



## Assess Your Agency's Section 508 Program: Agency Best Practice Indicators



### 1. 508 Leadership

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

### 2. Acquisition Process for Compliance

- 2.1. Does your agency have a standard process for considering and documenting compliance with Section 508 in E&IT acquisitions?
- 2.2. 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)?
- 2.3. Is the BuyAccessible Wizard used by your agency for Section 508 acquisitions?

### 3. Planning

- 3.1. How is E&IT accessibility considered in acquisition planning for your agency?
- 3.2. 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?

### 4. Market Research

- 4.1. Does your agency communicate with vendors about general information on Section 508, agency compliance process, accessibility design guidelines and generally accepted test methods?
- 4.2. Does your agency suggest that vendors register with the BuyAccessible Products and Services Directory and provide information about the accessibility of their products and services (e.g. VPAT)?
- 4.3. 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)?

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Need more tips? Contact us at [section.508@gsa.gov](mailto:section.508@gsa.gov) (email) or 202-501-4906.

## **5. Solicitation**

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

## **6. Accessibility Information**

- 6.1. Does your agency require vendors to provide specific accessibility information in a standard format for proposed deliverables?

## **7. Source Selection**

- 7.1. Is accessibility explicitly considered and documented as a factor in your source selection decision?

## **8. Acceptance**

- 8.1. Is accessibility explicitly considered and documented as a factor for inspection and acceptance of E&IT deliverables?
- 8.2. Are generally accepted accessibility test methods used when inspecting E&IT deliverables?

## **9. Document and Audit**

- 9.1. Is there consistent documentation of Section 508 considerations for each E&IT acquisition?
- 9.2. Is there consistent documentation of Section 508 considerations for in-house (not procured) E&IT development activities?
- 9.3. 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?)
- 9.4. Is documentation of agency-wide Section 508 compliance readily available?

## **10. Awareness and Training**

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