



# Digital Accessibility in Procurement

Quick Reference Guide for Idaho State Purchasing Officers and Staff

<b>When Accessibility Applies</b>	<b>Division of Purchasing</b>
<p>Accessibility requirements apply if a procurement includes digital products or deliverables such as:</p> <ul style="list-style-type: none"> <li>• Websites or web applications</li> <li>• Software or mobile apps</li> <li>• Cloud platforms or SaaS systems</li> <li>• PDFs, reports, forms, or digital media</li> </ul> <p>Accessibility must be addressed during procurement, not after contract award.</p> <p><b>Rule:</b> If a contract delivers digital content, software, or user interface, accessibility requirements apply.</p>	<p>DOP is responsible for the statewide procurement framework and ensures accessibility requirements are incorporated into purchasing processes, including:</p> <ul style="list-style-type: none"> <li>• Maintain statewide procurement policies and guidance</li> <li>• Incorporate accessibility language into contracts and templates</li> <li>• Support agencies in implementing procurement requirements</li> <li>• Coordinate accessibility compliance standards with ITS</li> </ul>
<b>Process Checklist</b>	<b>Information Technology Services</b>
<p><b>During procurement planning:</b></p> <ul style="list-style-type: none"> <li>• Identify if Information and Communications Technology (ICT) is included</li> <li>• Define accessibility requirements and technical specifications</li> </ul> <p><b>During solicitation:</b></p> <ul style="list-style-type: none"> <li>• Include accessibility requirements</li> <li>• Request documentation</li> </ul> <p><b>During evaluation:</b></p> <ul style="list-style-type: none"> <li>• Review accessibility materials</li> </ul> <p><b>During contract management:</b></p> <ul style="list-style-type: none"> <li>• Ensure vendors maintain compliance</li> </ul>	<p>ITS is responsible for technical guidance and accessibility expertise, including:</p> <ul style="list-style-type: none"> <li>• Establish digital accessibility standards</li> <li>• Develop accessibility review processes</li> <li>• Support agencies with accessibility questions</li> <li>• Review accessibility documentation, when needed</li> <li>• Consult on accessibility testing and evaluations</li> </ul>
<b>Key Dates/Resources</b>	<b>State Agencies</b>
<p><b>April 1, 2026</b> Begin including accessibility requirements in ICT contracts.</p> <p><b>April 26, 2027</b> Federal ADA Title II requirements take effect, requiring accessible digital services.</p> <p><b>Resources:</b> All documentation and video links are available at <a href="https://doplms.tovuti.io/">https://doplms.tovuti.io/</a> and <a href="https://www.its.idaho.gov">https://www.its.idaho.gov</a>.</p>	<p>Agencies are responsible for implementing accessibility requirements during their procurements, including:</p> <ul style="list-style-type: none"> <li>• Identify when a procurement includes ICT</li> <li>• Include accessibility requirements in solicitations</li> <li>• Request accessibility documentation from vendors</li> <li>• Evaluate vendor responses related to accessibility</li> <li>• Coordinate with ITS when accessibility reviews may be needed</li> <li>• Verify accessibility compliance throughout the life of the contract</li> </ul>

## Contact & Questions

Division of Purchasing for contract questions: [DOPHelpDesk@adm.idaho.gov](mailto:DOPHelpDesk@adm.idaho.gov)

Information Technology Services for accessibility or technical questions: [DigitalADA@its.idaho.gov](mailto:DigitalADA@its.idaho.gov)