Memorandum

Vendor VPAT Requirement

We at the University of Tennessee adhere to an accessibility materials procurement policy whereby we are responsible to ensure that all of our instructional materials and technology are usable and accessible by all intended users.

**As part of our procurement or renewal process, we require a** [**VPAT**](https://www.section508.gov/sell/vpat) **from all vendors.**

VPATs should be high quality, which may mean recruiting a third-party professional accessibility review. Our policy calls for providing materials that are accessibility compliant at the [WCAG AA level](https://www.w3.org/WAI/WCAG2AA-Conformance). Products that are not fully accessible at the AA level will still be considered based on several factors.

Any additional accessibility testing and documentation above and beyond a VPAT that can be shared is also appreciated and may aid our decision-making.

Thank you for helping ensure usability for all of our community members.

[Name, Role, Department]

University of Tennessee, Knoxville