Associated Students Incorporated
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Accessible Procurement of Information and Communication Technologies
Approved per BD 06-21 | February 16, 2021

Purpose: To establish a policy and procedures to ensure that accessible procurement of Information and Communication Technologies (ICT) be implemented within the corporation. CSU Executive Order 1111 mandates that procurement of ICT be vetted for accessibility prior to any technological purchase, thereby promoting equal access to technology. ICT refers to electronic content, software, hardware, and support documentation and services.

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 ASI/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.

Scope: ASI has established the following guidelines for accessible procurement for all members of ASI and should be used in an ethical and professional manner.

Background: 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 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.

1. Accessibility and Security Review Process

a) Accessible Technology Services (ATS) and the Compliance Initiatives Office will conduct information and communication technology (ICT) product accessibility and security reviews for all ASI technology purchases.

b) Before an ICT purchase is made, an ICT Accessibility & Security Online Review Form must be completed and submitted for approval. The ASI Executive Director will ensure this form is completed prior to any purchase.

2. 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

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.