procurement is being led by the Procurement Team ie Formal RFP, RFT, RFQ, etc; Procurement will include the check that the Project Lead has supplied Accessibility Criteria and Evaluation Criteria as part of the Specifications submitted by the Lead. (formal documentation kept for 7 yrs in Purchasing)
- Each Project Lead will need to determine for their project, what criteria and features apply for that product or service

AODA Specifications

- Purchasing will remind the Project Leads on each project of the need for Accessibility Criteria to be included in the Specifications Package, as the procurement can't proceed without it. For example, this will be occurring on each Capital Project on the Capital List.
- The AODA Specification and Evaluation Criteria will be in addition to the Technical, Performance, Functional, Warranty, Maintenance, Trade in, Environmental Specifications etc already being submitted in the package.
- Procurement will then ensure that the formal Procurement Documents include the AODA criteria and that the bidders comply with the bid requirements as part of the evaluation
- Alternatively, if the Project Lead determines that no accessibility criteria is applicable – they will need to supply a statement to that effect as part of the specifications and a brief reason why. This must be on file for each procurement.
- Example – AODA Not Applicable due to....

AODA - Resources to Assist

- Lynda Staples, Accessibility Facilitator continues to work with IT, Facilities, and Academic Areas to develop AODA Criteria for typical purchases.
- The goal is for the teams to eventually develop standard criteria that can be utilized for typical classes of purchases so that it can become more repetitive and “normalized” vs intensive investigations each time.
- Connect in with other colleges, user groups, professional associations
- Government Information will be posted on our web site linking to the [Ontario Colleges Procurement toolkit](#).