

STATEMENT OF WORK

MTS National Advisory Council Website (www.mtsnac.org): Identifying & Correcting Section 508 (of the Rehabilitation Act) Noncompliance

- 1.0 BACKGROUND:** The goal of this contract is to ensure that the Maritime Administration (MARAD) website, www.mtsnac.org, complies with Section 508 of the Rehabilitation Act of 1973, as amended (which is implemented by 36 CFR 1194).
- 2.0 SCOPE:** Effective from the modification award date, every change to the site must be compliant with Section 508 standards for electronic and information technology. Changes are likely to be, but not limited to, announcements and documents posted to the site, such as .pdf documents, MS Word documents, and meeting photos. In addition, the contractor shall retrofit the entire mtsnac.org website to make it fully compliant with Section 508.
- 3.0 REQUIREMENTS**
- 3.1** All electronic and information technology (EIT) procured through this Contract must meet the applicable accessibility standards at 36 CFR 1194, unless a pre-approved agency exception to these requirements exists. (36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at www.access-board.gov/sec508/508standards.htm - PART 1194.)

The following standards have been determined to be applicable to this contract: 1194.22 Web-based intranet and internet information and applications.

The standards do not require the *installation* of specific accessibility-related software or the attachment of an assistive technology device, but merely require that the EIT be compatible with such software and devices so that it can be made accessible if so required by the agency in the future.

3.2 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this contract shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), as specified in the contract, as a minimum. If the Contracting Officer determines any furnished product or service is not in compliance with the contract, the Contracting Officer will promptly inform the Contractor in writing. The Contractor shall, without charge to the Government, repair or replace the non-compliant products or services within the period of time to be specified by the Government in writing. If such repair or replacement is not completed within the time specified, the Government shall have the following recourses:

- Cancellation of the contract, delivery or task order, purchase or line item without termination liabilities; or
- In the case of custom Electronic and Information Technology (EIT) being developed for the Government, the Government shall have the right to have any necessary changes made or repairs performed by itself or by another firm and the contractor shall reimburse the Government for any expenses incurred thereby.

For every EIT product or service accepted under this contract by the Government that does not comply with 36 CFR 1194, the contractor shall, at the discretion of the Government, make every effort to replace or upgrade it with a compliant equivalent product or service, if commercially available and cost neutral, on either the planned refresh cycle of the product or service, or on the contract renewal date, whichever shall occur first.

3.3 Standards for Web-based intranet and internet information and applications (please refer to www.access-board.gov/sec508/guide/1194.22.htm for any questions about these standards)

- (1) A text equivalent for every non-text element is provided (e.g., via "alt", "longdesc", or in element content).
- (2) Equivalent alternatives for any multimedia presentation are synchronized with the presentation.
- (3) Web pages are designed so that all information conveyed with color is also available without color, for example from context or markup.
- (4) Documents are organized so they are readable without requiring an associated style sheet.
- (5) Redundant text links are provided for each active region of a server-side image map.
- (6) Client-side image maps are provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (7) Row and column headers are identified for data tables.
- (8) Markup is used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (9) Frames are titled with text that facilitates frame identification and navigation.
- (10) Pages are designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(11) A text-only page, with equivalent information or functionality, is provided to make a web site comply with the Access Board Standards (36 CFR part 1194) when compliance cannot be accomplished in any other way. The content of the text-only page is updated whenever the primary page changes.

(12) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script is identified with functional text that can be read by assistive technology.

(13) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page provides a link to a plug-in or applet that complies with 36 CFR 1194.21(a) through (l).

(14) When electronic forms are designed to be completed on-line, the form allows people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(15) A method is provided that permits users to skip repetitive navigation links.

(16) When a timed response is required, the user is alerted and given sufficient time to indicate more time is required.

3.4 [DELIVERABLE #1] Effective from the modification award date, every change to the site must be 508 compliant [such as (but not limited to) making the following types of postings/documents compliant: meeting notices sent by email, .pdf documents, MS Word documents, and electronic meeting photos.]

3.5 [DELIVERABLE #2] In addition, the contractor shall comprehensively review, analyze, and retrofit the entire mtsnac.org website to make it fully compliant with Section 508.

3.6 [DELIVERABLE #3] **Monthly Section 508 Progress Reports.** These reports are due on the first of each month starting the first month after this contract is signed and are to be included in a separate section of the existing MTSNAC monthly progress report. They should consist of –

- Accomplishments,
- New work (re Deliverable 1),
- Status of on-going work for Deliverables 1 & 2 (especially important for Deliverable #2), and
- Any problems (nature of and proposed solution(s)).

3.7 [DELIVERABLE #4] **Section 508 Compliance Reports.** Upon completion of the work on Deliverable 2, the contractor will run a report against the entire website. MARAD will accept the work and sign off on the report if the report indicates the site is Section

508 compliant. The contractor must keep a copy of signed-off reports in their files as documentation.

- Included with Deliverable #4 shall be a separate report, documenting the process (including software used) by which the website was made Section 508 compliant.
- Once a month thereafter, the contractor will run a report against the website to verify that the site remains compliant. A copy of this report will be included with the monthly Section 508 progress report sent to MARAD.

4.0 SCHEDULE: The period of performance for this Delivery Order will be from award to the termination of MTSNAC website contract #DTMA1V03057.

5.0 OTHER: Hours of work – The MARAD COTR will be available from 9:30 a.m. to 6 p.m., except weekends and federal holidays.

6.0 COTR Appointment: The COTR for this task order is Ms. Susan Lee. Her contact information follows:

Telephone: 202-366-2320
Fax: 202-366-6988
Email: susan.lee@marad.dot.gov

Data Deliverables

Deliverable #1

Title: Future changes to website
SOW Reference: Paragraph 3.4
Submission Date: Effective from the modification award date.

Deliverable #2

Title: Retrofitting existing website
SOW Reference: Paragraph 3.5
Submission Date: Due NLT 60 days after modification award date.

Deliverable #3

Title: **Monthly Section 508 Progress Reports** (emailed, hard copy following)
SOW Reference: Paragraph 3.6
Submission Date: First day of each month, starting first month after contract award – to be included as a separate section in the existing MTSNAC monthly progress report.
Submission/Distribution:

<u># Copies</u>	<u>Copies To:</u>
1	COTR

Deliverable #4

Title: **Section 508 Compliance Reports** (hard copy only)
SOW Reference: Paragraph 3.7
Submission Date: Once Deliverable #2 is completed; once per month thereafter.
Submission/Distribution:

<u># Copies</u>	<u>Copies To:</u>
1	COTR

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