

**Section 7: ACQUISITION PROCEDURES**  
**SUBJECT: PROCURING ACCESSIBLE IT**  
**PROCEDURE: 7.2.15**

**POLICY:** The University of Washington Procurement Services (Procurement Services) department supports the procurement of digital goods and services that meet the requirements of federal and state laws and policies concerning digital accessibility. Procurement Services shall procure digital goods and services that meet the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, published and maintained by the World Wide Web Consortium (W3C). This is the Minimum Digital Accessibility Standard defined within the [UW Digital Accessibility Rider](#) and aligns with applicable federal and state laws and policies.

This policy applies to all solicitations, responses thereto, and contracts for digital products or services, including web content, web applications, software systems, cloud services, mobile apps, digital documents, audio/video content, and other works that include a digital user interface and are intended for use by students, employees, patients, and visitors of the University of Washington.

**PROCEDURE:** In order to facilitate the procurement of accessible digital goods and services, the following three steps shall be implemented for all goods and services that fall within the scope of this policy as described above:

**Step 1. Solicit accessibility information.** University of Washington bidders and suppliers shall be required to demonstrate that digital goods or services provided to the University of Washington meet accessibility requirements as defined in the University of Washington Minimum Digital Accessibility Standard within the UW Digital Accessibility Rider. Bidders and suppliers must provide a current Accessibility Conformance Report (ACR) based on the most current version of the ITI Voluntary Product Accessibility Template ([VPAT](#)). An ACR created by an independent third-party accessibility consultancy is preferred.

**Step 2. Validate accessibility information received.** The accessibility information provided by bidders and vendors must be validated. Specific procedures are available on the [Accessible Technology Procurement](#) website. Procurement Services, UW-IT Accessible Technology Services, and Office of the ADA Coordinator are available to assist as needed with this procedure.

**Step 3. Include accessibility assurances in contracts.** The following statement, along with the UW Digital Accessibility Rider, shall be inserted into agreements and contracts for the procurement of digital products or services as defined above:

**Accessibility:**

UW is a public entity, and in accordance with, *inter alia*, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Amendments Act of 2008, and amendments and updates thereto, is obligated to make its services, programs, and activities accessible to individuals with disabilities

Contractor represents (1) that it is committed to promoting and improving accessibility of all its products as specified in Web Content Accessibility Guidelines (WCAG) 2.1 Level AA as the Minimum Digital Accessibility Standard that contractors are expected to meet. and (2) Contractor agrees and

understands that UW expects the Contractor's Works to shall provide substantially similar functionality, experience, ease of use, and information access to individuals with disabilities as it provides to individuals without disabilities, as defined in the University of Washington - Digital Accessibility Rider (rev. 3/31/25) incorporated by reference or attached to a University purchase order or contract.