



**Department of General Services
Procurement Division**

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Broadcast Date: February 14, 2011

**TO: Department Directors
Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)**

**RE: Procurement Documents Posted in eProcurement (BidSync) and 508
Compliance**

This broadcast communicates the Department of General Services, Procurement Division's policy that all electronic documents, which will be publicly accessible, posted in the State's electronic procurement (eProcurement) system shall be posted in a form readily accessible to persons with disabilities. All content shall be available in a manner that complies with the Americans with Disabilities Act (ADA) P.L. 101-336 and Section 508 of the Rehabilitation Act of 1973 in order to allow for equal and effective participation in the State procurement process.

This policy is based on the following federal and state laws:

- Federal laws include the Americans with Disabilities Act (ADA) P.L. 101-336 and Section 508 of the Rehabilitation Act of 1973.
- [Access Section 508 Standards here](#)
- <http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>
- California has adopted Section 508 of the Rehabilitation Act, pursuant to Government Code Section 11135, Subdivision (d) (1) and (2).

It is up to each department to ensure that any posted documents comply with all legal requirements. Your department must consult with your ADA Coordinator or EEO Officer and Information Technology staff to ensure your department's documents are compliant with accessibility requirements as mandated by law. DGS recommends that Departments, at a minimum, post bid documents in Microsoft Word and ensure those files are **not** password protected.

If you have any questions regarding this notification, please contact:

Office of Policies, Procedures and Legislation

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