

This contract has a one year base and a 4 year extension potential  
PROGRAM 1075S -- TERM DATE: April 2016 thru March 2017  
TITLE: SECTION 508 COMPLIANT FILES

[illegible]

|                                                                                                         |         |       |              |         |               |         |              |         |              |         |              |         |             |
|---------------------------------------------------------------------------------------------------------|---------|-------|--------------|---------|---------------|---------|--------------|---------|--------------|---------|--------------|---------|-------------|
| cost per table/chart/graph.....                                                                         | 500     | 9.00  | 4500.00      | 0.84    | 420.00        | 2.00    | 1000.00      | 4.50    | 2250.00      | 6.85    | 3425.00      | 10.00   | 5000.00     |
| 7. Complex Tables, Charts, and Graphs,<br>cost per table/chart/graph.....                               | 200     | 40.00 | 8000.00      | 2.50    | 500.00        | 13.00   | 2600.00      | 6.00    | 1200.00      | 9.13    | 1826.00      | 12.50   | 2500.00     |
| (e) Auto Tagged Files                                                                                   |         |       |              |         |               |         |              |         |              |         |              |         |             |
| 1. Form Field Pages, cost per page.....                                                                 | 150     | 40.00 | 6000.00      | 50.50   | 7575.00       | 18.50   | 2775.00      | 17.50   | 2625.00      | 4.57    | 685.50       | 15.00   | 2250.00     |
| 2. Text Matter Pages, cost page.....                                                                    | 300     | 6.00  | 1800.00      | 48.59   | 14577.00      | 6.50    | 1950.00      | 9.00    | 2700.00      | 3.42    | 1026.00      | 5.00    | 1500.00     |
| 3. Tables of Contents and Index<br>Pages, cost per page.....                                            | 30      | 12.00 | 360.00       | 50.50   | 1515.00       | 2.00    | 60.00        | 10.65   | 319.50       | 6.85    | 205.50       | 15.00   | 450.00      |
| 4. Hyperlinks (other than Table of<br>Contents and Index Pages), cost<br>per hyperlink.....             | 300     | 0.85  | 255.00       | 0.08    | 24.00         | 0.50    | 150.00       | 0.75    | 225.00       | 1.83    | 549.00       | 10.00   | 3000.00     |
| 5. Alt Text Tags (other than hyperlinks,<br>tables, charts, and graphs) cost per<br>alt text image..... | 300     | 0.85  | 255.00       | 0.25    | 75.00         | 4.00    | 1200.00      | 5.00    | 1500.00      | 5.48    | 1644.00      | 5.00    | 1500.00     |
| 6. Simple Tables, Charts, and Graphs,<br>cost per table/chart/graph.....                                | 300     | 9.00  | 2700.00      | 0.84    | 252.00        | 2.00    | 600.00       | 5.00    | 1500.00      | 6.85    | 2055.00      | 10.00   | 3000.00     |
| 7. Complex Tables, Charts, and Graphs,<br>cost per table/chart/graph.....                               | 150     | 40.00 | 6000.00      | 2.50    | 375.00        | 13.00   | 1950.00      | 8.00    | 1200.00      | 9.13    | 1369.50      | 12.50   | 1875.00     |
| <b>III. ADDITIONAL OPERATIONS</b>                                                                       |         |       |              |         |               |         |              |         |              |         |              |         |             |
| (a) Burning, packaging, and titling CD/DVD<br>disc in black ink, cost per disc.....                     | 200     | 10.00 | 2000.00      | 20.00   | 4000.00       | 5.00    | 1000.00      | 20.00   | 4000.00      | 4.95    | 990.00       | 10.00   | 2000.00     |
| <hr/>                                                                                                   |         |       |              |         |               |         |              |         |              |         |              |         |             |
| CONTRACTOR TOTALS                                                                                       |         |       | \$ 79,873.50 |         | \$ 143,136.50 |         | \$ 45,645.00 |         | \$ 52,688.50 |         | \$ 50,998.00 |         | \$72,467.50 |
| DISCOUNT                                                                                                | NET     |       | \$ -         | NET     | \$ -          | NET     | \$ -         | NET     | \$ -         | NET     | \$ -         | 0.5%    | \$ 362.34   |
| DISCOUNTED TOTALS                                                                                       | 30 days |       | \$ 79,873.50 | 30 days | \$ 143,136.50 | 30 days | \$ 45,645.00 | 30 days | \$ 52,688.50 | 30 days | \$ 50,998.00 | 20 days | \$72,105.16 |

