# Vendor form letter for Accessibility Initiative | RSCC

Tennessee Board of Regents (TBR), per legislation submitted to the State of Tennessee by the Tennessee Higher Education Commission (THEC), is committed to providing online resources that meet high standards for web accessibility (see: [Accessibility Initiative](https://www.tbr.edu/academics/accessibility-initiative)). Roane State Community College must comply with these state and federal accessibility standards. In conjunction with TBR accessibility initiatives and documentation requirements, Roane State is working with vendors to collect documentation related to vendors’ efforts towards achieving the TBR-desired [WCAG 2.0 A & AA standards](http://www.tomjewett.com/accessibility/508-WCAG2.html) for web-content or [EPUB3](http://www.idpf.org/accessibility/guidelines/content/compliance/s508.php).

Roane State’s purchasing department now requires a few additional forms as part of the purchasing approval process. Roane State cannot purchase or renew access to your product until these documents are satisfactorily completed and returned. Please complete and return the following forms to my attention, <your name> at <your email> within the next thirty (30) days.

1. [Accessibility Statement](https://www.tbr.edu/sites/tbr.edu/files/media/2016/02/Accessibility%20Statement_1.docx), Including completed requested documents therein:
   1. [WCAG2.0 Checklist](https://www.tbr.edu/sites/tbr.edu/files/media/2016/02/WCAG2.0-Checklist_0.doc) -- Use this checklist to report accessibility status of your product
   2. [Voluntary Product Accessibility Template® (VPAT®)](https://www.itic.org/policy/accessibility/)

Please note that TBR requires the Accessibility Statement and Conformance and Remediation Form regardless of the existence of a VPAT.

* 1. [EPub 3 Accessibility Checklist](https://idpf.github.io/a11y-guidelines/)

(only if interactive materials/media are present)

1. [Conformance and Remediation Form](https://www.tbr.edu/sites/tbr.edu/files/media/2016/02/Conformance%20and%20Remediation%20Form.docx) -- Use this form to report progress and timeline for addressing specific accessibility issues noted on your WCAG 2.0 Checklist and/or VPAT

Please note the Conformance and Remediation (CR) form will need a completed timeline for accessibility issues/gaps found during review and indicate an estimated conformance date.

By providing this information, you help ensure that Roane State can purchase or renew access to your product. We will also share the information you provide with other TBR institutions so they will be able to purchase your products or extend their existing contracts more easily.

Please let me know what questions you have about these requirements. I or a Roane State Accessibility Liaison will try to answer them.

Kristina Waymire is the Director of Student Initiatives; TN eCampus at TBR and is also available to answer questions about completing the forms. For more information about the TBR Accessibility Initiative, contact Miss. Kristina Waymire at [kristina.waymire@tbr.edu](mailto:kristina.waymire@tbr.edu) or at 615.365.1560

Thank you for your assistance.