Document Title –Procurement Checklist;

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**1. Introduction**

This document is second in a series of eight which cover Accessibility and Usability Standards. Other documents which cover Accessibility and Usability Standards that should be consulted are:

* Document 1 – Procurement
* Document Three - Integration Summary
* Document Four - Integration Checklist
* Document Five - Training Inclusively for Disabled People
* Document Six - Training Inclusively for Disabled People Checklist
* Document Seven - Technical Design Standards
* Document Eight - accessible emails  
    
  The BBC recognises the importance of ensuring its technologies and applications are usable to all members of staff and therefore support and make available to Windows, Mac and IOS platforms an N-1 range of Assistive Technology products including, but not limited to
* Screen readers;
* Speech to text applications;
* Screen Magnification tools and various pieces of Assistive Technology hardware.

Note: other platforms are constantly under review and will be included at such time as there Accessibility status is of the required level to facilitate iffective use within our environment.

TD&A intend the BBC to be a world class leader for accessibility of technology, implementing corporate ownership of access, rather than the outdated model of associating Custom patch up fixes with the disabled individual. In this way, the BBC will be technologically accessible wherever a disabled person happens to log in and will enable them to move from work-station to work-station.

# Project Details

|  |  |
| --- | --- |
| Name of project |  |
| Contact details and location of project owner |  |
| Name of system owner |  |
| Contact details and location of system owner |  |
| Project stage - is this project at the initial request stage or is it requiring completion sign off? |  |

# Procurement Checklist

When evaluating which system to purchase please use the following checklists.

## General Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **General approach** | **Compliant** | **Not compliant** | **Unsure** | **Notes / Comments** |
|  | Did your Request for Questions (RFQ) document include sections on accessibility and usability? |  |  |  |  |
|  | Did your Invitation to Tender (ITT) document include sections on accessibility and usability? |  |  |  |  |
|  | Has the supplier provided evidence of past developments that have successfully incorporated usability and accessibility? |  |  |  |  |
|  | Has the supplier provided evidence of past developments that have successfully incorporated language and 3rd party language software requirements? |  |  |  |  |
|  | Has the supplier provided evidence of past developments that have successfully incorporated ongoing support to help rectify any issues? |  |  |  |  |
| **ID** | **General approach** | **Compliant** | **Not compliant** | **Unsure** | **Notes / Comments** |
|  | Is there a named member of the team establishing and owning on-going negotiations regarding accessibility, usability and language issues with external suppliers/contracted developers? |  |  |  |  |
|  | Have targets on accessibility and usability been set and ownership assigned to monitor them? |  |  |  |  |

## Accessibility Checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **General approach** | **Compliant** | | **Not compliant** | **Unsure** | **Notes** |
|  | In the Request for Questions (RFQ) document did you outline the BBC’s responsibilities under the EA (Equalities Act)? |  | |  |  |  |
|  | In the Invitation to Tender (ITT) documents did you outline the BBC’s responsibilities under the EA? |  | |  |  |  |
|  | Does your supplier understand the requirements of the EA and why we are stressing the importance of compliance with the act? |  | |  |  |  |
|  | Are the supplier project managers and development teams aware of what accessibility means and what is necessary for their product to be compliant? |  | |  |  |  |
|  | Are they proactive in their engagement with you about accessibility? |  | |  |  |  |
|  | Is the supplier willing to plan through changes to ensure accessibility compliance even if there are problems at the present time? |  | |  |  |  |
| **ID** | **General approach** | **Compliant** | | **Not compliant** | **Unsure** | **Notes** |
|  | Has the supplier been involved in developing applications that are accessible?  Even if they have not engaged in making applications accessible before are they willing to listen and learn from the BBC as to our requirements? |  | |  |  |  |
|  | How many of the issues can they answer on the summary checklist concerning the technical aspects of accessibility? |  | | | |  |
|  | At a base level has the architecture supporting the project system adhered to established standards (for example, Microsoft or Apple standards)? |  |  | |  |  |

## Usability Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **General approach** | **Compliant** | **Not compliant** | **Unsure** | **Notes** |
|  | Is the supplier willing to invest in understanding real user requirements and developing a solution that meets these requirements? |  |  |  |  |
|  | Have you and the supplier agreed the main user requirements of the product or how these requirements will be gathered? |  |  |  |  |
|  | Has the supplier committed to meeting all these requirements? |  |  |  |  |
| **ID** | **General approach** | **Compliant** | **Not compliant** | **Unsure** | **Notes** |
|  | Can the supplier project managers and development team provide evidence that they are aware of what usability means and that usability has a direct impact on the satisfaction, effectiveness and efficiency of your workforce? |  |  |  |  |
|  | Is the supplier able to demonstrate what the proposed system or application will be like, either through a prototype, trial version or at least through screen flow diagrams for typical tasks? |  |  |  |  |
|  | If so, has it received positive feedback from your team?  Alternatively, if your team are unhappy with aspects of the product, has the supplier committed to fixing these issues prior to delivery? |  |  |  |  |
|  | During the development of the product, did the supplier follow a User Centred Design approach where real users were involved during the development process? |  |  |  |  |
|  | If changes are to be made to the product (whether it be functional or design based) will the supplier user test these changes prior to delivering it to you? |  |  |  |  |
|  | Will the supplier develop the product such that it allows for the provision of additional languages as may be prescribed by the Foreign & Commonwealth Office (FCO)/BBC Trust in the future? |  |  |  |  |
|  | Will the supplier conduct some sort of user research to ensure that the system or application is usable by your target audience (including users with alternative language requirements)? |  |  |  |  |
| **ID** | **General approach** | **Compliant** | **Not compliant** | **Unsure** | **Notes** |
|  | Will the supplier deliver a product that supports all of the BBC specified languages? Please note that the product must perform in the BBC specified languages in a closely comparable manner to its performance in English.  (Please contact the News Production & Language Specialist [Theresa Goldband] at the time of writing) for more information, including the list of languages specified by the BBC.) |  |  |  |  |
|  | Has the supplier demonstrated that the product supports the 3rd party language software used within the BBC?  (Please contact the News Production & Language Specialist [Theresa Goldband] at the time of writing) for more information, including the list of 3rd party software used at the BBC.) |  |  |  |  |