

## Accessibility Criteria in Grants or Contracts

The contractor shall test and validate the information and communication technology (ICT) solution for conformance to the Revised 508 Standards, in accordance with the required testing methods.

- For web and software, WCAG Level A and AA Conformance Test Results must be based on the [Harmonized Testing Process for Section 508 Compliance: Baseline Tests for Software and Web Accessibility](#).
- For Microsoft Office and PDF documents, WCAG Level A and AA Conformance test results must be based on the Harmonized Testing Guidance from the AED ACOP.
- For ICT Items that are not electronic content, the offeror shall validate conformance to the applicable Revised 508 Standards using a defined testing process. The offeror must describe test process and provide the testing results to the agency.

The offeror shall maintain and retain full documentation of the measures taken to ensure compliance with the applicable requirements, including records of any testing or demonstrations conducted.

Before acceptance, the contractor shall provide an **Accessibility Conformance Report (ACR)** for each ICT item that is developed, updated, configured for the agency, and when product substitutions are offered. The ACR should be based on the latest version of the [Voluntary Product Accessibility Template \(VPAT™\)](#) provided by the [Industry Technology Industry Council \(ITIC\)](#). To be considered for award, an ACR must be submitted for each ICT Item, and must be completed according to the instructions provided by ITIC.

Before acceptance, when the contractor is required to perform testing to validate conformance to the agency's accessibility requirements, the vendor shall provide a **Supplemental Accessibility Conformance Report (SAR)** that contains the following information:

- Accessibility test results based on the required test methods.
- Documentation of features provided to help achieve accessibility and usability for people with disabilities.
- Documentation of core functions that cannot be accessed by persons with disabilities.
- Documentation on how to configure and install the ICT item to support accessibility.
- When an ICT item is an authoring tool that generates content (including documents, reports, videos, multimedia productions, web content, etc.), provide information on how the ICT item enables the creation of accessible electronic content that conforms to the Revised 508 Standards, including the range of accessible user interface elements the tool can create.
- Before final acceptance, the contractor shall provide a fully working demonstration of the completed ICT Item to demonstrate conformance to the agency's accessibility requirements. The demonstration shall expose where such conformance is and is not achieved.

Before acceptance, the agency reserves the right to perform independent testing to validate that the ICT solution provided by the contractor conforms to the applicable Revised 508 Standards.

Before final acceptance of any ICT item, including updates and replacements, if the offeror claims its products or services satisfy the applicable Revised 508 Standards specified in the statement of work, and the contracting officer determines that any furnished ICT item is not in compliance with such requirements, the contracting officer will promptly inform the offeror in writing of the noncompliance. The offeror shall, at no cost to the agency, repair or replace the non-compliant products or services within the period specified by the contracting officer.