Letter of Understanding

[date]

To: [vendor]

Subject: Product non-compliance for accessibility standards and pilot

[College] is interested in using your [product]. [Why did you choose this software and what are the important aspects this software meets for your requirements and accreditation]

[College] would like to pursue purchasing and utilizing this product(s), however, this product(s) does not currently meet the accessibility requirements for:

* Section 508 of the Rehabilitation Act of 1973
  + <http://www.section508.gov/>
* Washington State Board of Community and Technical Colleges (SBCTC) Policy 30.20.30B
  + <http://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-3.aspx>
* Washington Office of the Chief Information Officer (OCIO) Policy 188
  + <https://ocio.wa.gov/policy/accessibility>

Per [college policy if applicable], and the above listed requirements, we cannot pursue this purchase at this time.

However, if [vendor]’s intention is to pursue making this product accessible and a roadmap can be provided for this work, the College would like to move forward with its purchase on a time-restricted pilot. This would allow the College to use the product and make sure it will meet the institution’s long term needs. Further, a pilot phase allows [vendor] the time needed to make accessibility improvements. [College]’s intention is to work with [vendor] collaboratively, including beta testing, accessibility testing using adaptive technologies, and providing feedback and reports on successful improvements and issues found within reason.

This pilot would last a maximum of one year from the date of acceptance. At the completion of the pilot, an accessibility audit based on the above listed requirements would be completed. If the product meets those requirements, and there is still a desire to use the product by the College, then a new contract can be implemented with the requirement of a termination clause pertaining to meeting 508 and WCAG standards. In the case that at the end of the pilot the product does not meet the accessibility requirements or demonstrated significant progress towards meeting these requirements, [College] would be unable to continue use of the product.

Thank you for your consideration.

[Name]

IT Accessibility Coordinator

[College]