Computer Consultants International, Inc. Accessibility Conformance Report

WCAG Edition

(Based on VPAT® Version 2.5Rev)

Name of Product/Version: CCI Professional Services (accessibility practices for client solutions). CCI does not sell or license a software product, so there is no product version.

Report Date: November 2026

Product Description: Computer Consultants International, Inc. (CCI) is an IT consulting and professional services firm founded in 1994. CCI does not sell, license, or publish software. CCI designs and builds solutions for government and corporate clients, such as Power BI dashboards and reports, web content, custom applications, and project documentation, on platforms the client owns and licenses. This report describes how CCI ensures the solutions it delivers conform to the standards listed below.

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"Voluntary Product Accessibility Template" and "VPAT" are registered service marks of the Information Technology Industry Council (ITI)

Notes: This report covers professional services, not a product. Because CCI does not sell software, there is nothing to test for this report. Each Conformance Level entry states how CCI does, and will, ensure the criterion is met in deliverables it builds for clients. Conformance of a specific deliverable is verified during that project and can be documented in a project-specific Accessibility Conformance Report on request. Conformance of the underlying platforms (for example, Microsoft Power BI, SharePoint, Windows, and web browsers) is the responsibility of each platform vendor; see the vendor's own Accessibility Conformance Reports. This report uses one term not defined by ITI: "Supports (Service Commitment)" means CCI's delivery process ensures that solutions CCI builds meet the criterion, and that conformance is verified for each deliverable before client acceptance.

Evaluation Methods Used: No product evaluation was performed, because CCI does not sell a product. On client projects, CCI verifies each deliverable before acceptance using automated checkers (such as Microsoft Accessibility Insights, axe, and the Microsoft Office Accessibility Checker), manual keyboard-only testing, screen-reader testing (such as NVDA, JAWS, or Windows Narrator), color-contrast analysis, and review against each WCAG 2.x Level A and AA success criterion by staff who know the solution. For Power BI work, CCI also follows Microsoft's published guidance for designing accessible Power BI reports.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes) Level AA (Yes) Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes) Level AA (Yes) Level AAA (No)
Web Content Accessibility Guidelines 2.2	Level A (Yes) Level AA (Yes) Level AAA (No)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports**: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Supports (Service Commitment)**: CCI's delivery process ensures that solutions CCI builds for clients meet the criterion, and conformance is verified for each deliverable before client acceptance. Because CCI does not sell a product, this term is used in place of Supports.
- **Partially Supports**: Some functionality of the product does not meet the criterion.
- **Does Not Support**: The majority of product functionality does not meet the criterion.
- **Not Applicable**: The criterion is not relevant to the product.
- **Not Evaluated**: The product has not been evaluated against the criterion. This can only be used in WCAG Level AAA criteria.

WCAG 2.x Report

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.0 Conformance Requirements.

Table 1: Success Criteria, Level A

Notes: Entries describe CCI's service commitment for deliverables it builds; see the Notes at the top of this report.

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Supports (Service Commitment)	CCI provides text alternatives for all non-text content it creates: alt text on Power BI visuals, images, and logos; descriptive titles and subtitles on charts; and alt text in documents. Decorative images are marked as decorative.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Supports (Service Commitment)	When a deliverable includes prerecorded audio-only or video-only content (for example, a recorded training session), CCI provides a transcript or an equivalent text or audio alternative.
1.2.2 Captions (Prerecorded) (Level A)	Supports (Service Commitment)	Prerecorded video that CCI produces, such as training and knowledge-transfer recordings, is delivered with accurate synchronized captions.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	Supports (Service Commitment)	For prerecorded video CCI produces, CCI provides a full text transcript or audio description of visual information that is not conveyed in the audio.
1.3.1 Info and Relationships (Level A)	Supports (Service Commitment)	CCI uses real structure rather than visual formatting: titled report pages and visuals, true table and matrix visuals with headers, heading styles and list styles in documents, and semantic markup in web content.
1.3.2 Meaningful Sequence (Level A)	Supports (Service Commitment)	CCI sets a logical reading and tab order for every report page and document (for example, the Power BI Selection pane tab order) so assistive technology reads content in a meaningful sequence.
1.3.3 Sensory Characteristics (Level A)	Supports (Service Commitment)	Instructions in CCI deliverables do not rely only on shape, color, size, position, or sound; controls and visuals are identified by name.
1.4.1 Use of Color (Level A)	Supports (Service Commitment)	Color is never the only way information is conveyed. CCI adds data labels, patterns, icons, or text (for example, variance arrows with values) alongside color in charts and conditional formatting.

