

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

FINANCE POLICY

SUBJECT: Accessible Procurement of Information and Communication Technologies

REFERENCE: SMSU Financial Policies Manual

POLICY:

CSU Executive Order 1111 mandates that procurement of ICT be vetted for accessibility prior to any technological purchase, thereby promoting equal access to technology. The CSU's commitment to meeting the requirements of Sections 504 and 508 of the Federal Rehabilitation Act of 1973 and California Education Code 11135 are outlined in Executive Order 1111, The CSU's Board of Trustees Policy on Disability Support and Accommodations.

These regulations mandate that, as a public institution, CSU San Bernardino must provide an equal academic and professional experience regardless of disability. To this end, CSUSB is charged with eliminating usability barriers related to ICT. Thus, all ICT acquired/purchased by the University shall be reviewed for accessibility using federally-determined accessibility standards. The mandate is to review all ICT purchases for accessibility applies to all university groups, including auxiliaries, who frequently purchase ICT independently of central purchasing using non-state funds.

This policy does not apply to computing equipment that is personal property of staff and students except to the extent that the use of personal equipment, when linked to SMSU/CSUSB's computing and communications facilities, will be subject to ICT accessible procurement provisions. In all cases, applicable statutes and regulations will take precedence over this policy.

Accessibility and Security Review Process

- I. Accessible Technology Services (ATS) and the Compliance Initiatives Office will conduct information and communication technology (ICT) product accessibility and security reviews for all SMSU technology purchases.
- II. Before an ICT purchase is made, an ICT Accessibility & Security Online Review Form must be completed and submitted for approval. The SMSU Executive Director will ensure this form is completed prior to any purchase.

When an ICT Accessibility & Security Review is Not Required

An ICT Accessibility & Security Review is not required for the following:

- Certain Hardware, Computers and Peripherals
- Software Already Site Licensed for Campus by Information Technology Services (ITS)
- Standalone Software Maintenance Agreements (Without Renewal of Software)
- Campus-Standard Web Applications and Cloud Services

Effective: 12.02.2021

Updated: N/A

Supersedes: N/A

Accessible Procurement of Information and Communication Technologies

- The details of these exemptions may be found at:
<https://www.csusb.edu/ats/procurement/pre-approved-items> or by calling the ITS
Accessible Procurement Specialist at 909-537-7282.

DEFINITIONS:

1. ICT: electronic content, software, hardware, and support documentation and services.

*Recommended by the Policies and Procedures Committee on 11.23.21. Approved by the Santos
Manual Student Union, Board of Directors on 12.02.21.*