



Accessibility Skills Hiring Toolkit

Sourcing/Procurement Officer

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Interview questions adapted from the Accessibility Interview Questions open source resource, scottaohara.github.io/accessibility_interview_questions

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Position Description Language

Responsibilities

The Sourcing/Procurement Officer identifies third-party resources (professional services, technology systems and tools, content) for use in providing digital products and ensures compliance with requirements.

The Sourcing/Procurement Officer ensures compliance with digital accessibility regulations and requirements by performing the following duties and responsibilities:

- Incorporate accessibility requirements into bids and contracts
- Evaluate capacity of proposed resources to meet accessibility requirements
- Define accessibility requirements and responsibilities in contracts
- Monitor compliance with contractual requirements related to accessibility
- Partner with colleagues and team members to prioritize accessibility in sourcing and procuring resources

Qualifications

Required: Applicants for the Sourcing/Procurement Officer role are required to have these qualifications:

- Knowledge of digital accessibility and disability inclusion
- Knowledge of regulations related to digital accessibility (e.g., ADA, ICT Standards and Guidelines, EN 301 549)
- Knowledge of WCAG 2.1 AA requirements
- Experience ensuring compliance with non-functional requirements (e.g., security, privacy) for technology procurement and professional services
- Experience including accessibility requirements when sourcing and procuring technology resources

Preferred: Applicants with the following qualifications will be preferred:

- Experience evaluating and responding to accessibility compliance reports, such as VPATs
- Experience using sourcing and procurement resources, such as the Accessible ICT Procurement Toolkit
- Experience working with 3rd parties to improve support for digital accessibility (e.g., through product accessibility roadmaps)

Screening Questions

Question	Response/Comments
Knowledge of digital accessibility and disability inclusion	
1. Who benefits from accessibility?	
2. How would you define inclusive and/or universal design? Can you provide an example? (Does not need to be web related)	
3. What resources would you recommend to someone who wants to keep informed of the latest updates on accessibility and inclusive design?	
Experience creating effective audio descriptions, alternative text descriptions for images, media transcripts, and other accessible content	
4. How do you see accessibility fitting into your role in the organization?	
5. How do you incorporate accessibility into your day to day activities? (Email, document creation, when presenting content, etc.). Give an overview of the process you go through for (insert example).	
6. Have you used a standard list of questions with vendors to address accessibility concerns? If so, what are a few of the questions you've asked?	



Question	Response/Comments
7. Describe the impact of accessible technology procurement on the overall product lifecycle.	
Comments:	



Interview Questions

Question	Response/Comments
Knowledge of digital accessibility and disability inclusion	
1. Who benefits from accessibility?	
2. How would you define inclusive and/or universal design? Can you provide an example? (Does not need to be web related)	
3. What resources would you recommend to someone who wants to keep informed of the latest updates on accessibility and inclusive design?	
Knowledge of regulations related to digital accessibility (e.g., ADA, ICT Standards and Guidelines, EN 301 549)	
4. Describe the difference between Section 504 and Section 508 of the Rehabilitation Act.	
5. Describe the difference between Section 508 and the Web Content Accessibility Guidelines.	
6. Describe the difference between the Web Content Accessibility Guidelines and the 2010 ADA Standards for Accessible Design.	



Question	Response/Comments
Knowledge of WCAG 2.1 AA requirements related to content authoring and production	
7. What is WCAG?	
8. What are the differences between A, AA, and AAA compliance?	
9. Why is it important to incorporate the WCAG into procurement processes?	
10. What are the Authoring Tools Accessibility Guidelines and why are they important to incorporate into product procurement processes?	
Experience ensuring compliance with non-functional requirements (e.g., security, privacy) for technology procurement and professional services	
11. How would you convince leadership to allocate funds to do an accessibility external audit?	
Experience including accessibility requirements when sourcing and procuring technology resources	



Question	Response/Comments
12. How do you see accessibility fitting into your role in the organization?	
13. How do you incorporate accessibility into your day to day activities? (Email, document creation, when presenting content, etc.). Give an overview of the process you go through for (insert example).	
14. Have you used a standard list of questions with vendors to address accessibility concerns? If so, what are a few of the questions you've asked?	
15. Describe the impact of accessible technology procurement on the overall product lifecycle.	
16. Have you previously defined or utilized an accessible procurement process at an organization? If so, what were some of the accessibility requirement steps prior to purchase?	
17. When would you engage an internal accessibility team or a third party auditor in the procurement process?	



Question	Response/Comments
<p>18. If purchasing the most accessible product out of multiple vendors, how do you ensure any outstanding issues are addressed in your contract with the vendor?</p>	
<p>Experience evaluating and responding to accessibility compliance reports, such as VPATs</p>	
<p>19. What is a VPAT? How do you approach requesting and evaluating VPATs?</p>	
<p>Experience using sourcing and procurement resources, such as the Accessible ICT Procurement Toolkit</p>	
<p>20. Name a few accessible technology procurement resources and describe what they are good for, and why.</p>	
<p>Experience working with 3rd parties to improve support for digital accessibility (e.g., through product accessibility roadmaps)</p>	
<p>21. Have you collaborated with vendors and contractors to improve accessibility? If so, please share approaches you've used and collaboration outcomes.</p>	



Question	Response/Comments
Comments:	

