# Section 508 Determination

The requiring office is responsible for completing this form. This form is required for requisitions over $10,000.00, where any deliverable meets the FAR's definition of Information and Communication Technology (ICT). A 508 determination form is required for each ICT product or service that is part of this requisition.    *Required Field*

**1.** * Requisition Number

*Example: A1A123A11234000 (provide all 14 digits)*

**2.** *Requiring Office Representatives

*Requiring Official

Name [ ]

Office [ ]

E-mail [ ]

Phone [ ]

*Technical POC (can be the same person)

Name [ ]

E-mail [ ]

Phone [ ]

**3.** *Estimated Contract Value   $ [ ]

**4.** *Estimated Requisition Value   $ [ ]

**4.** * Describe the product(s)/service(s) being purchased. Attach SOW, PWS, or SOO developed for FAR Part 11. Provide a list of all ICT in the SOW, PWS, or SOO. If this requisition is related to an ELC project, please specify.

## MARKET RESEARCH

**5.** *Determine your business need; what functionality do you require? Follow FAR 10.001 and www.Section508.gov Policy to determine your business needs and Market Research requirements.

Conduct a market research to find possible solutions that could meet your business needs. Sources to consider: Internet searches, Past history, Published Request for Information (RFI), Product literature, Manufacturer catalogs, Conferences w/industry, General Service Administration (GSA), Other Agencies, Trade Shows, etc. Provide a description of Market Research conducted and list of sources (in the box below)
**1. Provide a description of Market Research conducted and list of sources (in the box below)**
**2. Find at least two possible solutions (Not Applicable if Brand Name of Sole Source Acquisition - List the solutions below)**
**3. Document your research to compare solutions and find one that best meets your business needs. Include (at a minimum) vendor name, version, and model number, and describe how the solution will meet (or not) your business need (list the info below.)**
**4. Document your justification for the solution you selected and explain why other possible solutions were not chosen (list your justification below**

**7.** * Select 508 Determination (Check only one)

      A. Fully supports the applicable provisions of the standards

      B. Best Meets : Less than 100% compliant **(List all Provisions that cannot be met below)**

      C. National Security Exception (as defined by 40 U.S.C. 11103(a))

      D. ICT Functions Located in Maintenance or Monitoring Spaces Exception

      E. Fundamental alteration

      G. Undue burden