



Information and Communication Technology Section 508 Compliance Review Process

Purpose

College of the Desert is required to apply [accessibility standards](#) to Information and Communication Technology (ICT) products and services in compliance with California Government Code Section 7405 and 11135 and Section 508 of the Rehabilitation Act of 1973. When content, systems, software or processes do not meet these requirements, an alternative access plan must be developed to address the accessibility barriers.

This form is used to document the review of ICT products and describe any alternate access plan if needed.

Instructions

1. Identify the business needs that the product will meet.
2. Provide a comparison of similar products and their features.
3. Evaluate the accessibility compliance level of the products being compared.
 - a. Review [School System to Make Websites and Software Accessible](#).
 - b. Include the vendor's [current Voluntary Product Accessibility Template](#) for each of the products being compared.
4. Describe the reasons for recommending the preferred product.
5. Complete an Equally Effective Alternate Access Plan (EEAAP) if the preferred product does not meet Section 508 standards.
 - The requestor is responsible for completing EEAAP Sections 1 through 3. For assistance, contact [Nicolás Crisosto](#), extension 4823.
 - The requestor must obtain the appropriate administrative approvals in EEAAP Section 4 and forward the signed form to Information Technology.
 - The requestor is responsible for providing copies to those individuals identified in EEAAP Section 3, number 3, Responsible Person(s).
 - The Executive Director, Educational Technology or designee is responsible for forwarding the signed original EEAAP along with all associated ICT procurement documents to the Procurement Office, and maintaining a master archive of all EEAAP forms. Copies are available upon request.
 - An unsigned EEAAP form indicates the plan is not approved and must be revised for compliance with Section 508.

**Section 508 Compliance Review of
Information and Communication Technology**

1. Identify the business needs that the product will meet.

2. Provide a comparison of similar products and their features.

3. Evaluate the accessibility compliance level of the products being compared. For assistance, contact [Nicolás Crisosto](#), extension 4823.

| Accessibility Compliance Evaluation | Yes | No |
|--|--------------------------|--------------------------|
| Did I review School System to Make Websites and Software Accessible? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have I included the vendor's current Voluntary Product Accessibility Template for each of the products being compared? | <input type="checkbox"/> | <input type="checkbox"/> |

4. Describe the reasons for recommending the preferred product.

5. Complete an Equally Effective Alternate Access Plan (EEAAP) if the preferred product does not meet Section 508 standards.

| Accessibility Compliance | Yes | No |
|--|--------------------------|--------------------------|
| Does the preferred product meet Section 508 accessibility standards? | <input type="checkbox"/> | <input type="checkbox"/> |
| If not, is an Equally Effective Alternate Access Plan included? | <input type="checkbox"/> | <input type="checkbox"/> |

Equally Effective Alternate Access Plan (EEAAP)

Section 1. Equally Effective Alternate Access Plan Creator Information

| | |
|-------------------|--|
| Plan Date: | |
| Name: | |
| Title: | |
| Department: | |
| Office Extension: | |

Section 2. Description of the Affected System, Software, Process, or Other ICT Purchase

| | |
|----------------------------------|--|
| Vendor Name: | |
| Product Name: | |
| Product Description and Purpose: | |

Section 3. How will "Equally Effective Alternate Access" be provided?

| | |
|---|--|
| <p>1. Description of the issue: Describe specifically what part of the system, software, or process is a known accessibility issue and is not accessible per Section 508 and the College of the Desert accessibility standards.</p> | |
| <p>2. Persons or groups affected: List the persons or groups who may/will be affected by this issue. Include the total number of affected persons. Groups may be specific (e.g., IT employees, Math students) or general (general public, visitors, students only, employees, etc.).</p> | |
| <p>3. Responsible person(s): List the names and titles of District employees who will be responsible for providing equally effective alternate access for the specified known accessibility issue as described in Number 4.</p> | |

| | |
|---|--|
| <p>4. How will EEAA be provided: Describe in detail how the responsible departments/ persons equally effective alternate access will be communicated and what will be provided. For example, "To access room availabilities, visitors can go to a different accessible web page that contains the same information." Indicate if more information is provided in Additional EEAAP.</p> | |
| <p>5. EEAA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide equally effective alternate access for the known issue.</p> | |
| <p>6. Repair Information: Provide a brief description or relevant information regarding repair of the issue by the vendor or Third-Party Service Provider, and the completion date.</p> | |

Section 4. Administrative Review/Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets California Government Code 7405 and 11135, Section 508, and College of the Desert [accessibility compliance requirements](#).

| | | |
|---|--|-------|
| Department Chair/Manager of Requesting Department | | Date: |
| Dean/Division Vice President of Requesting Department | | Date: |

EEAAP Review/Approval

| | | |
|--|--|-------|
| Executive Director, Educational Technology | | Date: |
|--|--|-------|

Additional EEAAP (If Needed)

4. How will EEA be provided: (Continued from item 4 in Section 3)