**Accessible procurement checklist**

This checklist can be used to assist you to buy accessible products and services. It is not exhaustive. Here is the [full guide to buying accessible products and services](https://info.buy.nsw.gov.au/resources/buying-accessible-products).

|  |  |
| --- | --- |
| What to do | Status |
| **Include accessibility** |  |
| 1. [Include accessibility requirements in your documents](https://info.buy.nsw.gov.au/resources/buying-accessible-products#0) | Not started |
| 1. [Suppliers provide evidence](https://info.buy.nsw.gov.au/resources/buying-accessible-products#1), including a recent (less than 18 months) Accessibility Conformance Report | Not started |
| **Evaluate evidence** |  |
| 1. [Include accessibility experts and users with disabilities on the evaluation panel](https://info.buy.nsw.gov.au/resources/buying-accessible-products#2) | Not started |
| 1. [Check level of accessibility compliance](https://info.buy.nsw.gov.au/resources/buying-accessible-products#2) | Not started |
| 1. [Supplier demonstrates accessibility and usability](https://info.buy.nsw.gov.au/resources/buying-accessible-products#2) | Not started |
| 1. [Compare the evidence](https://info.buy.nsw.gov.au/resources/buying-accessible-products#2) | Not started |
| **Select a product or service** |  |
| 1. [Test accessibility](https://info.buy.nsw.gov.au/resources/buying-accessible-products#3) | Not started |
| 1. [Supplier develops an accessibility roadmap](https://info.buy.nsw.gov.au/resources/buying-accessible-products#3) | Not started |
| 1. [Finalise contracts](https://info.buy.nsw.gov.au/resources/buying-accessible-products#3) | Not started |
| **Manage accessibility issues** |  |
| 1. [Test regularly and collect feedback](https://info.buy.nsw.gov.au/resources/buying-accessible-products#4) | Ongoing |

## Need more support?

If you need support complete the [accessibility requests form](https://forms.office.com/r/bpDANSJxUh) or email [Digital.Accessibility@customerservice.nsw.gov.au](mailto:Digital.Accessibility@customerservice.nsw.gov.au)