| ITEM NO. & DESCRIPTION                                                                                                 | BASIS<br>OF<br>AWARD | Melkin Solutions LLC<br>Winter Park FL |         | Schatz Publishing Group<br>Blackwell OK |          | Splash Box Marketing<br>Gallatin TN |         | Supremus Group LLC<br>Waukee IA |          | VASTEC Inc<br>Tampa FL |         |
|------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------|---------|-----------------------------------------|----------|-------------------------------------|---------|---------------------------------|----------|------------------------|---------|
|                                                                                                                        |                      | UNIT RATE                              | COST    | UNIT RATE                               | COST     | UNIT RATE                           | COST    | UNIT RATE                       | COST     | UNIT RATE              | COST    |
| I. ASSESSMENT REVIEW                                                                                                   |                      |                                        |         |                                         |          |                                     |         |                                 |          |                        |         |
| (a) Assessment Review Only,<br>cost per page.....                                                                      | 10                   | 2.25                                   | 22.50   | 10.00                                   | 100.00   | 1.00                                | 10.00   | 10.00                           | 100.00   | 2.50                   | 25.00   |
| II. REMEDIATE FILE                                                                                                     |                      |                                        |         |                                         |          |                                     |         |                                 |          |                        |         |
| (a) OCR Scanning, cost per page.....                                                                                   | 850                  | 0.05                                   | 42.50   | 10.00                                   | 8500.00  | 1.00                                | 850.00  | 10.00                           | 8500.00  | 2.00                   | 1700.00 |
| (b) OCR Repair, charges for OCR<br>repair will only be allowed<br>when authorized by the agency.<br>Cost per page..... | 300                  | 1.35                                   | 405.00  | 2.00                                    | 600.00   | 5.00                                | 1500.00 | 20.00                           | 6000.00  | 4.75                   | 1425.00 |
| (c) Untagged Files                                                                                                     |                      |                                        |         |                                         |          |                                     |         |                                 |          |                        |         |
| 1. Form Field Pages, cost per page.....                                                                                | 300                  | 18.00                                  | 5400.00 | 100.00                                  | 30000.00 | 5.00                                | 1500.00 | 45.00                           | 13500.00 | 16.00                  | 4800.00 |
| 2. Text Matter Pages, cost page.....                                                                                   | 850                  | 4.50                                   | 3825.00 | 7.00                                    | 5950.00  | 5.00                                | 4250.00 | 45.00                           | 38250.00 | 5.00                   | 4250.00 |

|                                                                                                   |     |       |         |        |          |      |         |       |          |       |         |
|---------------------------------------------------------------------------------------------------|-----|-------|---------|--------|----------|------|---------|-------|----------|-------|---------|
| 3. Tables of Contents and Index                                                                   |     |       |         |        |          |      |         |       |          |       |         |
| Pages, cost per page.....                                                                         | 150 | 6.00  | 900.00  | 100.00 | 15000.00 | 5.00 | 750.00  | 35.00 | 5250.00  | 4.50  | 675.00  |
| 4. Hyperlinks (other than Table of Contents and Index Pages), cost per hyperlink.....             | 650 | 0.18  | 117.00  | 3.00   | 1950.00  | NC   |         | 2.00  | 1300.00  | 0.25  | 162.50  |
| 5. Alt Text Tags (other than hyperlinks, tables, charts, and graphs) cost per alt text image..... | 950 | 1.50  | 1425.00 | 3.00   | 2850.00  | NC   |         | 2.00  | 1900.00  | 3.00  | 2850.00 |
| 6. Simple Tables, Charts, and Graphs, cost per table/chart/graph.....                             | 500 | 3.00  | 1500.00 | 40.00  | 20000.00 | NC   |         | 10.00 | 5000.00  | 3.00  | 1500.00 |
| 7. Complex Tables, Charts, and Graphs, cost per table/chart/graph.....                            | 200 | 6.00  | 1200.00 | 100.00 | 20000.00 | NC   |         | 20.00 | 4000.00  | 4.50  | 900.00  |
| (d) Manually Tagged Files                                                                         |     |       |         |        |          |      |         |       |          |       |         |
| 1. Form Field Pages, cost per page.....                                                           | 150 | 18.00 | 2700.00 | 100.00 | 15000.00 | 5.00 | 750.00  | 45.00 | 6750.00  | 14.00 | 2100.00 |
| 2. Text Matter Pages, cost page.....                                                              | 700 | 4.50  | 3150.00 | 7.00   | 4900.00  | 5.00 | 3500.00 | 45.00 | 31500.00 | 3.50  | 2450.00 |
| 3. Tables of Contents and Index                                                                   |     |       |         |        |          |      |         |       |          |       |         |
| Pages, cost per page.....                                                                         | 50  | 6.00  | 300.00  | 100.00 | 5000.00  | 5.00 | 250.00  | 35.00 | 1750.00  | 1.50  | 75.00   |
| 4. Hyperlinks (other than Table of Contents and Index Pages), cost per hyperlink.....             | 650 | 0.15  | 97.50   | 3.00   | 1950.00  | NC   |         | 2.00  | 1300.00  | 0.25  | 162.50  |
| 5. Alt Text Tags (other than hyperlinks, tables, charts, and graphs) cost per alt text image..... | 950 | 1.50  | 1425.00 | 3.00   | 2850.00  | NC   |         | 2.00  | 1900.00  | 3.00  | 2850.00 |
| 6. Simple Tables, Charts, and Graphs, cost per table/chart/graph.....                             | 500 | 2.25  | 1125.00 | 40.00  | 20000.00 | NC   |         | 10.00 | 5000.00  | 2.25  | 1125.00 |
| 7. Complex Tables, Charts, and Graphs, cost per table/chart/graph.....                            | 200 | 4.50  | 900.00  | 100.00 | 20000.00 | NC   |         | 20.00 | 4000.00  | 3.50  | 700.00  |
| (e) Auto Tagged Files                                                                             |     |       |         |        |          |      |         |       |          |       |         |
| 1. Form Field Pages, cost per page.....                                                           | 150 | 18.00 | 2700.00 | 100.00 | 15000.00 | 5.00 | 750.00  | 45.00 | 6750.00  | 14.00 | 2100.00 |
| 2. Text Matter Pages, cost page.....                                                              | 300 | 4.50  | 1350.00 | 7.00   | 2100.00  | 5.00 | 1500.00 | 45.00 | 13500.00 | 4.00  | 1200.00 |
| 3. Tables of Contents and Index                                                                   |     |       |         |        |          |      |         |       |          |       |         |
| Pages, cost per page.....                                                                         | 30  | 6.00  | 180.00  | 100.00 | 3000.00  | 5.00 | 150.00  | 35.00 | 1050.00  | 4.00  | 120.00  |
| 4. Hyperlinks (other than Table of Contents and Index Pages), cost per hyperlink.....             | 300 | 0.15  | 45.00   | 3.00   | 900.00   | NC   |         | 2.00  | 600.00   | 0.25  | 75.00   |
| 5. Alt Text Tags (other than hyperlinks, tables, charts, and graphs) cost per alt text image..... | 300 | 1.50  | 450.00  | 3.00   | 900.00   | NC   |         | 2.00  | 600.00   | 3.50  | 1050.00 |
| 6. Simple Tables, Charts, and Graphs, cost per table/chart/graph.....                             | 300 | 2.25  | 675.00  | 40.00  | 12000.00 | NC   |         | 10.00 | 3000.00  | 2.50  | 750.00  |
| 7. Complex Tables, Charts, and Graphs, cost per table/chart/graph.....                            | 150 | 4.50  | 675.00  | 100.00 | 15000.00 | NC   |         | 20.00 | 3000.00  | 3.50  | 525.00  |
| III. ADDITIONAL OPERATIONS                                                                        |     |       |         |        |          |      |         |       |          |       |         |
| (a) Burning, packaging, and titling CD/DVD disc in black ink, cost per disc.....                  | 200 | 35.00 | 7000.00 | 50.00  | 10000.00 | NC   |         | 50.00 | 10000.00 | 4.50  | 900.00  |

