



Memo

TO: Capital West Accessibility Advisory Committee

FROM: Capital West Accessibility Advisory Committee Administrative Support

DATE: 2024-09-25

SUBJECT: Accessibility Plan Development Cost Estimate

At it's Special Meeting held Wednesday, September 4, 2024, the Capital West Accessibility Advisory Committee considered a quote from the City of Langford's consultant, Eclipse 360 regarding the development of the Accessibility Plan. This quote included design work only, not content editing.

Through Committee discussion, administration was directed to return to the consultant to inquire about a Word version Accessibility Plan that could be easily edited by the member municipalities over time.

Eclipse360 has quoted roughly \$8,000.00 for an accessible Word document. They have also provided an option where they would create a series of fillable templates for us amounting to roughly \$2,500.00.

The Committee needs to make a decision regarding the design of the Accessibility Plan at this meeting. All options remain on the table for plan design including the use of a different consultant, no consultant (in house development), or another solution as directed by the Committee.