



Electronic & Information Technology Purchases Process

PAB

Monday, December 12th, 2011



Agenda

- Audit Finding
- ATI Requirements
- ATI Technology Purchase Workflow and Form
- Next Steps



Delegation of Authority Audit 11-27

ELECTRONIC AND INFORMATION TECHNOLOGY PURCHASES

The campus had not fully implemented procedures to identify and review electronic and information technology (E&IT) purchases and to obtain required Voluntary Product Evaluation Template (VPAT) documentation from vendors.

CSU Product Accessibility Documentation Guidelines require campuses to ensure that all E&IT products meet recognized accessibility and usability standards, including Section 508 of the Rehabilitation Act, at the time of procurement or adoption. The guidelines further require that vendors complete a VPAT for all E&IT products covered under the Section 508 standards.

The director of contracts and procurement stated that procedures had been developed for the information technology division to review purchase requests for E&IT purchase requisitions prior to procurement, but the procedures had not been fully implemented due to competing priorities in the information technology division.

Delegations of Authority/California State University, Fullerton/Audit Report 11-27



Delegation of Authority Audit 11-27

OBSERVATIONS, RECOMMENDATIONS, AND CAMPUS RESPONSES

Failure to identify and review E&IT purchases and obtain VPAT documentation from vendors increases the risk that these purchases may not comply with federal and state accessibility standards.

Recommendation 1

We recommend that the campus fully implement procedures to identify and review all E&IT purchases and obtain required VPAT documentation from vendors.

Campus Response

We concur. The campus will fully implement procedures by December 30, 2011, to identify and review all E&IT purchases and obtain required VPAT documentation from vendors.



CSU Accessibility Requirement

*The CSU procurement and contract process for EIT acquisition is amended to include the Electronic and Information Technology Accessibility Standards at 36 CFR Part 1194. Vendors who wish to do business with the CSU must provide information about their product's conformance to applicable accessibility standards via the Section 508 Evaluation Template also known as the Voluntary Product Accessibility Template (VPAT). The CSU Guide to Voluntary Product Accessibility Template and the **templates** themselves are available to assist vendors in this process.*

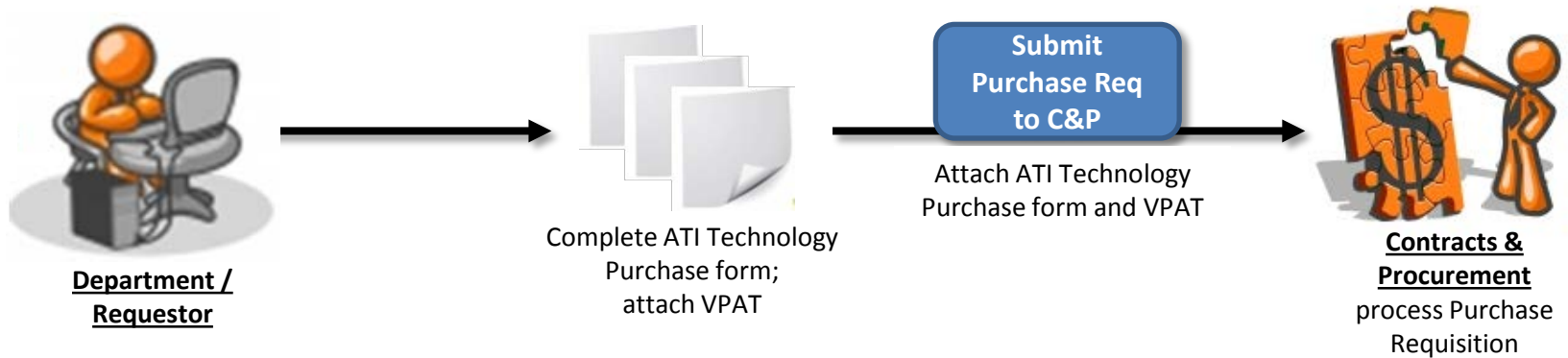
http://www.calstate.edu/Accessibility/EIT_Procurement/

Accessible Technology Initiative Reporting

Campus process and progress on implementation is also a component of the CSU Accessible Technology Initiative report. concur.



