# Document Remediation Services Proposal: Sample Documents

## Instructions

Proposals for document remediation services must include remediated versions of the following two (2) documents:

* Sample Document A: LACCD Improvement Cycle
* Sample Document B: Audited Financial Statements

Proposals for document remediation services must also include a reformatted version of the following document:

* Sample Document C: Creating Accessible Documents with Microsoft Word

## Scope

Provide remediated versions of Sample Document A and Sample Document B as PDF documents remediated for conformance with WCAG 2.1 A and AA success criteria applicable to PDF documents.

Provide a reformatted version of Sample Document C as a Word document reformatted for conformance with WCAG 2.1 A and AA success criteria applicable to digital documents.

## Report

Provide a report that includes the following information for each of the three (3) documents:

* Time spent remediating or reformatting each document
* Cost per document based on the information provided for Appendix B: Cost Structure
* Any accessibility issues identified in a document that could not be remediated and the reasons