

Section 508 Determination and Certification for EIT Purchase Requests

To be completed by the Requiring Official (Purchase Requestor)

This determination and certification documents compliance with a statutory requirement applicable to any procurement of electronic and information technology (EIT) on or after June 21, 2001. This fully completed document including applicable attachments must be provided to the procurement office with the purchase request. Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 d) as amended (added) in the Workforce Investment Act of 1998 requires the Architectural and Transportation Barriers Compliance Board (Access Board) to create federal standards for electronic and information technology (EIT) products to make them more accessible by individuals with disabilities. To document either compliance with these standards or statutory exceptions, proceed through the following sections as directed. At least one certification must be signed for all EIT procured after June 21, 2001.

SECTION 1: Is there any potential for an EIT deliverable to be procured pursuant to this requirement?

Access Board standards apply to Electronic and Information Technology (EIT), a term defined as:

Any equipment or interconnected system or subsystem of equipment, that is used in the creation, conversion, or duplication of data or information, or used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

The term electronic and information technology includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, office equipment such as copiers and fax machines. It includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

CERTIFICATION 1 (Non-EIT deliverables):

I certify that the requirement to be procured pursuant to this purchase request package has no potential for an EIT deliverable.

Signature	Printed Name	Date	Phone Number

____ If this purchase request package may have an EIT deliverable, **PLACE AN "X" BEFORE THIS SENTENCE** and proceed to Section 2

SECTION 2: EIT Exceptions

Following are exceptions to Access Board requirements for EIT products:

(a) The standards DO NOT APPLY to any EIT operated by agencies, the function, operation, or use of which involves:

- ____ (1) Intelligence activities
- ____ (2) Cryptographic activities related to national security
- ____ (3) Command and control of military forces
- ____ (4) Equipment as an integral part of a weapon or weapon system
- ____ (5) Systems critical to the direct fulfillment of military or intelligence missions

- ____ (b) Products to be acquired by a contractor incidental to a contract.
- ____ (c) Products or components of products that would require a fundamental alteration in their nature.
- ____ (d) Products located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring.
- ____ (e) Products to be acquired for up to \$2,500 each (in accordance with the Federal Acquisition Regulation subpart 13.2 on micro-purchasing) prior to April 1, 2005, but the buyer should comply with the accessibility standards to the maximum extent practicable. The exception is for a one-time purchase that totals \$2,500 or less, made on the open market, not under an existing contract. (Micro-purchases being made as part of a larger requirement exceeding \$2,500 are subject to Section 508.)

CERTIFICATION 2 (Exception Exists):

I certify that the requirement to be procured pursuant to this purchase request package meets the exception(s) indicated by the "X" (or Xs) I have placed before the applicable exception(s) above.

Signature	Printed Name	Date	Phone Number
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If this purchase request package does not meet an exception, proceed to Section 3.

SECTION 3: Will only fully compliant deliverables be procured in response to this solicitation?

Refer to the "**SECTION 508 TECHNICAL STANDARDS**" viewable at http://www.section508.gov/final_text.html to review the standards essential for compliance. Seek assistance from your Operating Administration's Office of the Chief Information Officer in interpreting the standards.

Signature	Printed Name	Date	Phone Number
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CERTIFICATION 3 (Only fully compliant products will be procured/delivered):

I certify that only fully compliant deliverables will be procured pursuant to the requirement identified in this purchase request package.

Signature	Printed Name	Date	Phone Number
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If all procured deliverables will not be fully compliant with Access Board standards, proceed to Section 4.

SECTION 4: Commercial Non-Availability or Undue Burden Documentation

CERTIFICATION 4: (Form 4261.1 - Commercial Non-Availability or Form 4262.1 - Undue Burden Documentation)

If you have reached this point without completing a certification, additional documentation will be required in either Attachment A or Attachment B. If you are buying a commercial item that meets the definition in Attachment A, but that commercial item is not currently available in a form that complies with Access Board standards, you must document commercial unavailability in Attachment A.

If the procurement of a requirement that is in compliance with Access Board standards would place an undue burden on the Operating Administration, you must document your rationale for undue burden in Attachment B. Check the document below that you will complete:

___ Form 4261.1 - "EIT Commercial Non-Availability Certification"

___ Form 4262.1 - "EIT Undue Burden Determination and Certification"