# [Department or Agency Name] E202.4 Federal Contracts Exception Request and Authorization Form (SAMPLE)

## Overview and Recommendations

To reduce the administrative burden of documenting information and communications technology (ICT) that is incidental to a contract, agencies are encouraged to include the following statement in all ICT procurement documents—alongside other accessibility-related language, such as that generated by the [Accessibility Requirements Tool (ART)](https://www.section508.gov/art/).

It is also recommended that agency policy designate the Acquisition Official as the “responsible agency official” authorized to issue this exception. The policy should clarify that the exception applies to all ICT procurement actions and that the clause is included by default.

## Section 508 Requirements

Include the appropriate language below based on the type of acquisition:

**Option 1:** No other exceptions authorized

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| **E202 General Exceptions**  **E202.4 Federal Contracts.** ICT acquired by a contractor incidental to a contract shall not be required to conform to the Revised 508 Standards. |

**Option 2:** Other exceptions authorized

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| **E202.4 Federal Contracts.** ICT acquired by a contractor incidental to a contract shall not be required to conform to the Revised 508 Standards. |

## Incorporating Requirements Into Your Documentation

When adding this language to your procurement document, include it under a section titled “Section 508 Requirements.”

If no other exception applies, use the heading and text from *Section 508 Requirements – Option 1*. If another exception does apply, use the text from *Section 508 Requirements – Option 2* instead.