Criteria	Conformance Level	Remarks and Explanations
1.4.2 Audio Control (Level A)	Supports (Service Commitment)	CCI deliverables do not auto-play audio. Any media CCI includes starts only on user action and provides pause and volume controls.
2.1.1 Keyboard (Level A)	Supports (Service Commitment)	All functionality CCI builds can be operated by keyboard. CCI tests navigation, slicers, buttons, bookmarks, and drill-through with the keyboard only. Platform-level behavior is provided by the platform vendor (for example, Microsoft for Power BI).
2.1.2 No Keyboard Trap (Level A)	Supports (Service Commitment)	CCI tests deliverables to confirm keyboard focus can always move into and out of every component without becoming trapped.
2.1.4 Character Key Shortcuts (Level A 2.1 and 2.2)	Supports (Service Commitment)	CCI does not add single-character keyboard shortcuts to custom solutions; any shortcuts use modifier keys or can be turned off or remapped.
2.2.1 Timing Adjustable (Level A)	Supports (Service Commitment)	CCI does not add time limits to content it builds. Where a client system requires a session timeout, CCI configures warnings and the ability to extend.
2.2.2 Pause, Stop, Hide (Level A)	Supports (Service Commitment)	CCI avoids auto-playing animation, carousels, and auto-refreshing visual effects. Any moving or auto-updating content CCI adds can be paused, stopped, or hidden.
2.3.1 Three Flashes or Below Threshold (Level A)	Supports (Service Commitment)	CCI deliverables contain no content that flashes more than three times in any one-second period.
2.4.1 Bypass Blocks (Level A)	Supports (Service Commitment)	Web content CCI builds provides skip links and landmarks. Power BI reports use page navigation and bookmarks so users can move directly to the content they need.
2.4.2 Page Titled (Level A)	Supports (Service Commitment)	Every report page, web page, and document CCI delivers has a descriptive title.
2.4.3 Focus Order (Level A)	Supports (Service Commitment)	CCI sets the focus and tab order on every report page and screen so it follows the visual and logical layout.

Criteria	Conformance Level	Remarks and Explanations
2.4.4 Link Purpose (In Context) (Level A)	Supports (Service Commitment)	Links and navigation buttons CCI creates use descriptive text (for example, "View SEFA detail" rather than "Click here").
2.5.1 Pointer Gestures (Level A 2.1 and 2.2)	Supports (Service Commitment)	Functions in CCI deliverables do not require multipoint or path-based gestures; single-pointer alternatives are always available.
2.5.2 Pointer Cancellation (Level A 2.1 and 2.2)	Supports (Service Commitment)	Custom controls CCI builds activate on the up-event (release), allowing users to cancel an accidental press.
2.5.3 Label in Name (Level A 2.1 and 2.2)	Supports (Service Commitment)	The accessible name of each control CCI builds includes its visible label text.
2.5.4 Motion Actuation (Level A 2.1 and 2.2)	Supports (Service Commitment)	CCI deliverables do not use device motion or user motion to operate functions.
3.1.1 Language of Page (Level A)	Supports (Service Commitment)	CCI sets the language of each web page, report, and document (for example, English, United States).
3.2.1 On Focus (Level A)	Supports (Service Commitment)	Receiving focus does not cause unexpected changes of context in anything CCI builds.
3.2.2 On Input (Level A)	Supports (Service Commitment)	Changing a slicer, filter, or form setting in CCI deliverables updates content in place and does not cause an unexpected change of context; navigation happens only on explicit user action.
3.2.6 Consistent Help (Level A 2.2 only)	Supports (Service Commitment)	Where a CCI solution includes help or contact information, it appears in the same relative location on every page.
3.3.1 Error Identification (Level A)	Supports (Service Commitment)	Forms and input controls CCI builds identify input errors in text and describe them to the user.
3.3.2 Labels or Instructions (Level A)	Supports (Service Commitment)	Inputs and slicers CCI builds have visible labels or instructions.
3.3.7 Redundant Entry (Level A 2.2 only)	Supports (Service Commitment)	Multi-step processes CCI builds do not ask users to re-enter information they already provided in the same process.
4.1.1 Parsing (Level A) WCAG 2.0 and 2.1 – Always answer 'Supports' WCAG 2.2 (obsolete and removed) - Does not apply	Supports	For WCAG 2.0 and 2.1, the September 2023 errata update indicates this criterion is always supported. See

