

**OTTAWA-CARLETON LIFESKILLS (OCL)
ACCESSIBILITY PLAN and COMPLIANCE with the
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) 2005**

SUPPORTING POLICY STATEMENT and PROCEDURE # 8

SUBJECT: PURCHASING or ACQUIRING GOODS, SERVICES or FACILITIES

OCL will incorporate accessibility in its purchasing and procurement practices where applicable.

The assessment of purchasing and procurement policies, procedures, processes and practices is ongoing according to changes in the law, or in what is currently in place, or when an incident or breach occurs.

Upon request, this Supporting Policy Statement and Procedure is available in accessible formats and communication supports.

The assessment will include:

- a) Identification of barriers in the procurement and purchasing processes of goods and services and facilities.
- b) The need to develop, implement, revise and/or maintain existing policies, procedures and practices governing how OCL purchases or acquires goods and services with accessibility features in mind except where it is not practicable.
- c) If it is impracticable to incorporate accessibility criteria and features with respect to a specific procurement or acquisition, an explanation will be recorded and provided upon request.