

# VPAT™

## Voluntary Product Accessibility Template®

### Version 1.3

The purpose of the **Voluntary Product Accessibility Template**, or **VPAT™**, is to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial “Electronic and Information Technology” products and services with features that support accessibility. It is assumed and recommended that offerers will provide additional contact information to facilitate more detailed inquiries.

The first table of the Template provides a summary view of the Section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, e.g., “equivalent facilitation.” The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.

**Date:** 11 / 30 / 17

**Name of Product:** AtoZ World Business

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<b>Summary Table</b>		
<b>VPAT™</b>		
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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
Section 1194.21 <a href="#">Software Applications and Operating Systems</a>	Supports with Exceptions	The product generally relies on the browser and the operating system to meet these requirements. See below for exceptions.
Section 1194.22 <a href="#">Web-based Internet Information and Applications</a>	Supports with Exceptions	The product generally supports these requirements. See below for exceptions.
Section 1194.23 <a href="#">Telecommunications Products</a>	Not Applicable	The product is a web software application and is not subject to the requirements of this section.

Section 1194.24 <a href="#">Video and Multi-media Products</a>	Not Applicable	The product is a web software application and is not subject to the requirements of this section.
Section 1194.25 <a href="#">Self-Contained, Closed Products</a>	Not Applicable	The product is a web software application and is not subject to the requirements of this section.
Section 1194.26 <a href="#">Desktop and Portable Computers</a>	Not Applicable	The product is a web software application and is not subject to the requirements of this section.
Section 1194.31 <a href="#">Functional Performance Criteria</a>	Supports	The product supports these requirements where applicable.
Section 1194.41 <a href="#">Information, Documentation and Support</a>	Supports through Equivalent Facilitation	The product generally supports these requirements with a number of equivalent facilitation. See below for details.

## **Section 1194.21 Software Applications and Operating Systems – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Supports	The product does not interfere with Assistive Technologies provided by the browser and supported operating systems.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Supports	The product does not interfere with Assistive Technologies provided by the browser and supported operating systems.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be	Supports with Exceptions	Mostly supported with certain elements, like buttons, without focus indication.

programmatically exposed so that Assistive Technology can track focus and focus changes.		
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Supports	The product generally supports this through the browser and operating system.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Supports	The product generally supports this through the browser and operating system.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supports	The product does not interfere with Assistive Technologies provided by the browser and supported operating systems.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Not Applicable	The product does not have a means of changing color or contrast.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not Applicable	The product does not use animations.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports with Exception	Most elements that use color primarily as a distinguishing characteristic include an additional element, like a border.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Not Applicable	The product does not have a means of changing color or contrast.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supports	No blinking elements are in the product.
(l) When electronic forms are used, the form shall allow 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.	Does not Support	Currently the electronic forms, primarily search, need the applicable aria labels and attributes to work with Assistive Technology.

**Section 1194.22 Web-based Internet information and applications – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports	The non-decorative images and content use descriptive elements like "alt" attributes.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports	The audio and video media content in the site are primarily short words or phrases that always are accompanied by a corresponding text description.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports with Exception	Colors used in the product are independent from content and used stylistically. The importance of most information and function is indicated using different icons or text sizes and is not color dependent.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Does not Support	Style sheets are required for the product.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	The product does not contain server-side image maps.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not Applicable	The product does not contain server-side image maps.
(g) Row and column headers shall be identified for data tables.	Supports with Exception	Some data tables have meaningful row and header names. Several tables that utilize 3 <sup>rd</sup> party data do not have row and columns headers identified.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supports with Exception	Data tables have meaningful markup in the rows and headers contained in the tables. Several tables that utilize 3 <sup>rd</sup> party data do not have markup..
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not Applicable	The product does not use frames.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not Applicable	There is no flashing or blinking content in the product.
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance	Not Applicable	The text content is directly accessible.

cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.		
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supports	The content is a mix of server- and client-side-generated content and adheres to the other rules without respect to how the content was created.
(m) 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 must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Supports	The product does not require an application external to a user's browser in order to view content; the extra content applications for pdfs, audios, and videos are built into the web browser without the need for third-party applications.
(n) When electronic forms are designed to be completed on-line, the form shall allow 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.	Does not Support	Currently the electronic forms, primarily search, need the applicable aria labels and attributes to work with Assistive Technology.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Not Applicable	No repetitive navigation links exist within the product.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Supports	When a system timeout happens due to a user's inactivity on the site, the user is notified and directed to log back into the site.

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) – 11.4.

## **Section 1194.23 Telecommunications Products – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a	Not Applicable	The product is not a "Telecommunications Product"

standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.		
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Not Applicable	The product is not a "Telecommunications Product"
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	Not Applicable	The product is not a "Telecommunications Product"
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Not Applicable	The product is not a "Telecommunications Product"
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Not Applicable	The product is not a "Telecommunications Product"
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Not Applicable	The product is not a "Telecommunications Product"
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Not Applicable	The product is not a "Telecommunications Product"
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	Not Applicable	The product is not a "Telecommunications Product"
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Not Applicable	The product is not a "Telecommunications Product"
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to	Not Applicable	The product is not a "Telecommunications Product"

provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.		
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Not Applicable	The product is not a "Telecommunications Product"
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Not Applicable	The product is not a "Telecommunications Product"
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Not Applicable	The product is not a "Telecommunications Product"
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Not Applicable	The product is not a "Telecommunications Product"

**Section 1194.24 Video and Multi-media Products – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July	Not Applicable	The product is not a "Video and Multi-media Product"

1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.		
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Not Applicable	The product is not a "Video and Multi-media Product"
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Not Applicable	The product is not a "Video and Multi-media Product"
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.	Not Applicable	The product is not a "Video and Multi-media Product"
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Not Applicable	The product is not a "Video and Multi-media Product"

**Section 1194.25 Self-Contained, Closed Products – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	Not Applicable	The product is not a "Self-Contained, Closed Product"



(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not Applicable	The product is not a “Self-Contained, Closed Product”
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following:	Not Applicable	The product is not a “Self-Contained, Closed Product”

The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.		
(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Not Applicable	The product is not a “Self-Contained, Closed Product”
(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Not Applicable	The product is not a “Self-Contained, Closed Product”

**Section 1194.26 Desktop and Portable Computers – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4).	Not Applicable	The product is not a “Desktop or Portable Computer”
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not Applicable	The product is not a “Desktop or Portable Computer”

(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not Applicable	The product is not a “Desktop or Portable Computer”
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards	Not Applicable	The product is not a “Desktop or Portable Computer”

**Section 1194.31 Functional Performance Criteria – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supports	The product uses standard accessibility techniques to allow blind or visually impaired users to employ screen readers or other means to interact with user interface elements.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supports	The products user interface support standard zoom capabilities built into modern web browsers and operating systems.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	Supports	The product functionality is accessible to people who are deaf or hard of hearing.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Not Applicable	The product does not require or have important audio information.

(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not Applicable	The product does not require speech.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supports	The product supports standard mouse and keyboard inputs.

**Section 1194.41 Information, Documentation and Support – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	Supports through Equivalent Facilitation	The Product, being a content focused website, has no separate support documentation. Support is available by phone: 707.778.1124 or by email, support@worldtradeexpress.com
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports through Equivalent Facilitation	The Product has no specialize accessibility features outside of the containing web browser.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports through Equivalent Facilitation	Support is available by phone: 707.778.1124 or by email, support@worldtradeexpress.com