# Some Initial Steps You Can Take to Address Accessibility of New Technologies [DRAFT, Rob Eveleigh, Handout 1]

1. *Answer* ***four initial questions*** *(to determine relative impact):*
   1. **How** **many people** will see/use this technology?
   2. **Who will use** this technology? (students, prospective students, alumni, faculty, staff, and/or public?)
   3. Is this technology **required or optional**?
   4. **Who requested** this technology? (you or someone else?)
2. ***Web search****:*
   1. “[PRODUCT NAME]” “accessibility”
   2. “[PRODUCT NAME]” “accessibility” site:.edu
3. ***Contact the vendor****:*
   1. “**Vendor/Bidder EIT Accessibility Questionnaire**"
4. ***Accessibility tests****:*
   1. Can you **navigate without mouse**?
      1. **NoMouse Challenge**   
         <http://nomouse.org>
      2. **Force Focus Bookmarklet (Paul Adam)** <pauljadam.com/bookmarklets/focus.html>
   2. What does the **WebAIM WAVE browser tool** reveal?
      1. **Firefox -** <https://addons.mozilla.org/en-US/firefox/addon/wave-accessibility-tool/>
      2. **Chrome** - <https://chrome.google.com/webstore/detail/wave-evaluation-tool/jbbplnpkjmmeebjpijfedlgcdilocofh>

# Vendor/Bidder EIT Accessibility Questionnaire [DRAFT, Rob Eveleigh]

Describe your efforts to be compliant with WCAG 2.0 Level AA for web-based technology, Section 508 of the Rehabilitation Act, and the Americans with Disabilities Act.

1. Does your company have a Voluntary Product Accessibility Template (**VPAT**) for a current version of your product that documents product conformance with Section 508 Standards?
2. If your company has a VPAT, please provide it as an attachment in response to this email. If your company does not have a VPAT, please describe your perspective on **accessibility and any exceptions** you believe are applicable.
3. Please describe your **accessibility conformance testing process**.
4. Does your company have an **Accessibility Roadmap** to remediate any accessibility gaps in a reasonable period of time?  An Accessibility Roadmap can be a list and description of accessibility gaps, including current resolution status of each gap and a specific timeline for remediation.  An Accessibility Roadmap also lists any known workarounds to provide end-users access until the vendor has resolved each of the accessibility gaps. If an Accessibility Roadmap is available, please provide it as an attachment in response to this email.
5. Can you share with us your company **Accessibility Mission Statement** or equivalent?
6. To whom in your company should we direct our accessibility questions should we have any (**name and contact information**)?