

## **Slide 1: What is New with Section 508 and the Buy Accessible System**

### **Slide 2: Presentation Objectives**

- *Provide an overview of the state of Section 508 implementation*
- *Describe how Section 508 Coordinators can help their agency improve implementation*
- *Describe new developments in the Buy Accessible System – solicitation language*
- *Demonstrate using the Buy Accessible Wizard to develop solicitation language for different kinds of solicitations*

### **Slide 3: How Well Are Federal Agencies Implementing Section 508?**

#### **The Study:**

- Reviewed 1353 solicitation actions from FedBizOpps  
15 agencies for the week of June 26, 2006
- Review of agency policy and other readily available documentation

#### **The Results:**

The bottom line -- Agencies are not doing the job

### **Slide 4: Why Do We Conclude Agencies Are Not Doing the Job?**

- *Policy and commitment statements are out of date*
- *Few agencies have defined procedures for dealing with Section 508*
- *Only 15% of all relevant E&IT solicitations documents (20 out of 132) contain information about Section 508*
- *Of those containing Section 508 information --*
  - About 7 provided somewhat useful information
  - Only 3 provided accessibility requirements

**•One (out of 15) agency with only 2 E&IT solicitations did a good job of providing Section 508 language**

## **Slide 5: Assess Your Agency's Section 508 Program (1 of 5)**

### **•508 Leadership**

- Has current agency leadership made public statements in the last year communicating commitment to complying with Section 508?
- Is there a senior executive in your agency responsible for Section 508 compliance?
- Does management meet periodically to discuss improvement of your agency's Section 508 decision processes?

### **–Acquisition Process for Compliance**

- Does your agency have a standard process for considering and documenting compliance with Section 508 in E&IT acquisitions?
- Does your agency have a standard process for considering and documenting compliance with Section 508 for in-house E&IT development (typically websites and software)?

## **Slide 6: Assess Your Agency's Section 508 Program (2 of 5)**

### **– Planning**

- How is E&IT accessibility considered in acquisition planning for your agency?
- Is Part I, Section C, item 3 of the Exhibit 300 completed for major E&IT projects in your agency with more than a standard "yes we will comply" statement?

### **• Market Research**

- Does your agency communicate with vendors about general information on Section 508, agency compliance process, accessibility design guidelines and generally accepted test methods?
- Does your agency suggest that vendors register with the Buy Accessible Data Center and provide information about the accessibility of their products and services (e.g.VPAT)?
- Does your agency have a process in place to re-examine accessibility information on standard acquisitions (e.g., multiple award, indefinite-delivery, indefinite-quantity type contracts, preferred product lists, 508 preferred product lists)?

## **Slide 7: Assess Your Agency's Section 508 Program (3 of 5)**

### **• Solicitation**

- Is Section 508 included in the SOW or statement of objectives?
- Do solicitations identify applicable provisions, criteria and requirements of the Access Board Standard?
- Do solicitations provide vendors with specific information on how their proposals will be evaluated?
- Do solicitations provide vendors with specific information on how their deliverables will be inspected and tested?

- ***Accessibility Information***
  - Does your agency require vendors to provide specific accessibility information in a standard format for proposed deliverables?
- ***Source Selection***
  - Is accessibility explicitly considered and documented as a factor in your source selection decision?

## **Slide 8: Assess Your Agency's Section 508 Program (4 of 5)**

- ***Acceptance***
  - Is accessibility explicitly considered and documented as a factor for inspection and acceptance of E&IT deliverables?
  - Are generally accepted accessibility test methods used when inspecting E&IT deliverables?
- ***Document and Audit***
  - Is there consistent documentation of Section 508 considerations for each E&IT acquisition?
  - Is there consistent documentation of Section 508 considerations for in-house (not procured) E&IT development activities?
  - Is there a formal audit check at each Section 508 decision point in the E&IT acquisition process? (e.g., Do contract officers conduct a review of requiring official acquisition documentation?)
  - Is documentation of agency-wide Section 508 compliance readily available?

## **Slide 9: Assess Your Agency's Section 508 Program (5 of 5)**

- ***Awareness and Training***
  - Is Section 508 training readily available to all agency personnel?
  - Has your agency broadly communicated to agency personnel their responsibilities under Section 508, including Section 508 Coordinators?
  - Does agency staff know where to get help and advice on Section 508?

## Slide 10: What Can Agencies do to Improve Compliance? (1 of 3)

• **Demonstrate leadership commitment** to making Section 508 a success—in words and actions. Clearly delineate responsibility for compliance and clearly define functional roles.

• **Standardize the process** you use for each acquisition. Ensure it produces consistent, complete documentation sufficient to demonstrate due diligence to Section 508 considerations. The Buy Accessible Wizard ([www.buyaccessible.gov](http://www.buyaccessible.gov)) provides such a process.

• **Put first things first. Make accessibility part of Acquisition Planning.** Accessibility starts at the beginning; it's not an "add on" feature.

## Slide 11: What Can Agencies do to Improve Compliance? (2 of 3)

• **Maximize market research.** Provide access to consistent sources of vendor-supplied accessibility information about the commercial availability of accessible E&IT products and services prior to solicitation. Encourage vendors to register their products and services with the Buy Accessible Data Center available at [www.buyaccessible.gov](http://www.buyaccessible.gov).

• **Tailor your solicitations.** Ensure there is specific Section 508 language in each solicitation that includes E&IT. Include the applicable provisions, criteria, and requirements from the Access Board Standard and the FAR.

• **Require accessibility information.** Make product/service accessibility information from vendors a required part of vendor proposal submissions.

• **Consider accessibility in source selections.** Make sure you consider specific accessibility factors when making source selection decisions. Document these evaluation criteria in the solicitation.

## Slide 12: What Can Agencies do to Improve Compliance? (3 of 3)

• **Inspect what you expect to accept. Hold the vendor accountable for their accessibility claims.** Use accepted accessibility test methods to review deliverables to verify they meet accessibility requirements. Review websites you manage and verify that they meet accessibility standards.

• **Document and audit.** Make sure documentation is clear and covers all steps in the acquisition process. Conduct periodic audits of this documentation to make sure your agency is in compliance.

• **Maintain awareness:** Keep it fresh and get free help. Maintain an active plan to communicate Section 508 responsibilities throughout the agency. Make education and awareness on-going activities. Use all resources available. In addition to your in-house expert resources, resources and training courses are available on line at [www.section508.gov](http://www.section508.gov).

## **Slide 13: New Developments in the Buy Accessible System**

### **•Updated EIT product/service classification**

- United Nations Standard Products and Services Code
- International Standard hierarchical classification system

### **•Simplified market research interface**

- User-directed UNSPSC browsing to set the search scope
- Optional product or vendor name pattern matching in search
- Separate interfaces to first search for information and then to conduct and document market research

### **•Support for Section 508-related solicitation language**

- Checklist of solicitation items tailored to specific requirements
- Solicitation template with language suggestions for documents
- Product/Service Accessibility Template for vendor responses

### **•User Data Retention for Agencies provided by GSA**

## **Slide 14: Demo of an Acquisition Using the Buy Accessible Wizard**

### **•Actual Solicitation example taken from FedBizOpps**

- Part of 'State of Section 508 implementation' study
- Contract for EIT system development, maintenance, and support

### **•Support services to include**

- Requirements analysis
- Develop test plans
- Develop and maintain system and user documentation
- Maintenance support
- Software development
- Business intelligence
- User support
- Enterprise architecture

**Slide 15: Q&A**

**Slide 16: Thank You!**

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***The slides used for this presentation are available at  
[www.buyaccessible.org](http://www.buyaccessible.org)***