



## Process for Submitting Remediation Projects to Vendors

### Step 1: Consult with Office of Accessibility Resources (OAR) for any questions

- Contact via phone: 702-895-3808 or email: [accessibilityresourceteam-request@unlv.edu](mailto:accessibilityresourceteam-request@unlv.edu)

### Step 2: Select vendor ([BrailleWorks](#) and [AbleDocs](#))

- BrailleWorks provides PDF remediation via uploads to its FTP interface and is recommended for limited scope projects (can be complex-in-nature but have a limited volume of documents). PCard level charges (under \$5K) are recommended for this scope of work.
- AbleDocs provides a web portal interface that can support incremental submissions of PDFs for remediation that might exceed \$5K over the course of the remediation project and require a purchase order rather than a Pcard.

### Step 3: Get a quote

- Braille Works: a step-by-step guide for [securing a quote](#) (provided by OAR).
- AbleDocs: provides a [web-based interface](#) to request a quote.

### Step 4: Begin requisition process through Purchasing/Workday

- These vendors are already pre-approved by OAR and should already be approved by Purchasing and Contracts for expedited purchasing processes.
- Available Help Files: [Entering a Requisition](#) and [PCard Job Aid](#).

### Step 5: Submit the work

- BrailleWorks Cerberus FTP interface will be used to submit the work for remediation processing.
- AbleDocs [ADGateway](#) shows the steps to provide the files for processing. Since the quote was already completed with the actual files, the process of submitting the same files again for processing is identical.

### Step 6: Review completed work prior to uploading/distribution

When the work is complete, OAR can schedule a meeting to review and confirm the compliance goals for the project have been achieved and close out the project.