|                   |         |              |         |               |         |              |         |               |         |              |
|-------------------|---------|--------------|---------|---------------|---------|--------------|---------|---------------|---------|--------------|
|                   |         |              |         |               |         |              |         |               |         |              |
| CONTRACTOR TOTALS |         | \$ 37,609.50 |         | \$ 233,550.00 |         | \$ 15,760.00 |         | \$ 174,500.00 |         | \$ 34,470.00 |
| DISCOUNT          | 1%      | \$ 376.10    | NET     | \$ -          | 5%      | \$ 788.00    | NET     | \$ -          | NET     | \$ -         |
| DISCOUNTED TOTALS | 20 days | \$ 37,233.40 | 30 days | \$ 233,550.00 | 28 days | \$ 14,972.00 | 30 days | \$ 174,500.00 | 30 days | \$ 34,470.00 |

AWARDED

Reviewed by: \_\_\_\_\_

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Seattle, Washington

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Section 508 Compliant Files**

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of the Interior  
Bureau of Land Management

**Single Award**

The term of this contract is for the period

**Beginning April 1, 2016 and ending March 31, 2017,**  
this is the base. This contract has a four year extension potential

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Seattle-time, on March 24, 2016

**CONTRACT TERM:** The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

**Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1075-S" on the outside of the envelope.**



The following web address will allow you to print a copy of the 910 form.  
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

**THIS IS A NEW OFFERING, THERE IS NO HISTORY**

For information of a technical nature call Felicia Buchko, Ext. # 3, or email [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov), other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or email [lmoores@gpo.gov](mailto:lmoores@gpo.gov) Phone: (206)764-3726 (no collect calls).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>    <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Compliance with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) and any amendments.

Section 508 Standards available at <http://www.section508.gov>

W3C's Web Content Accessibility Guidelines (WCAG) (most current version) available at <http://www.w3.org>

W3C's Checklist of Checkpoints for Web Content Accessibility Guidelines (most current version) available at <http://www.w3.org>

Agency will provide the Government Product Accessibility Template (GPAT) for electronic documents for each print job that identifies accessibility requirements based on program need and actual characteristics of expected deliverables. Agency will provide technical provisions expected for the digital deliverables in the Government Product Accessibility Template (GPAT). Agency will provide a checklist to meet its requirements on a Government Product Accessibility Template (GPAT). Contractor will be required to test all Section 508 Compliant PDF files using the agency provided checklist.

The contractor must be able to describe how their proposed delivered Electronic Documents will meet Section 508 accessibility standards.

Contractor will be required to test all Section 508 Compliant PDF files for compatibility with the most recent versions of the Acrobat Full Accessibility Checker, JAWS, Adobe Acrobat, Windows Eyes, and Dragon Naturally Speaking Voice Recognition software.

Tools to check PDFs to publish on agency's website can be found here:

<https://www.buyaccessible.gov/blog/check-pdf>

Department of the Interior Section 508 Policies at <https://www.doi.gov/ocio/policy-mgmt-support/information-and-records-management/section-508-policies>

**SUBCONTRACTING:** The predominant production functions are assessing and remediating files to bring them into compliance with Section 508. These functions cannot be subcontracted.

**OPTION EXTENSION OF CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option

the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options will not exceed five years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the various Government Departments and Agencies. Orders may be issued under the contract from April 1, 2016, through March 31, 2017. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of the contract at the time the Government deposits the order in the mail.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PREAWARD TEST:** The Contracting Officer, at his option, may require the prospective contractor to run a test order (not to exceed 200 pages in a digital file) when supplied with the Government Furnished Materials as described within these specifications. There will be no cost to the Government for this test. In the opinion of the Contracting Officer, if the pre-award test ordered, does not meet or exceed the Specified Standards found in the **QUALITY ASSURANCE LEVELS AND STANDARDS**, and proper handling of the Government Furnished Materials is not demonstrated as found within the pages of these specifications, the contractor may be declared non-responsible.

The Preaward Test must adequately address the requirements for Section 508. The Preaward Test must contain adequate information to document the responsiveness to the Section 508 requirements (e.g. a completed Government Productivity Accessibility template (GPAT), Voluntary Product Accessibility Template (VPAT) or equivalent and supporting documentation).

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purposes of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers – Commodities Less Food, Seasonally Adjusted," publishing monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers – Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause.** Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

**LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS:** Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in progress" in that clause means the work under program period requirements for which funds have been made available. If the contractor is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract. Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders, which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**FACSIMILE BIDS:** The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.



