



Mt. San Antonio College Procurement Checklist

Name of Product/Version:

Product Description:

Date:

Vendor Contact Information:

Purchasing Party Contact Information:

Per AP 6330 all software vendors shall complete the following checklist to explain how the software product to be purchased complies with A.D.A. Section 504/508 standards. Please circle either Yes or No for each item and mark it with your initials.

1. Does the product contain [audio](#), [video](#), or other multi-media? (Yes/No) _____ (Initials).

If yes, can the audio/video be paused/stopped by the user? (Yes/No) _____ (Initials)

2. Is there any [flashing content](#)? (Yes/No) _____ (Initials).

If yes, does all content flash less than 3 times per second. (Yes/No) _____ (Initials).

3. Can [all content be accessed with the keyboard alone](#)? (Yes/No) _____ (Initials).

Does the tab key move the user from place to place in the [correct order](#)? (Yes/No) _____ (Initials).

Is the [keyboard focus](#) set at all times? (Yes/No) _____ (Initials).



4. Are there any **forms**?

If the form is submitted with errors, are the [error messages highlighted in an accessible way](#)? (Yes/No) _____ (Initials).

5. Are there [headings](#) within the text content of the product? (Yes/No) _____ (Initials).

6. Are there [tables](#) within the text content of the product? (Yes/No) _____ (Initials).

If yes, are [properly formatted column and/or row headers](#) to allow screen readers to read the table cells in the correct order? (Yes/No) _____ (Initials).

7. Is the [color contrast](#) sufficient between the foreground text and background to [avoid difficulties for users with low vision](#)? (Yes/No) _____ (Initials).

8. Is [color used to indicate action](#) within the product? (Yes/No) _____ (Initials).

9. Do all images within the product have [image alternate text](#)? (Yes/No) _____ (Initials).

10. Are all links presented using [meaningful link text](#)? (Yes/No) _____ (Initials).

Vendor Signature Date

Purchasing Party Date