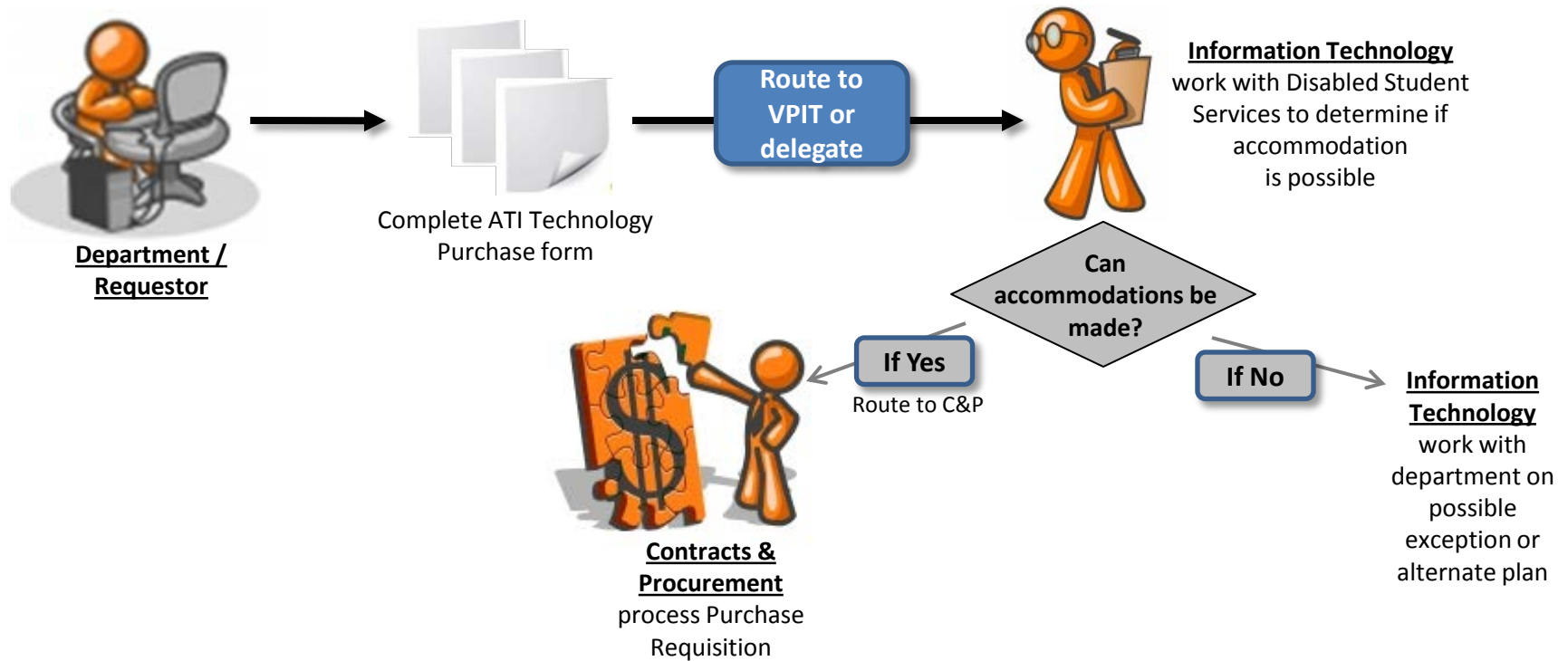
ATI Technology Purchase Workflow





ATI Technology Purchase Workflow - EXCEPTIONS

If no VPAT exists





ATI Technology Purchase Form

Purpose of the Accessible Technology Purchase Form

This form must be attached to all technology-related requisitions, including hardware, software, and services (but not computer supplies, such as disks, ribbons, stock paper, etc.) that total \$15,000* or more. All technology-related purchase requisitions must have the appropriate unit level approvals. This form is to be included as an attachment to the purchase requisition along with a VPAT (Voluntary Product Accessibility Template) for the item(s) to be purchased. Email ATIPurchase@fullerton.edu for guidelines for completing this request.

*\$15,000 is the threshold amount for initial release and is subject to change.

Requestor Information

Contact Name: [] Contact E-Mail: [] Extension: []
Department: [] College/Division: [] Office/Location: []

Procurement Information

User Name: [] Installation Location: []
This product or service will be used (choose one of the following):
[] On Campus [] Off Campus [] Both On and Off Campus
Describe the use for this product or service (be specific): []

SOFTWARE (if applicable)

Number of installations: [] Number of licenses being purchased: [] Is the software customized?
[] Yes [] No
If customized, what is the justification of this software: []
Describe the support plan(s): []

HARDWARE (if applicable)

Describe the item (name and description) and maintenance plan(s): []
Does this equipment need to be connected to the network?
[] Yes [] No
Describe additionally required resources (be specific): []

VPAT (Voluntary Product Accessibility Template)

[] VPAT attached
Approving Dean/Manager [] print [] signature Date: []
[] VPAT not attached / does not exist
If VPAT does not exist for requested item(s), please route form to Disabled Student Services (DSS), UH-101.

FOR IT/DSS USE ONLY (The box below is to be filled out by Information Technology or Disabled Student Services.)

Comments: []
IT Unit Review and Approval (check the appropriate box and sign after reviewing and approving this procurement request):
[] Enterprise Systems [] IT Infrastructure Services
[] IT Security and Compliance [] Support Services
VPIT or delegate [] print [] signature Date: []
Accommodations / Exceptions
[] Accommodations have been met in case of accessibility issues; refer to attached.
[] No Accommodations were reached. Route to VPIT or delegate for exception determination.
Disabled Student Services [] print [] signature Date: []
VPIT or delegate [] print [] signature Date: []



Next Steps

Message to Campus describing new process from CIO/Executive Sponsor

Construction of campus accessible repository for VPAT's





Questions?

