

NDDOT WEB STANDARDS

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The following are requirements for contractors when awarded a contract that involves maintaining a web site for NDDOT. The contractor will develop and maintain the web site for the life of the contract. NDDOT will retain all rights to the site. The contractor is responsible for:

- Monitoring/maintaining the website.
- Meeting all standards as set by NDDOT before the website goes live.
- Ensuring that any changes or additions to the website meet the same standards.
- Providing NDDOT with contact names.
- The NDDOT Web Development Team retains the right to require changes to the website to meet internal design requirements.
- The NDDOT Communication Division retains the right to require changes to the website to meet public information requirements. The appropriate contact with the consultant will help this happen as quickly and easily as possible for both NDDOT and the consultant.

All web contractors must meet the following standards:

- The website will follow the standards established under Section 508 of the Rehabilitation Act of 1973, amended 1998 by the Work Force Investment Act (Section 1194.22 and its subsequent amendments) as the minimal requirements for web accessibility.
- NDDOT requires all pages on the website are 100% compliant with Priority Level 1 and 95% compliant with Priority Level 2 for W3C Web Content Accessibility Guidelines (WCAG). Reference <http://www.w3.org/TR/WCAG10/> to see the guidelines.
- Substituting a text-only site or link for a graphic version in an effort to meet the required ADA Standards **DOES NOT** meet NDDOT requirements. The requirements are in place to make the graphic version ADA compliant, not to replace the graphics with text only. However, a text-only link may be used in conjunction with the graphic version meeting the ADA compliance requirements.
- Only one email from the site is used. The mailbox recipients will be determined by NDDOT.

Additional NDDOT requirements:

- Will be required to use the same ADA testing software as NDDOT. NDDOT is currently using the HiSoftware AccVerify desktop version and HiSoftware Compliance Sheriff for monthly testing of the website. Web contractor will be responsible for acquiring desktop software to validate individual pages before loading them to the website. NDDOT will work with the web contractor to setup monthly testing on NDDOT ADA testing software and the required configuration for the desktop software.
- Web contractors will be required to resolve any ADA compliance issues within 10 days of notification.
- Website must follow standards as set by the State Enterprise Architecture E-Government Web Development Standard with the exception of requirement 8, which is displaying the State Banner.
- The website layout and content will be controlled through the use of Cascading Style Sheets (CSS); knowledge of CSS is required.
- All pages must have meta tags in their source code. Minimum required meta tags are keywords, description, language, and content-type.
- The website must have no dead links and must be monitored by the contractor for dead links.
- NDDOT Web Development Team will review the website during its construction, at key times before

the website goes live, and periodically for the life of the contract, to ensure that the website meets NDDOT web standards.

- Before it goes live, the website must meet NDDOT web standards. The NDDOT Web Development Team will be a resource to the contractor, and the contractor should work with the Web Development Team to ensure that the website meets standards.
- NDDOT highly recommends following the Web Development Best Practices created by the State of North Dakota EA E-Government team.

Suggested tools:

- HiSoftware AccVerify (<http://www.hisoftware.com/products/accverify.html>).
- HiSoftware Compliance Sheriff (<http://www.hisoftware.com/products/compliancesheriffoverview.htm>).
- Google Analytics (<http://www.google.com/analytics/>).

ADA reference material:

- State of North Dakota EA Web design standards (www.nd.gov/ea/standards/).
- State of North Dakota EA Web development best practices (www.nd.gov/ea/standards/).
- W3C Web Content Accessibility Guidelines 1.0 (<http://www.w3.org/TR/WCAG10/>) - code-related guidance for Section 508-related issues recommended by W3C.