

**To:** COHBE Board of Directors  
**From:** Patty Fontneau, Gary Schneider  
**CC:** Lindy Hinman, Cammie Blais  
**Subject:** Assistive & Usability Services Recommendation  
**Date:** January 14, 2013

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### **Introduction**

Based on evaluation of their services proposal, depth of knowledge and the limited number of resources that could provide the very specialized services COHBE requires in this area, it is recommended that COHBE enters into a contract with University of Colorado to provide Usability & Accessibility (508) services.

### **Background**

In the fall of 2012, COHBE met with several members of the University of Colorado's Assistive Technology Partners team to discuss requirements for the Exchange implementation and they provided a comprehensive proposal to address the following:

- Reviewing the Exchange site for accessibility and usability
- Reviewing COHBE's new website
- Reviewing marketing/communications collateral
- Reviewing notices
- Reviewing training materials and delivery techniques for disabled clients

The total contract for these services is \$160,000.

The proposal has been evaluated by COHBE staff.

### **Evaluation**

CU has a software product testing laboratory and extensive subject matter experts on assistive technology best practices that will greatly benefit COHBE. They also have access to a pool of testers with various disabilities to inform the testing. In addition, their local availability will improve coordination, access and reduce costs.

Because similar services would be difficult for COHBE to obtain in a timely matter, and due to the critical aspect of this work in relation to COHBE's project plan, COHBE can use a sole source justification under its procurement policy.

### **Recommendation**

Based on the evaluation of the proposal, COHBE recommends that the COHBE Board authorizes COHBE's CEO to enter into a contract with CU. CU has worked with COHBE to develop a budget that will satisfy the demands of the usability and accessibility requirements.