Criteria	Conformance Level	Remarks and Explanations
		the WCAG 2.0 Editorial Errata and the WCAG 2.1 Editorial Errata.
4.1.2 Name, Role, Value (Level A)	Supports (Service Commitment)	CCI uses standard platform controls and visuals that expose name, role, and value to assistive technology. Custom web controls CCI builds use correct ARIA roles and properties. CCI favors standard Power BI visuals over custom visuals that are not accessible. Platform-level behavior is provided by the platform vendor (for example, Microsoft for Power BI).

Table 2: Success Criteria, Level AA

Notes: CCI's standard target for client deliverables is WCAG 2.x Level AA.

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)	Supports (Service Commitment)	For live sessions CCI delivers that require it, such as live training, CCI uses meeting platforms with live captioning and arranges real-time captioning (CART) on request.
1.2.5 Audio Description (Prerecorded) (Level AA)	Supports (Service Commitment)	For prerecorded video CCI produces, presenters describe on-screen actions verbally, or CCI provides an audio-described version when visual information is not otherwise conveyed.
1.3.4 Orientation (Level AA 2.1 and 2.2)	Supports (Service Commitment)	Web content and reports CCI builds do not lock display orientation; Power BI mobile layouts are provided where the client uses mobile viewing.
1.3.5 Identify Input Purpose (Level AA 2.1 and 2.2)	Supports (Service Commitment)	Input fields CCI builds in web forms and applications that collect user information use the appropriate autocomplete and input-purpose attributes.
1.4.3 Contrast (Minimum) (Level AA)	Supports (Service Commitment)	CCI uses report themes and color palettes that meet a 4.5:1 contrast ratio for text (3:1 for large text) and checks contrast with a color-contrast analyzer before delivery.

Criteria	Conformance Level	Remarks and Explanations
1.4.4 Resize text (Level AA)	Supports (Service Commitment)	Reports and web content CCI builds remain readable when zoomed to 200 percent; CCI avoids fixed-size text containers that clip content.
1.4.5 Images of Text (Level AA)	Supports (Service Commitment)	CCI uses real text rather than images of text, except for logos.
1.4.10 Reflow (Level AA 2.1 and 2.2)	Supports (Service Commitment)	Web content CCI builds reflows at 320 CSS pixels without two-dimensional scrolling, except for content that requires it, such as data tables and charts. For Power BI, CCI provides mobile layouts and Focus mode access to visuals.
1.4.11 Non-text Contrast (Level AA 2.1 and 2.2)	Supports (Service Commitment)	CCI ensures user-interface components (buttons, slicers, focus indicators) and meaningful graphical elements (chart lines and bars) have at least 3:1 contrast against adjacent colors.
1.4.12 Text Spacing (Level AA 2.1 and 2.2)	Supports (Service Commitment)	Web content CCI builds does not lose content or function when users increase line, paragraph, letter, or word spacing.
1.4.13 Content on Hover or Focus (Level AA 2.1 and 2.2)	Supports (Service Commitment)	Tooltips and hover content CCI builds can be dismissed, can be hovered, and remain visible until the user moves away or dismisses them. Platform-level behavior is provided by the platform vendor (for example, Microsoft for Power BI).
2.4.5 Multiple Ways (Level AA)	Supports (Service Commitment)	CCI provides more than one way to reach content, such as a navigation page, page tabs, bookmarks, and search or filters.
2.4.6 Headings and Labels (Level AA)	Supports (Service Commitment)	CCI uses clear, descriptive headings, visual titles, axis titles, and form labels.
2.4.7 Focus Visible (Level AA)	Supports (Service Commitment)	CCI keeps a visible keyboard focus indicator on all interactive elements and does not suppress the platform focus outline. Platform-level behavior is provided by the platform vendor (for example, Microsoft for Power BI).

