

Disability:INclusive Workplaces

Accessible Technology Procurement Toolkit

Executive Summary

The private sector's commitment to diversity and inclusion requires that employees and applicants with disabilities are able to independently use software applications and other workplace technologies. An accessible procurement program is critical to that commitment.

The purpose of the Toolkit is **to provide technology purchasers with information, best practices, and resources to ensure that workplace technology is accessible to all applicants and employees without unnecessary delay or unwarranted costs**. The Toolkit is for purchasers and suppliers who seek to avoid the legal and reputational risk inherent in purchasing, licensing, or producing technology that excludes a portion of a diverse and inclusive workforce.

Content includes:

- **Why accessible digital tools matter**
- **Best practices for developing an accessible procurement policy and digital tool inventory**
- **How to leverage your disability ERGs in these efforts, and how to build a culture of accessible procurement**
- **Suggested contract and supplier codes of conduct language**
- **Checklists and links to additional resources**
- **Best practices for defining legal and usability requirements, evaluating bids for accessibility, and focusing on accessibility post-purchase**

The ultimate goal of the Toolkit is to guide purchasers and suppliers in the development and maintenance of fully accessible workplace technologies.

The most important thing is not where you start, it is that you start.

Access the full Toolkit at bit.ly/AccessibleTechProcurementToolkit.

Disability:INclusive Workplaces – Accessible Technology Procurement Toolkit is the product of Disability:IN's Accessible Technology Working Group. This group was chaired by Wil Lewis, Diversity and Inclusion Executive at Bank of America with contributions from those representing Disability:IN corporate partners and supported by Liz Taub, Executive Vice President of Programs at Disability:IN and by Lainey Feingold, disability rights lawyer with a focus on digital accessibility and author of: Structured Negotiation, A Winning Alternative to Lawsuits.