



Digital Accessibility in Procurement

Quick Reference Guide for Idaho State Purchasing Officers and Staff

When Accessibility Applies	Division of Purchasing
<p>Accessibility requirements apply if a procurement includes digital products or deliverables such as:</p> <ul style="list-style-type: none"> • Websites or web applications • Software or mobile apps • Cloud platforms or SaaS systems • PDFs, reports, forms, or digital media <p>Accessibility must be addressed during procurement, not after contract award.</p> <p>Rule: 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"> • Maintain statewide procurement policies and guidance • Incorporate accessibility language into contracts and templates • Support agencies in implementing procurement requirements • Coordinate accessibility compliance standards with ITS
Process Checklist	Information Technology Services
<p>During procurement planning:</p> <ul style="list-style-type: none"> • Identify if Information and Communications Technology (ICT) is included • Define accessibility requirements and technical specifications <p>During solicitation:</p> <ul style="list-style-type: none"> • Include accessibility requirements • Request documentation <p>During evaluation:</p> <ul style="list-style-type: none"> • Review accessibility materials <p>During contract management:</p> <ul style="list-style-type: none"> • Ensure vendors maintain compliance 	<p>ITS is responsible for technical guidance and accessibility expertise, including:</p> <ul style="list-style-type: none"> • Establish digital accessibility standards • Develop accessibility review processes • Support agencies with accessibility questions • Review accessibility documentation, when needed • Consult on accessibility testing and evaluations
Key Dates/Resources	State Agencies
<p>April 1, 2026 Begin including accessibility requirements in ICT contracts.</p> <p>April 24, 2026 Federal ADA Title II requirements take effect, requiring accessible digital services.</p> <p>Resources: All documentation and video links are available at https://doplms.tovuti.io/ and https://www.its.idaho.gov.</p>	<p>Agencies are responsible for implementing accessibility requirements during their procurements, including:</p> <ul style="list-style-type: none"> • Identify when a procurement includes ICT • Include accessibility requirements in solicitations • Request accessibility documentation from vendors • Evaluate vendor responses related to accessibility • Coordinate with ITS when accessibility reviews may be needed • Verify accessibility compliance throughout the life of the contract

Contact & Questions

Division of Purchasing for contract questions: DOPHelpDesk@adm.idaho.gov

Information Technology Services for accessibility or technical questions: DigitalADA@its.idaho.gov