**State of Missouri VPAT Guidance for Vendors**

## Overview

This document provides general guidance for vendors in completing VPAT (voluntary product assessment template) documents. This guidance is purely advisory; it is intended as a tool to help vendors understand their obligations when communicating the accessibility of their product and services.

* [Missouri VPAT](https://at.mo.gov/it-access/documents/MO-VPAT.pdf)

## The Purpose of VPATs

VPATs outline your product’s accessibility assessment to your potential buyer. The VPAT document is based on the revised Section 508/Web Content Accessibility Guidelines (WCAG) 2.0. Our [State’s accessibility standard](https://at.mo.gov/it-access/ict-laws-standards.html) follows these same laws/standards.

## How to Complete a VPAT

We recommend that technical staff with training in accessibility complete your VPAT form. If there is no such person on your staff, you may want to hire a vendor that specializes in accessibility assessments to perform the task. In addition, we recommend you refer to the Resources section at the bottom of this document for additional information.

Should the State of Missouri enter into a contract with your company, your VPATs will most likely become part of the final contract as legal documents detailing your offering’s capabilities and creating specific expectations for deliverables. So it is critical that you have confidence in your VPATs’ clarity and accuracy.

## General process

The VPATS are organized in tables with four columns.

* **Technical Standard:** Identifies the segment of the relevant standard and the technical requirement.
* **Compliance Level:** Your product’s level of support for the technical requirement. This cannot be a yes or no answer. See “Recommended language” below.
* **Supporting Data/Explanation:** The rationale for your answer in the previous column.
  + Comments are mandatory. They enable you to validate your answers in the “Supports?” column. The quality of the comments also indicates the skill level of the person who completed the document. This is a key indicator of the vendor’s approach toward accessibility and therefore the product’s viability as a candidate for procurement.

## 

## Recommended Language

The recommended language is based on guidance from Section 508. There are five core terms:

* Yes ‐ Supports
* Supports with Exceptions No‐Does not Support
* Not Applicable
* Partially Supports
* Upcoming Support
* Configured Support
* Customized Support

This table outlines each term’s meaning:

| **Language** | **Description** |
| --- | --- |
| Yes ‐ Supports | Use this language when you determine the product fully meets the letter and intent of the Criteria. |
| Supports with Exceptions | Use this language when you determine the product doesn't fully meet the letter and intent of the Criteria, but provides some level of access relative to the Criteria. |
| No ‐ Does not Support | Use this language when you determine the product does not meet the letter or Intent of the Criteria. |
| N/A ‐ Not Applicable | Use this language when no response is needed for this row (Not Applicable) |
| Partially Supports | Use this language when accessibility is currently being updated and current compliance is incomplete but may be completed within 180 days of submission of the VPAT. |
| Upcoming Supports | Use this language when the next release will comply. **Must supply approximate release date.** |
| Configured Support | Use this language when the application has the capability and can be configured to admin/user to comply. **Must include instructions for accessibility configuration.** |
| Customized Support | Use this language when compliance requires vendor to make changes that may not have been originally scheduled as a priority. |

| **If 2nd column states…** | **Then…** |
| --- | --- |
| Supports | List exactly what features of the product do meet and describe how they are used to support the Criteria. |
| Supports with Exceptions | List exactly what features of the product do meet and describe how they  are used to support the Criteria.  AND  List exactly what parts of the product do not meet and describe how  they fail to support the Criteria. |
| Partially Supports | List exactly what methods do and do not work in additional to any other methods exist in the product and describe how they are used to support the Criteria. |
| Does not Support | Describe exactly how the product does not support the |
| N/A Not Applicable | For sections within specific standards where Not Applicable is used, describe exactly why the Criteria is not applicable to the product. (this is not needed if the entire standard does not apply such as all of 1194.23 because it does not have any telecommunications) |

## Related Information

* [Section 508](http://www.section508.gov/) of the Rehabilitation Act of 1973
* [Web Content Accessibility Guidelines (WCAG) 2.0](http://www.w3.org/TR/WCAG20/)
* [State of MO ICT Accessibility resources (Missouri Assistive Technology)](https://at.mo.gov/it-access/)

## History

| **Version** | **Description** | **Date** |
| --- | --- | --- |
| 1.0 | Initial Release | 3/8/19 |