<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of assessing and remediating files to bring them into compliance with 29 USC Section 508; including providing a text equivalent for every non-text element via “alt” tags, “longdesc”, or in element content; organize documents so they are readable without requiring an associated style sheet; identify row and column headers for data tables; have HTML or text alternatives for all PDF files.

Due to the nature of 508 compliance there may be services and products that this contract does not cover. In the event that the agency places an order that requires services or products not covered under this contract it will be the responsibility of the contractor to contact the Government Publishing Office, Seattle Regional Office, with the cost on those items not covered to establish cost prior to invoicing. Invoicing for products or services not covered under the terms of the contract prior to establishing cost may result in denial of payment on those items. Under no circumstance will the contractor stop work due to payment issues.

**TITLE:** Section 508 Compliant Files

**FREQUENCY OF ORDERS:** Approximately 268 orders per year

**NUMBER OF PAGES:** An average of 10 pages per order.

Examples of files are available at [http://www.blm.gov/ak/st/en/prog/minerals/mineral\\_info/mineral\\_rpts/usbm\\_reports.html](http://www.blm.gov/ak/st/en/prog/minerals/mineral_info/mineral_rpts/usbm_reports.html) . These examples are for reference only and are not to be construed as actual work that will be placed on the contract.

**QUANTITY:** One disc burned with Section 508 Compliant files.

At the option of the agency the delivery of files may be on a disc or via the contractor’s FTP site.

**TRIM SIZES:** Digital Versatile Disc – 120mm in diameter

### **GOVERNMENT TO FURNISH:**

Digital files could include but are not limited to: PDF files, Microsoft Office Products (Word, Powerpoint, Excel), or graphic files (JPEG, PNG, TIF). Software will be in a variety of versions. The contractor must have the current versions and up-grade as they become available.

At the option of the agency electronic media will occasionally be sent via CD/DVD, email, “googledocs”, or contractor’s ftp site.

Print Order (GPO Form 2511)

GPO form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film or in electronic files, must not be on finished product.

**WARNING:** All electronic media provided by the Government, or and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Government furnished material is not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and nonerasable media shall be destroyed by the contractor.

**TAGGING STRUCTURE:** Files will be furnished as untagged files, manually tagged files or auto tagged files.

Untagged files will not have any 508 compliant document or structure tags. Anticipate most scanned files will be untagged.

Manually tagged files will have some degree of file remediation performed through Adobe Acrobat by direct tagging input by a file user.

Auto tagged files will have some degree of file remediation performed by Adobe Acrobat software.

**CONTRACTOR TO FURNISH:**

All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the products in accordance with these specifications.

The contractor will host a secure FTP service with Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials and proofs from their secure website.

Contractor is responsible for converting images to an appropriate color space and file format for output. Contractor must also apply any and all necessary prepress functions to achieve best possible output quality of supplied files.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

**ASSESSMENT REVIEW:** Files will require “Assessment Review” or “Assessment Review and Remediate File”. When the individual print order indicates that the “Assessment Review” only is to be conducted or when the initial assessment review finds a fully compliant file, the contractor will be reimbursed for the assessment review.

Some documents will require OCR scanning before the file assessment can be conducted.

Each file will require the contractor to perform an assessment review of the furnished file. Upon receipt of file contractor to run an assessment report on the file using assessment software.

After the assessment, the contractor shall develop an “Assessment Report” detailing the Section 508 deficiencies and recommended remediation. This “Assessment Report” shall contain the information shown on Attachment 1 pages 1-22.

PDF documents must show Adobe’s accessibility checker report.

Contractor shall ensure the following minimum checkpoints are completed on every file:

1. All W3C Priority 1 Checkpoints
2. All text elements and hyperlinks must be available to Assistive Technologies (AT).
3. Reasonable and sufficient alt text descriptions for non-text elements.
4. Scanned images of text should be optimized through OCR to render verbatim text to an AT user.
5. Data tables should be properly tagged so that an AT user is able to determine corresponding column and row headers including nested tables with multiple row and column headers per data cell
6. Document structure tags (i.e., headings, paragraphs, sections, tables, ordered and unordered lists, hyperlinks, and other page elements) must be included to allow AT users to efficiently navigate the document and for the file to be reflowed correctly when viewed on mobile devices.
7. Any interactive forms must be properly tagged and ordered to allow an AT user to tab through the form and efficiently enter information.
8. Document language is appropriately specified – English except where otherwise requested.
9. Document file name does not contain spaces or special characters.
10. Document file names are concise, generally limited to 20-30 characters, and makes the content of the file clear in the context it is presented.
11. Document properties are completed for Title, Author, Keywords, and Language.
12. If using the edit function of Adobe Acrobat, all Comment and Markup items must be deleted.

13. A visual check has been done to ensure no hidden data from MS Word or other applications used to create the original document are present.
14. All images and/or non-text elements have alternative text descriptions.
15. All charts and graphs have an alternative text description and provide a description in the text immediately below the chart/graph.
16. Files of 10 pages or more have internal bookmarks.
17. Color is not used to convey important information, e.g., "See red text below."
18. Data tables identify row and column headers.
19. Layout tables do not identify row and column headers.
20. Data cells in tables are associated with row and column headers.
21. All tables read from left to right and top to bottom.
22. All hyperlinks use the full Web address, e.g., <http://www.blm.gov/ak> (not simply [www.blm.gov/ak](http://www.blm.gov/ak)).
23. Pages with multi-column text, tables, or call-out boxes have been checked for correct reading order using Acrobat Professional's "Read Aloud" function.
24. All needed accessibility tags have been added and a full Accessibility Report has been run in Adobe Acrobat Professional 10\* or higher showing no errors present.
25. A separate text-only version has been provided when there is no other way to make the content accessible. (Example: An organizational chart must have a text- only version).

