ACCESSIBILITY MATRIX SUPPLEMENT

PROCUREMENT OPTIONS

FOR FURTHER INFORMATION RELATED TO THE USE OF THIS TOOLKIT, PLEASE REFERENCE THE ACCOMPANYING ACCESSIBILITY MATRIX.
PROCUREMENT OPTION #1
FULL ACCESSIBILITY IS A PASS/FAIL REQUIREMENT
(I.E. 10 OF 10 FUNCTIONAL REQUIREMENTS)

Using this tool, all applicable accessibility requirements listed in the solicitation document must be met by the vendor prior to further consideration (pass/fail). Accessibility requirements are pass/fail; they are either met, or they are not. If the pass/fail requirements are met, the proposal will be considered and awarded to the lowest price in the case of a bid or the highest points in the case of an RFP. If not, the vendor’s proposal will be rejected. When market research indicates that this is an acceptable tool, the following steps should be followed.

REQUEST FOR BID

STEP ONE: All applicable accessibility requirements must be met (pass/fail).

STEP TWO: All other specifications must be met (pass/fail).

STEP THREE: If all requirements from Step One and Step Two are met, award to the lowest cost responder.

REQUEST FOR PROPOSAL

STEP ONE: All applicable accessibility requirements must be met (pass/fail).

STEP TWO: All proposals must meet or exceed minimum qualifications and other requirements (pass/fail).

STEP THREE: Qualifications and other factors must be scored in accordance with pre-stated evaluation criteria (scored).

STEP FOUR: Cost must be scored (scored).

STEP FIVE: If all pass/fail requirements (accessibility and other requirements) are met, award to highest scored response.
PROCUREMENT OPTION #2
PARTIAL ACCESSIBILITY IS A PASS/FAIL REQUIREMENT
(I.E. 7 OF 10 FUNCTIONAL REQUIREMENTS)

Using this tool, a selected number of accessibility requirements listed in the solicitation document must be met by the vendor prior to further consideration (pass/fail). Accessibility requirements are pass/fail, but the solicitation may indicate that only a certain number of the pass/fail requirements must be met; an example would be a solicitation requiring that seven (7) of the ten (10) requirements must be met. Any vendor meeting seven (7) of the ten (10) requirements would continue on in the process. Any vendor not meeting at least seven (7) of the requirements would receive no further consideration. When market research indicates that this is an acceptable tool, the following steps should be followed.

REQUEST FOR BID

STEP ONE: A selected number of accessibility requirements must be met (pass/fail).

STEP TWO: All other specifications must be met (pass/fail).

STEP THREE: If all requirements from Step One and Step Two are met, award to the lowest cost responder.

REQUEST FOR PROPOSAL

STEP ONE: A selected number of accessibility requirements must be met (pass/fail).

STEP TWO: All proposals must meet or exceed minimum qualifications and other requirements (pass/fail).

STEP THREE: Qualifications and other factors must be scored in accordance with pre-stated evaluation criteria (scored).

STEP FOUR: Cost must be scored (scored).

STEP FIVE: If all pass/fail requirements (accessibility and other requirements) are met, award to highest scored response.
PROCUREMENT OPTION #3
FULL OR PARTIAL ACCESSIBILITY IS A PASS/FAIL REQUIREMENT, BUT DUAL RESPONSES ARE CONSIDERED

Using this tool, accessibility requirements (all or a selected number) listed in the solicitation document must be met by the vendor prior to further consideration (pass/fail). Accessibility requirements are pass/fail; they are either met, or they are not. If the pass/fail requirements are met, the vendor’s proposal will be considered. If not, the vendor’s proposal will be rejected.

A second response (as part of the same solicitation) is requested from the vendor involving the same technical requirements with the exception of the accessibility requirements. If the stated requirements are met, the vendor’s proposal will be considered.

Award will be made to the lowest cost response meeting accessibility requirements, EXCEPT: where price disparity triggers an exception, award in compliance with guidelines. When market research indicates that this is an acceptable tool, the following steps should be followed.

REQUEST FOR BID – DUAL RESPONSES

“A” BIDS :

STEP ONE: Accessibility requirements (all or a selected number) must be met (pass/fail).

STEP TWO: All other specifications must be met (pass/fail).

