

## **AMERICANS WITH DISABILITIES ACT (ADA)**

**2621**

(May 2005)

In compliance with the provisions of the ADA and State policy, departments must make every effort to ensure its programs, activities, and services are available to all persons, including persons with disabilities.

It is the department's responsibility to maintain evidence in the procurement files that appropriate approvals were obtained prior to contracting.

## **DGS/PD ASSISTANCE AVAILABLE**

**2621.1.1**

(May 2005)

Additionally, DGS/PD is available to assist departments with reasonable accommodation requests relative to participating in a procurement process. DGS/PD can be contacted at (916) 375-4400 (main office) for assistance.

## **CONTACT NUMBERS FOR TTY/TDD AND CALIFORNIA RELAY SERVICE**

**2621.1.2**

(May 2005)

The DGS/PD TTY/TDD (telephone device for the deaf) and California Relay Service numbers are listed below:

- TTY/TDD telephone numbers are:
  - Sacramento Office: (916) 376-1891
  - Fullerton Office: (714) 773-2093
- California Relay Service telephone numbers are:
  - Voice: 1-800-735-2922
  - TTY/TDD: 1-800-735-2929

## **ADVANCE NOTICE**

**2621.1.3**

(May 2005)

Departments need to provide DGS/PD a minimum of 10 working days before a scheduled event (i.e., meeting, conference, workshop) or competitive bid deadline due date to ensure a request can be accommodated.

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[\(see Forms or Forms Samples\)](#)