**U.S. Department of the Interior (DOI) Checklist Notes:**

- A. If content will be available as html or text, it is not required that the accompanying PDF file be Section 508 accessible.
- B. A PDF file created by scanning a paper document in TIFF or another image format is not 508 compliant. Either a text-only version must be provided, or, for complicated figures and maps, "Map Title Description ."
- C. If a graphic is purely decorative or included for spacing purposes (such as a 1 pixel gif spacer), an ALT tag is not required. If the graphic is not referenced at a specific point in the text, it's best to include it in the reading order at a convenient point, for instance, at the end of a paragraph.
- D. Where the agency is cited to contact for more information, the ALT tag must have title and description and a point of contact person as defined in the following example: "Please contact the Alaska State Office Public Information Center at 907-271-5960."
- E. PDF forms require a specialized accessibility review because they present an additional degree of complexity.
- F. Adobe provides Accessibility best practices at:  
[http://www.adobe.com/accessibility/best\\_practices.html#acrobatx](http://www.adobe.com/accessibility/best_practices.html#acrobatx)
- G. Additional guidance on DOI policy for complying with Section 508 of the Rehabilitation Act can be found at: <https://www.doi.gov/ocio/policy-mgmt-support/information-and-records-management/section-508-policies>

**REMEDIATE:** Most files will require assessment review and remediation.

If the assessment review indicates that there are deficiencies in the file the contractor shall remediate the file (unless order is for "Assessment Review" only).

The contractor must create structure trees, including changing of the "flow" of different forms elements to the screen reading software.

Contractor is required to establish proper document structure, tab order and reading order, keyboard accessibility, and correct color contrast.

Form Field Pages: All form field pages require proper tagging, including tab order, to ensure the AT user will be able to successfully fill out the form.

Text Matter Pages: All text matter pages require proper tagging of headers, footers, headings, columns, ordered and unordered lists, text matter, navigation, and reading order. Blank pages must be announced as "Blank Page".

**Tables of Content and Index Pages:** All tables of content and index pages will require proper tagging of text matter, navigation, and reading order. All navigation links to be active.

**Hyperlinks:** Contractor to develop descriptive and concise narrative for all tool tips. All internal and external links will require proper tagging for navigation and reading order. All navigation links to be active.

**Alternative Text (Alt Text):** Contractor to develop descriptive and concise narrative for all non-text images, including photographs, illustration, graphics, logos, seals, signatures, screen shots, clip art, and all other non-text elements. All alt text will require proper tagging, navigations (as applicable), and reading order.

**Tables, Charts, and Graphs:** Contractor to develop an alt text label that describes the table, chart, or graph. All tables, charts, and graphs will require proper tagging of alt text, tab order, navigation (as applicable), and reading order. Tables, charts, and graphs will have single or multiple levels of column/row headers.

**Simple Tables and Charts:** Defined as tables and charts with single level column/row headers with a minimum of 2 columns and a combination of up to 20 columns and rows.

**Complex Tables, Charts, and Graphs:** Defined as all non-columnar charts and graphs and tables and charts with single or multiple level column/row headers with a minimum of 2 columns and a combination of 21 or more columns and rows.

After remediation, the contractor shall perform another assessment review and develop a second assessment report. If deficiencies are found, contractor shall remediate the file again and perform another assessment review and develop another assessment report and continue in like manner until no more deficiencies are found. Unless authorized by the GPO Contracting Officer, contractor will not be reimbursed for additional assessment reviews and assessment reports after initial remediation and second assessment report is completed and will not be allowed additional time in the "Schedule" for additional remediation of files beyond the initial remediation.

**READING ORDER AND ALT TEXT REVIEW:** Files requiring remediation will also require the contractor to complete a reading order and alt text review of each file. Reading order should be logical and completed left to right and top to bottom. Alt text should be descriptive, yet concise. An occasional order may require collaboration with the agency.

**SCREEN READER REVIEW:** Files requiring remediation will also require the contractor to complete a screen reader review using the most current versions of JAWS, Adobe Acrobat, Windows Eyes, and Dragon Naturally Speaking Voice Recognition software. If the file is not readable with the screen reader software, the contractor shall remediate the file again as described under "Remediate File" until the file is readable on the screen reader software.

**OCR SCANNING AND OCR REPAIR:** When OCR scanning indicates a required repair, the contractor, after approval by the agency, shall repair the file using OCR software. OCR software is to scan at a minimum of 300 dpi or greater.

**PRINTING:** Each disc produced must have the title printed on the face of the disc in black ink. All printing on the disc must comply with the requirement set forth in the ISO, IEC 908 and any amendments, and ISO 10149. Inks must not damage the lacquer layer. Most orders may require a flood coat of white prior to printing. There will be no additional charge to the Government for the white flood under-coat.

**LABELING AND MARKING:** Use GPO form 905 to mark all shipping containers.

**DISTRIBUTION:** At the option of the agency the delivery of Section 508 Compliant files and the initial and final assessment reports to the ordering agency may be on a disc, via email, or via the contractor's FTP site.

Electronic document deliverables must be made available in alternate formats upon agency request, including formats compatible with assistive technology at no additional charge.

Electronic documents delivered will be accepted based in part on satisfaction of identified Section 508 requirements for accessibility.

Deliver f.o.b. destination to the continental United States, including Alaska. The contractor will be reimbursed for second day air shipments to the state of Hawaii by submitting shipping receipts with your invoice.

Follow Print Order for delivery address. Some orders will require delivery to Anchorage Alaska.