STEP THREE: If all requirements from Step One and Step Two are met, compare the lowest cost received in the “A” bid group with the lowest cost received in the “B” bid group. Award to the lowest cost responder in group “A” unless the price offered in group “B” triggers an exception and in that case, award in compliance with guidelines.
“B” BIDS:

STEP ONE: All technical (not including accessibility) requirements must be met (pass/fail).

STEP TWO: If all requirements from Step One are met compare the lowest cost received in the “A” bid group with the lowest cost received in the “B” bid group. Award to the lowest cost responder in group “A” unless the price offered in group “B” triggers an exception and in that case, award in compliance with guidelines.

REQUEST FOR PROPOSAL

THIS PROCUREMENT TOOL IS NOT RECOMMENDED FOR USE IN A REQUEST FOR PROPOSAL.
PROCUREMENT OPTION #4
FULL OR PARTIAL ACCESSIBILITY IS A PASS/FAIL REQUIREMENT
AND IS SCORED AS A PERCENTAGE (%) OF POINTS

Using this tool, accessibility requirements listed in the solicitation document must be met by the vendor prior to further consideration (pass/fail). Accessibility requirements are pass/fail, they are either met, or they are not. If the pass/fail requirements are met, the vendor’s proposal will be scored. If not, the vendor’s proposal will receive no further consideration.

In addition to the pass/fail requirements, accessibility is also scored as a percentage of total points available so that additional points can be awarded on a comparative basis when accessibility features go beyond the minimum requirements. When market research indicates that this is an acceptable tool, the following steps should be followed.

REQUEST FOR BID

THIS PROCUREMENT TOOL IS NOT RECOMMENDED FOR USE IN A REQUEST FOR BID.

REQUEST FOR PROPOSAL

STEP ONE: Accessibility requirements (all or a selected number) must be met (pass/fail).

STEP TWO: All proposals must meet or exceed minimum qualifications and other requirements (pass/fail).

STEP THREE: Accessibility is scored (scored %).

STEP FOUR: Qualifications and other factors must be scored in accordance with stated evaluation criteria (scored).

STEP FIVE: Cost must be scored (scored %).

STEP SIX: If all pass/fail requirements (accessibility and technical) are met, award to highest scored response.
PROCUREMENT OPTION #5
ACCESSIBILITY IS SCORED AS A PERCENTAGE (%) OF POINTS

Using this tool, accessibility is scored as a percentage of total points available. Accessibility requirements are not scored on a pass/fail basis. When market research indicates that this is an acceptable tool, the following steps should be followed.

REQUEST FOR BID

THIS PROCUREMENT TOOL IS NOT RECOMMENDED FOR USE IN A REQUEST FOR BID.

REQUEST FOR PROPOSAL

STEP ONE: All proposals must meet or exceed minimum qualifications and other requirements (pass/fail).

STEP TWO: Accessibility is scored (scored %).

STEP THREE: Qualifications and other factors must be scored in accordance with stated evaluation criteria (scored).

STEP FOUR: Cost must be scored (scored %).

STEP FIVE: If technical pass/fail requirements are met, award to highest scored response.
PROCUREMENT OPTION #6

PROPOSALS ARE SHORT-LISTED PRIOR TO SCORING ACCESSIBILITY AS A PERCENTAGE (%) OF POINTS

Using this tool, accessibility is scored as a percentage of total points available. Accessibility requirements are not scored on a pass/fail basis. A short list is developed based on results of the qualitative/technical score. When market research indicates that this is an acceptable tool, the following steps should be followed.

REQUEST FOR BID

THIS PROCUREMENT TOOL IS NOT RECOMMENDED FOR USE IN A REQUEST FOR BID.

REQUEST FOR PROPOSAL

ROUND ONE:

STEP ONE: All proposals must meet or exceed minimum qualifications and other requirements (pass/fail).

STEP TWO: Qualifications and other factors must be scored in accordance with stated evaluation criteria (scored).

STEP THREE: Short-list responses. Short-listed vendors only proceed to next step.

STEP FOUR: Accessibility requirements must be scored (scored %).

STEP FIVE: Cost must be scored (scored %) – optional at Step Three.

STEP FOUR: If technical pass/fail requirements met, award to highest scored response.