



The Corporation of the Town of LaSalle

To: Mayor and Members of Council
Prepared by: Linda Jean, Deputy Clerk
Department: Council Services
Date of Report: November 30, 2020
Report Number: CL-25-20
Subject: Accessible Document Creation Software

Recommendation

That the report of the Deputy Clerk dated November 30, 2010 (CL-25-20) advising of software allowing for the integration of document accessibility for the creation of compliant and accessible PDF's at a one-time setup and training cost of \$6,000 and annual user license costs of \$3,060 for six licenses BE RECEIVED.

Report

Earlier this year, the County of Essex was provided with a variety of demonstrations and quotes from qualified firms to provide accessible document creation software. Out of those companies, it was determined that Abledocs software would provide the best product and value.

Abledocs is an industry leader in PDF accessibility software providing full content accessible solutions which meet compliance requirements as outlined in WCAG 2.2. Products and services provided by Abledocs help eliminate barriers for individuals that cannot access traditional print documents due to various print disabilities including vision limitations such as low vision or blindness, cognitive disabilities such as dyslexia and other document accessibility and print disabilities.

At present, Town staff are using Adobe Pro to meet AODA website compliance and have found it to be a very time consuming and arduous process in both repairing and creating accessible documents. Staff in the Council Services Department have met with Abledocs and have been provided a demonstration and confirm it to be a user friendly, time saving and cost effective solution to easily and efficiently repair and create compliant accessible documents which can be posted on the Town's website.

Accordingly, The County of Essex has secured a reduced group pricing of 50% off the listed price and the Town is able to take advantage of these initial savings. One time cost for software package implementation and training is \$6,000 plus hst, which will be funded from the accessibility reserve. The annual cost of 6 licenses and annual support is \$3,060 plus hst (\$510 per user x 6 users), which will be funded from a reallocation of the annual accessibility reserve allocation.

In the event further support is required, Abledocs also provides remediation services at \$60.00 per hour.

Consultations

Dale Langlois, Director of Finance/Treasurer

Financial Implications

The one time setup and training cost will be \$6,000 for this software. The annual cost for six licenses (one per department) will be \$3,060.

Factor	Annual Cost	One Time Cost
Scan of all website documents		\$1,500
Annual costs of axesWord licenses (\$200 per user)	\$1,200	
Annual costs of axesPDF licenses (\$225 per user)	\$1,350	
Annual Support cost (\$85 per user)	\$510	
Training – Microsoft Word 101		\$1,500
Training – axesWord Intro		\$1,500
Training – axesPDF Intro		\$1,500
Total	\$3,060	\$6,000

Prepared By:



Deputy Clerk

Linda Jean, Deputy Clerk

Link to Strategic Goals

Yes	Enhancing organizational excellence
	Sustain strong public services and infrastructure
Yes	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
Yes	Build on our high-quality of life

Communications

	Not applicable
Yes	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	Accessible Document Creation Software.docx
Attachments:	
Final Approval Date:	Dec 2, 2020

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Dale Langlois



Human Resources Manager

Rick Hyra



Chief Administrative Officer

Joe Milicia