Upon completion of each order, all originals must be returned to the ordering Department.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to agency and to [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov). Call the agency to confirm receipt of documentation. The subject line of the message shall be "Distribution for PROGRAM 1075S, PRINT ORDER: \_\_\_\_\_". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**PACKING:** The contractor will insert each disc into a standard or slim-line clear plastic jewel case, face up.

Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

When requested by the agency Government furnished material must be picked up from and delivered (f.o.b. destination) at the ordering Department.

Schedule will begin the workday of notification of the availability of print order and furnished material.

No definite schedule for pickup of material can be predetermined.

Orders will require from 1 to 2 weeks depending on complexity, for complete production and delivery from the time the ordering agency notifies the contractor that the Government furnished material are available for pick up or download.

The contractor is required to review the elements of each project and report back to the agency within 24 hours from receipt, with a time-line of completion. In the event that requirements and/or elements of a project change, the contractor is required to reassess the project and report any time-line changes to the agency. Pre-project meeting(s) with the contractor may be requested by the agency.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**SECTION 3.- DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. a. 10
- II. a. 850
- b. 300
- c. 1. 300
- 2. 850
- 3. 150
- 4. 650
- 5. 950
- 6. 500
- 7. 200
- d. 1. 150
- 2. 700
- 3. 50
- 4. 650
- 5. 950
- 6. 500
- 7. 200
- e. 1. 150
- 2. 300
- 3. 30
- 4. 300
- 5. 300
- 6. 300
- 7. 150
- III. a. 200

#### SECTION 4.-SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), N/A or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer, or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts will be prorated at the "each rate" or the 100 rate, which ever applies.

**I. ASSESSMENT REVIEW:** Prices offered must include the cost of all required materials and operations necessary for assessing files and generating an assessment review report.

a) \*Assessment Review Only, cost per page \$\_\_\_\_\_.

\*Contractor will be reimbursed for this line item only when print order indicates "Assessment Review Only" or the initial assessment review indicates that no deficiencies were found in the file. Contractor will be reimbursed for only one assessment review.

**II. REMEDIATE FILE:** Prices offered must include the cost of all required materials and operations necessary for remediating files. Prices offered to include two assessment reviews (one before remediation and one after remediation), one review each of reading order, alt text, and by screen reader.

a) OCR Scanning, cost per page \$\_\_\_\_\_.

b) OCR Repair; charges for OCR repair will only be allowed when authorized by the agency. Cost per page \$\_\_\_\_\_.

c) Untagged Files

1. Form Field Pages, cost per page \$\_\_\_\_\_.

2. Text Matter Pages, cost per page \$\_\_\_\_\_.

3. Tables of Contents and Index Pages, cost per page \$\_\_\_\_\_.

4. Hyperlinks (other than Tables of Contents and Index Pages), cost per hyperlink \$\_\_\_\_\_.

5. Alt Text Tags (other than hyperlinks, tables, charts, and graphs), cost per alt text image \$\_\_\_\_\_.

6. Simple Tables, Charts, and Graphs, cost per table/chart/graph \$\_\_\_\_\_.

7. Complex Tables, Charts, and Graphs, cost per table/chart/graph \$\_\_\_\_\_.

\_\_\_\_\_  
(initials)

d) Manually Tagged Files

1. Form Field Pages, cost per page \$\_\_\_\_\_.
2. Text Matter Pages, cost per page \$\_\_\_\_\_.
3. Tables of Contents and Index Pages, cost per page \$\_\_\_\_\_.
4. Hyperlinks (other than Tables of Contents and Index Pages), cost per hyperlink \$\_\_\_\_\_.
5. Alt Text Tags (other than hyperlinks, tables, charts, and graphs), cost per alt text image \$\_\_\_\_\_.
6. Simple Tables, Charts, and Graphs, cost per table/chart/graph \$\_\_\_\_\_.
7. Complex Tables, Charts, and Graphs, cost per table/chart/graph \$\_\_\_\_\_.

e) Auto Tagged Files

1. Form Field Pages, cost per page \$\_\_\_\_\_.
2. Text Matter Pages, cost per page \$\_\_\_\_\_.
3. Tables of Contents and Index Pages, cost per page \$\_\_\_\_\_.
4. Hyperlinks (other than Tables of Contents and Index Pages), cost per hyperlink \$\_\_\_\_\_.
5. Alt Text Tags (other than hyperlinks, tables, charts, and graphs), cost per alt text image \$\_\_\_\_\_.
6. Simple Tables, Charts, and Graphs, cost per table/chart/graph \$\_\_\_\_\_.
7. Complex Tables, Charts, and Graphs, cost per table/chart/graph \$\_\_\_\_\_.

III. ADDITIONAL OPERATIONS

- a) Burning, packaging, and titling CD/DVD disc in black ink, cost per disc \$\_\_\_\_\_.

\*\*\*\*\*

**BIDDER'S NAME AND SIGNATURE:** Fill out and return all pages in "Section 4.- Schedule of Prices" and initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_

City – State \_\_\_\_\_

By \_\_\_\_\_  
Signature and title of person authorized to sign this bid

Person to be contacted \_\_\_\_\_

Telephone Number \_\_\_\_\_

# Government Product Accessibility Template for Electronic Documents

## Summary

- Column one identifies all the Sections of the Standard that might apply to any deliverable.
- Column two identifies the total number of provisions contained within each Section of the Standard.
- **Column three is for the agency to summarize accessibility requirements.** Place the number of provisions determined to be applicable in this column based on program need and actual characteristics of your expected deliverable. Default values identify the total number of provisions that typically apply to a deliverable of this type. Some of these may not actually apply to a specific product if they correspond to features or function NOT included by a particular vendor's deliverable. Conversely, others indicated to not apply may in fact apply if they correspond to features and functions that are included by a particular vendor's deliverable. If the deliverable involves such additional features then the accessibility of those features must also be considered.
- Column four is for general notes about the Sections of the Standard. Some apply to all deliverables and some are specific to a particular deliverable.
- **Columns five, six, and seven are for the vendor to summarize their responses to applicable provisions** from each specific Section of the Standard.
- Column eight is where the vendor can note explanations for any of the preceding columns, e.g. there are differences between expected applicable provisions and actual product features.