Criteria	Conformance Level	Remarks and Explanations
2.4.11 Focus Not Obscured (Minimum) (Level AA 2.2 only)	Supports (Service Commitment)	CCI layouts do not place sticky headers, banners, or overlays where they would hide the element that has keyboard focus.
2.5.7 Dragging Movements (Level AA 2.2 only)	Supports (Service Commitment)	Any drag-and-drop function CCI builds also has a single-pointer alternative (for example, a button or menu).
2.5.8 Target Size (Minimum) (Level AA 2.2 only)	Supports (Service Commitment)	Buttons and interactive targets CCI designs are at least 24 by 24 CSS pixels or have sufficient spacing.
3.1.2 Language of Parts (Level AA)	Supports (Service Commitment)	Passages in another language within CCI deliverables are marked with the appropriate language attribute.
3.2.3 Consistent Navigation (Level AA)	Supports (Service Commitment)	CCI uses consistent navigation (same position and order) across all pages of a report or site.
3.2.4 Consistent Identification (Level AA)	Supports (Service Commitment)	Components with the same function (for example, Back and Reset buttons) are labeled and styled consistently across a CCI solution.
3.3.3 Error Suggestion (Level AA)	Supports (Service Commitment)	When an input error is detected in a CCI-built form, CCI provides a suggested correction where known.
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	Supports (Service Commitment)	Where a CCI solution submits financial or legal data, CCI includes review, confirmation, or reversal steps before final submission.
3.3.8 Accessible Authentication (Minimum) (Level AA 2.2 only)	Supports (Service Commitment)	Solutions CCI builds use the client's single sign-on and do not require cognitive function tests to authenticate. Platform-level behavior is provided by the platform vendor (for example, Microsoft for Power BI).
4.1.3 Status Messages (Level AA 2.1 and 2.2)	Supports (Service Commitment)	Status messages in web content CCI builds (for example, "Data refreshed" or "3 results") are announced to assistive technology without moving focus.

Table 3: Success Criteria, Level AAA

Notes: Level AAA is not part of CCI's standard commitment. Where a client requires specific Level AAA criteria, CCI includes them in the project's acceptance criteria.

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
1.2.7 Extended Audio Description (Prerecorded) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
1.2.8 Media Alternative (Prerecorded) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
1.2.9 Audio-only (Live) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
1.3.6 Identify Purpose (Level AAA 2.1 and 2.2)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
1.4.6 Contrast (Enhanced) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
1.4.7 Low or No Background Audio (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
1.4.8 Visual Presentation (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
1.4.9 Images of Text (No Exception) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.

Criteria	Conformance Level	Remarks and Explanations
2.1.3 Keyboard (No Exception) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.2.3 No Timing (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.2.4 Interruptions (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.2.5 Re-authenticating (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.2.6 Timeouts (Level AAA 2.1 and 2.2)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.3.2 Three Flashes (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.3.3 Animation from Interactions (Level AAA 2.1 and 2.2)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.4.8 Location (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.4.9 Link Purpose (Link Only) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.4.10 Section Headings (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.4.12 Focus Not Obscured (Enhanced) (Level AAA 2.2 only)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.

Criteria	Conformance Level	Remarks and Explanations
2.4.13 Focus Appearance (Level AAA 2.2 only)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.5.5 Target Size (Level AAA 2.1 and 2.2)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
2.5.6 Concurrent Input Mechanisms (Level AAA 2.1 and 2.2)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
3.1.3 Unusual Words (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
3.1.4 Abbreviations (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
3.1.5 Reading Level (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
3.1.6 Pronunciation (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
3.2.5 Change on Request (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
3.3.5 Help (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
3.3.6 Error Prevention (All) (Level AAA)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.
3.3.9 Accessible Authentication (Enhanced) (Level AAA 2.2 only)	Not Evaluated	CCI's standard target is WCAG Level AA. Where a client requires this Level AAA criterion, CCI includes it in the project's acceptance criteria.

Legal Disclaimer (Computer Consultants International, Inc.)

This report describes the accessibility practices CCI follows when delivering professional services. It is not a warranty that any particular deliverable conforms to these standards. Conformance requirements for each deliverable are set in the applicable project agreement and confirmed through that project's acceptance process. Features and limitations of third-party platforms are determined by their vendors.