



Instructions

Complete this form if your organization is responding to a State of Idaho solicitation that includes one or more of the following Information and Communications Technologies (ICT) offering types:

- Website development services
- Web application development services
- Custom development services as part of an integrated solution
- Client-based software application development services
- Other software development services containing one or more user interfaces (end user, admin, etc.)
- Electronic documents

Please direct any questions regarding this request to the agency contract manager.

Vendor Information

Vendor Name:

Contact Name(s):

Date: MM/DD/YYYY

Email:

Phone:

Mailing address:

Narrative Statement/Questions for Vendor

The State of Idaho requires, at a minimum, all digital information technology to comply with the Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act (as applicable), and the Web Content Accessibility Guidelines (WCAG) version 2.1, Level AA.

Please respond to the questions below. Responses should detail your organization's ability to ensure the state fulfills its accessibility responsibilities as outlined in the federal mandate.

If you cannot answer a question, state why. If attaching supporting documentation, please identify the documents in the response below.

1. Describe how your organization and your Information and Communication Technology (ICT) products, platforms, and services meet the defined requirement for accessibility. Answers may include the following, if applicable:
 - a. Describe your organization's understanding of accessibility as a functional requirement.
 - b. Does your organization have an accessibility policy? If so, please provide documentation.
 - c. Describe or provide documentation on how your organization includes digital accessibility into key business processes. Examples include product development, procurement, or human resources.
 - d. Describe how you ensure your staff and contractors have the knowledge and skills to create accessible digital technology within the scope of the project or services requested within this solicitation.
 - e. Describe your approach to ensuring accessibility for your solution (e.g., strategy, tools, design, testing, ongoing validation).
 - i. Include if/how you incorporate accessibility into your development process (e.g., requirements, design, development, testing, maintenance, bug prioritization).
 - ii. Include how you ensure accessibility post-implementation (e.g., future enhancements).
 - f. Describe the development and testing tools your organization uses to produce accessible digital technology offerings. Provide examples of typical project test cases for accessibility and examples of your organization's document test results.
 - g. Describe your organization's corrective actions processes or systems for documenting, tracking, and resolving accessibility issues/defects.
 - h. Describe how your product is accessible to people with disabilities, including blind or low-vision, deaf or hard of hearing, mobility or dexterity limitations, and speech impairments.
 - i. Provide links to websites, copies of documents, or access to other samples of digital information technology your organization has developed that meet accessibility standards. The materials should be relevant to the services and/or technical skills called for in this solicitation.
2. If you have any additional accessibility documentation you wish to provide, please include it here. This can include web resources, accessibility roadmaps, testing reports, and more.