



EIT Procurement Checklist

for Section 508 Compliance

Requisitioner
Program Office
Product Description

Requisition Number
EIT Coordinator Review

Pre-Award Action for EIT Procurements

For information on completing this checklist, see *Instructions* or your EIT Coordinator

Initial all
appropriate
boxes

Exemptions to Section 508

Only EIT Coordinator can authorize an exemption

- Back-Office (Includes mostly data centers and comm closets equipment)
- Fundamental Alteration (e.g., cell phones, PDAs, pagers, hand-held devices)
- Service and maintenance agreements (only for technical support)

Subparts and Categories for Section 508 Compliance

Subpart B - Technical categories of standards (procurement may include more than one)

- Software applications and operating systems (36 CFR part 1194.21)
- Web-based internet and intranet information and applications (36 CFR part 1194.22)
- Telecommunication products (36 CFR part 1194.23)
- Video and multimedia products (36 CFR part 1194.24)
- Self-contained, closed products (36 CFR part 1194.25)
- Desktop and portable computers (36 CFR part 1194.26)

Subpart C - Functional performance criteria (only when Subpart B does not apply)

Subpart D - Information, documentation, and support documentation requirements

Market Analysis for Section 508 Compliance

- All products that meet the functional requirements are 508 compliant
- One product meets more 508 standards than the others (attach supporting analysis)
- Product previously purchased and is still compliant (e.g., desktop computer contract)
- Only one product meets functional specifications (e.g., sole source)(attach justification)

Note: For an EIT procurement to be awarded, it must have a completed and attached procurement and vendor checklist. This includes sole source procurements. Exempt and previously purchased products only require a procurement checklist.

Signatures

Requisitioner

Date

Signature required to certify accuracy and completeness of the checklist and Section 508 compliance.

Technical

Date