

SECTION 508 CERTIFICATION FOR PROCUREMENT REQUESTS

INSTRUCTIONS: Requiring Official must complete Page 1 for all Electronic and Information Technology (E&IT) purchases. Page 2 or 3 should be completed, if applicable. Submit all completed pages and attach* the VPAT to your requisition for Section 508 Coordinator review.

Determination & Findings (Pg.1)
Unavailability Determination (Pg. 2)
Undue Burden Determination (Pg. 3)

* In Adobe Acrobat: To attach an efile to this PDF, go to: "Documents" on the top menu; click on "Attach a file"; navigate and select the document you want to attach, then click "Open". NOTE: Save As, then "Click to Submit" the eform.

The purpose of this document is to ensure the Agency complies with Section 508 of the Rehabilitation Act relative to any new purchase of E&IT.

Examples of E&IT purchases:

Cell Phones/Blackberry Devices	Digital cameras	Personal Digital Assistants (PDAs)	Telecommunications equipment
Computer equipment	Hardware/software maintenance	Printers	VCRs, TVs, DVDs
Conference services	Information kiosks & transaction machines	Scanners	Videos
Copiers	Multimedia (including videotapes)	Software	World Wide Web sites

Please answer the questions below:

DETERMINATION AND FINDINGS

1. Describe product or service: _____ 1a. Procurement Requisition Number: _____

2. Do I have an E&IT requirement in my procurement request?

No (If No, you are done. Complete the certification signature block below & attach to your requisition.)

Yes (If Yes, proceed to question 3.)

3. Is there an E&IT exception that applies?

No (If No, proceed to question 4.)

Yes (If Yes, check applicable exception):

Products to be acquired by a contractor incidental to a contract or is neither used or accessed by a Federal employee or members of the public.

Products located in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring.

E&IT for a national security system (this may include intelligence activities and cryptographic activities related to national security).

If you answered "Yes" and checked applicable exception above, complete Page 1 and attach to your requisition.

Commercial Non-Availability (Please complete Page 1 and 2.)

Undue Burden (Please complete Page 1 and 3.)

4. Is this product Section 508 Compliant based upon a review of Section 508 Compliance documentation received from the manufacturer of the product?

No (If No, proceed to question 5.)

Yes (If Yes, proceed to **"6. Certification"**. Complete the certification signature block below and then attach this form and applicable Section 508 compliance VPAT or other Section 508 supporting language from the manufacturer to your requisition.)

5. Through market research am I able to obtain Section 508 supporting documentation from the manufacturer of an alternative product?

No (Complete the certification signature block below. You have the option to purchase the non-compliant product by completing **either Page 2 "Unavailability Determination" or Page 3 "Undue Burden Determination"**, and having the requiring official sign and date the form.)

Yes (Complete the certification signature block below. You can either pursue acquiring the alternative Section 508 compliant product or certify that acquiring the alternative Section 508 compliant product would be an undue burden for the Agency. **If you choose to certify "Undue Burden" please complete Page 3 "Undue Burden Determination"**, and have the requiring official sign and date the form.)

6. CERTIFICATION

Print Name of Requiring Official: _____

Signature: _____

Date: (mm/dd/yyyy) _____

UNAVAILABILITY DETERMINATION

The Requiring Official must provide a written determination to the contracting officer for inclusion in the file. The determination must be approved in writing prior to award of the task or delivery order, purchase order, or contract. Attach to your requisition.

Please provide the following information:

1. Describe products or services required to meet the Agency's needs:

2. Dollar value of the acquisition: (including any options)

3. List applicable non-compliant Section 508 Standards (see 36 CFR Part 1194)

4. What market research was performed to locate commercial items that meet the applicable standards?

5. Which standards can be met and which cannot?

6. Which E&IT that is not available in the marketplace, in compliant form and in time to meet the needs of the Agency?

7. What steps is agency taking to avoid the use of non-compliant E&IT, if practical?

8. Explain the alternative means of access that will be provided that will allow the individuals with disabilities to use the information or data (29 U.S.C. 794d(a)(1)(B)):

9. APPROVAL

Print Name of Requiring Official:

Signature:

Date: (mm/dd/yyyy)

UNDUE BURDEN DETERMINATION

The Requiring Official must provide a written determination to the contracting officer for inclusion in the file. The determination must be approved in writing prior to award of the task or delivery order, purchase order or contract. Attach to your requisition. For each provision of 36 CFR Part 1194 that an agency finds to be an undue burden, the Requiring Official must explain below why, and to what extent, compliance with each such provision creates an undue burden. A thorough, rational explanation is required. The format may be expanded for additional space. Relevant attachments are encouraged. Explanations must be adequate to survive protests and litigation challenges.

The data and findings providing the basis for my decision are explained below:

1. Describe products or services required to meet the Agency's needs:

2. Dollar value of the acquisition: (Including any options)

3. List applicable non-compliant Section 508 Standards (see 36 CFR Part 1194):

4. What market research was performed to locate commercial items that meet the applicable standards?

5. THE UNDUE BURDEN (i.e., the significant difficulty or expense the Government would incur in order to comply with a particular standard. If the monetary expense is deemed prohibitive, explain the costs and how they were estimated.)

a. Significant difficulty of compliance:

b. Significant expense of compliance:

c. Insufficient Agency resources available to the Agency's program or component for which the goods or service is being acquired:
(Describe all the available funds)

6. Alternative means of access that will be provided that will allow the individuals with disabilities to use the information or data (29 c.s.c. 794(a)(1)(B)): (Include effort, labor, costs and time required in the whole process to implement the alternative means. This information must be sufficiently detailed since it may be used in the procurement process technical evaluation.)

I have determined and hereby certify that procurement of the applicable E&IT product(s) required by my organization that are subject to Section 508 of the Rehabilitation Act of 1973, as Amended, in accordance with 36 CFR Part 1194 and the Federal Acquisition Regulation Subpart 39.2 (effective June 25, 2001), presents an "undue burden."

7. CERTIFICATION OF UNDUE BURDEN

Print Name of Requiring Official:

Signature:

Date: (mm/dd/yyyy)