| CFR 1194<br>Standard Section                                         | Total<br>Number of<br>Provisions | Number of<br>Applicable<br>Provisions | Notes | Number of<br>Applicable<br>Provisions<br>Fully<br>Supported | Number of<br>Applicable<br>Provisions<br>Partially<br>Supported | Number of<br>Applicable<br>Provisions<br>Not<br>Supported | Please explain |
|----------------------------------------------------------------------|----------------------------------|---------------------------------------|-------|-------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------|----------------|
| Section 1194.21<br>Software<br>Applications and<br>Operating Systems | 12                               |                                       |       |                                                             |                                                                 |                                                           |                |

| <b>CFR 1194<br/>Standard Section</b>                                                     | <b>Total<br/>Number of<br/>Provisions</b> | <b>Number of<br/>Applicable<br/>Provisions</b> | <b>Notes</b>                                                                                                                      | <b>Number of<br/>Applicable<br/>Provisions<br/>Fully<br/>Supported</b> | <b>Number of<br/>Applicable<br/>Provisions<br/>Partially<br/>Supported</b> | <b>Number of<br/>Applicable<br/>Provisions<br/>Not<br/>Supported</b> | <b>Please explain</b> |
|------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------|
| Section 1194.22<br>Web-based Internet<br>and Intranet<br>Information and<br>Applications | 16                                        | 16                                             | This Section<br>applies to<br>Web as the<br>means of<br>presenting or<br>hosting the<br>content of the<br>delivered<br>documents. |                                                                        |                                                                            |                                                                      |                       |
| Section 1194.23<br>Telecommunications<br>Products                                        | 14                                        | 0                                              |                                                                                                                                   |                                                                        |                                                                            |                                                                      |                       |
| Section 1194.24<br>Video and Multi-<br>media Products                                    | 5                                         | 0                                              |                                                                                                                                   |                                                                        |                                                                            |                                                                      |                       |
| Section 1194.25<br>Self-Contained,<br>Closed Products                                    | 13                                        | 0                                              |                                                                                                                                   |                                                                        |                                                                            |                                                                      |                       |
| Section 1194.26<br>Desktop and<br>Portable Computers                                     | 4                                         | 0                                              |                                                                                                                                   |                                                                        |                                                                            |                                                                      |                       |
| Section 1194.31<br>Functional<br>Performance<br>Criteria                                 | 6                                         | 6                                              | Functional<br>performance<br>criteria always<br>apply.                                                                            |                                                                        |                                                                            |                                                                      |                       |

| CFR 1194<br>Standard Section                                    | Total<br>Number of<br>Provisions | Number of<br>Applicable<br>Provisions | Notes                                                                                                                                                       | Number of<br>Applicable<br>Provisions<br>Fully<br>Supported | Number of<br>Applicable<br>Provisions<br>Partially<br>Supported | Number of<br>Applicable<br>Provisions<br>Not<br>Supported | Please explain |
|-----------------------------------------------------------------|----------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------|----------------|
| Section 1194.41<br>Information,<br>Documentation and<br>Support | 3                                | 1                                     | The<br>requirement<br>applies to the<br>actual<br>document<br>deliverable,<br>rather than<br>documentation<br>about or in<br>support of the<br>deliverable. |                                                             |                                                                 |                                                           |                |

### Subpart B -- Technical Standards

- Column one is the identification of each technical provision within the Section of the Standard.
- Column two provides the full text of the provision from the Standard.
- **Column three is for the agency to document accessibility requirements.** Place a Yes or No in this column based on program need and actual characteristics of your expected deliverable. Default values indicate provisions that typically apply to a deliverable of this type based on typical common characteristics. If there is a possibility that the provision applies, the default value is “Yes”. Some of these may not actually apply if they correspond to features or function NOT included by a particular vendor’s deliverable. Conversely, others indicated to not apply may in fact apply if they correspond to features and functions that are included by a particular vendor’s deliverable. If the deliverable involves such additional features then the accessibility of those features must also be considered.
- Column four provides explanatory information about the provision to help both the agency in determining applicability and the vendor in providing accessibility information.
- **Column five is for the vendor to indicate whether their deliverable meets, partially meets, or does not meet the specific applicable provision.**

- Column six is for the vendor to provide an explanation of how the deliverable meets or does not meet the specific provision. It is also an opportunity to explain why a deliverable does not have an applicable feature or why it has a feature that was not identified as applicable.

