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| OMES-logo-horiz-RGB |  | **Accessible Electronic and Information Technology Procurement Documentation Undue Burden** |

This form has been designed to assist agencies with documentation of information technology acquisitions made based upon an undue burden. Undue burden is defined as: ". . .significant difficulty or expense, including, but not limited to, difficulty or expense associated with technical feasibility." (62 O.S., § 34.29) In determining whether compliance with all or part of the applicable accessibility standards would be an undue burden, an agency must consider the difficulty or expense of compliance and all agency resources available to its program or component for which the supply or service is being acquired. **If** no exception to the Information Technology Accessibility Standards is applicable to an acquisition of IT products and/or services pursuant to OAC 260:115-7-54 **and** if an agency determines that compliance with any provision of the IT Accessibility Standards imposes an undue burden on the agency, the agency shall maintain documentation in the agency acquisition file to support the procurement. Documentation must explain why, and to what extent, compliance with each such provision causes the undue burden.

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| 1. | Date of acquisition: |  |

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| 2. | Description of Acquisition: |

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|  | Agency has determined that this IT acquisition would impose an undue burden based upon the following analysis, which explain why and to what extent, compliance with each provision creates an undue burden. Use attachments, if necessary. |
| 3. | Briefly describe facts, which contribute to the undue burden: |

**This form was completed by:**

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| Signature |  | Date |
|  |
| Title |

My signature below confirms that I have reviewed and approved the information contained herein:

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| Signature, Chief Administrative Officer |  | Date |