

**VA ACQUISITION
PROCESS FOR
SECTION 508
(FOR CONTRACTING OFFICERS')**

- **Encourage the program office to participate in advance acquisition planning with the procurement office**
- **The contracting officer and the CIO's office are providing the standards from 36 CFR part 1194 to the program office.**
- **The program office will perform market research to determine the availability of compliant products and services.**
- **The program office will identify which standards, if any, would not apply to the procurement.**
- **The program office will incorporate the standards in the statement of work.**
- **The non-availability determinations and approvals are the responsibility of the program office. This information will be provided to the contracting officer for the file.**
- **Technical specifications and minimum requirements must be developed based on the results of market research and agency needs. The program office must submit this information with the purchase request, to the contracting officer.**

- **IT procurement over \$250k, Information Resource Management (IRM) will review procurement package for Section 508 compliance.**
- **IT procurement less than \$250k, the contracting officer can coordinate review with IRM as needed.**
- **Contracting Officer will develop and issue a solicitation that will include VA provision for Section 508 to receive offers from interested sources.**
- **The business review/contract technical review team will add Section 508 compliance to their checklist when reviewing IT contracts.**
- **When the Contracting Officer's receive the proposals; the standards under 36 CFR part 1194 and other criteria will consist of the evaluation factors to determine the award of the contract**
- **If an agency determines an undue burden will be imposed on the agency. The program office will document and address the areas of impact that would cause significant expense. The head of the agency will sign the approval for this determination.**