### Section 1194.21 Software applications and operating systems

| Provision ID | Provision Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.21(a)   | When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.                                                                                                                                                                                                                                                                                                                             |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(b)   | Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                                                                 | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.21(c)   | A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.             |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(d)   | Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(e)   | When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.                                                                         |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(f)   | Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.                                                            |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(g)   | Applications shall not override user selected contrast and color selections and other individual display attributes.                                                                                                                                                           |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                             | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.21(h)   | When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.                                                                                                |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(i)   | Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.                                                                                 |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(j)   | When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.                                                                      |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(k)   | Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.                                                                                     |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.21(l)   | When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

## Section 1194.22 Web-based intranet and internet information and applications

| Provision ID | Provision Text                                                                                                                                           | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.22(a)   | A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).                                     | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(b)   | Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.                                                     | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(c)   | Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.             | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(d)   | Documents shall be organized so they are readable without requiring an associated style sheet.                                                           | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(e)   | Redundant text links shall be provided for each active region of a server-side image map.                                                                | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(f)   | Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape. | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(g)   | Row and column headers shall be identified for data tables.                                                                                              | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(h)   | Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.             | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(i)   | Frames shall be titled with text that facilitates frame identification and navigation                                                                    | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                                                                               | Applicable | Notes                                      | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.22(j)   | Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.                                                                                                                                                                      | Yes        |                                            | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(k)   | A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes. | Yes        | This should only be used as a last resort. | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(l)   | When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.                                                                        | Yes        |                                            | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(m)   | When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with Section 1194.21(a) through (l).                                                      | Yes        |                                            | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                                                         | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.22(n)   | When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(o)   | A method shall be provided that permits users to skip repetitive navigation links.                                                                                                                                                                                     | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.22(p)   | When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.                                                                                                                                              | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

### Section 1194.23 Telecommunications products

| Provision ID | Provision Text | Applicable | Notes | How does the EIT meet this requirement? | Please explain |
|--------------|----------------|------------|-------|-----------------------------------------|----------------|
|--------------|----------------|------------|-------|-----------------------------------------|----------------|

| Provision ID | Provision Text                                                                                                                                                                                                                                                                                                                   | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.23(a)   | Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(b)   | Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.                                                                                                                                                    |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(c)   | Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.                                                                                                                                                                                              |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(d)   | Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.                   |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                                        | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.23(e)   | Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.                                                                                      |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(f)   | For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.                               |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(g)   | If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.                                                                    |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(h)   | Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.                                           |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(i)   | Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID  | Provision Text                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.23(j)    | Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(k)(1) | Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.                                                                                                                                                                                                                                                                              |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(k)(2) | Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.                                                                                                                                                             |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID  | Provision Text                                                                                                                                                                                                                                             | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.23(k)(3) | Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.23(k)(4) | Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.                             |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

### Section 1194.24 Video and multimedia products

| Provision ID | Provision Text | Applicable | Notes | How does the EIT meet this requirement? | Please explain |
|--------------|----------------|------------|-------|-----------------------------------------|----------------|
|--------------|----------------|------------|-------|-----------------------------------------|----------------|

| Provision ID | Provision Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.24(a)   | All analog television displays 13 inches and larger, and computer equipment that involves consideration of analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, video-tape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that involves consideration of DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.24(b)   | Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                                              | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.24(c)   | All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.24(d)   | All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.                         |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.24(e)   | Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.                                                                                                                                     |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

### Section 1194.25 Self-contained, closed products

| Provision ID | Provision Text                                                                                                                                                                                                         | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.25(a)   | Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                                                                 | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.25(b)   | When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.                                                                                                                                                      |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.25(c)   | Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with Section 1194.23 (k) (1) through (4).                                                                                                                 |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.25(d)   | When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.                                                |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.25(e)   | When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                                                                                                                                                                                                       | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.25(f)   | When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.25(g)   | Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.                                                                                                                                                                                                                                                           |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.25(h)   | When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.                                                                                                                                                                                                                                                |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.25(i)   | Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.                                                                                                                                                                                                                                                                                           |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID  | Provision Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.25(j)(1) | Products which are freestanding, nonportable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.25(j)(2) | Products which are freestanding, nonportable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.                                                                                                                                                                                                      |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.25(j)(3) | Products which are freestanding, nonportable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 40 inches maximum and 15 inches minimum above the floor.                                                                                                                                                                        |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID  | Provision Text                                                                                                                                                                                                                         | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.25(j)(4) | Products which are freestanding, nonportable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane. |            |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

### Section 1194.26 Desktop and portable computers

| Provision ID | Provision Text                                                                                                                                                                                                                  | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.26(a)   | All mechanically operated controls and keys shall comply with Section 1194.23 (k) (1) through (4).                                                                                                                              | No         |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.26(b)   | If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with Section 1194.23 (k) (1) through (4).                                                                        | No         |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.26(c)   | When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided. | No         |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                              | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.26(d)   | Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards. | No         |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

### ***Subpart C -- Functional Performance Criteria***

#### **Section 1194.31 Functional performance criteria**

| Provision ID | Provision Text                                                                                                                                                                                                                                                                                          | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.31(a)   | At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.                                                                                  | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.31(b)   | At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided. | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |

| Provision ID | Provision Text                                                                                                                                                                                                                         | Applicable | Notes | How does the EIT meet this requirement?                                                             | Please explain |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------------------------------------------------------------------------------------------|----------------|
| 1194.31(c)   | At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.                   | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.31(d)   | Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided. | Yes        |       | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                |
| 1194.31(e)   | At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.                                  |            |       |                                                                                                     |                |
| 1194.31(f)   | At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.                                      |            |       |                                                                                                     |                |

## ***Subpart D -- Information, Documentation, and Support***

### **Section 1194.41 Information, documentation, and support**

| <b>Provision ID</b> | <b>Provision Text</b>                                                                                                                                                                     | <b>Applicable</b> | <b>Notes</b> | <b>How does the EIT meet this requirement?</b>                                                      | <b>Please explain</b> |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|-----------------------------------------------------------------------------------------------------|-----------------------|
| 1194.41(a)          | Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.                                                   |                   |              | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                       |
| 1194.41(b)          | End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge. |                   |              | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                       |
| 1194.41(c)          | Support services for products shall accommodate the communication needs of end-users with disabilities.                                                                                   |                   |              | <input type="checkbox"/> Fully<br><input type="checkbox"/> Partially<br><input type="checkbox"/> No |                       |