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Accessible Procurement Process for ICT

Purchase Requestor Overview



The CSU Accessible Procurement Framework

- The Accessible Procurement Framework ensures that ICT products purchased by CSUSB are accessible to students, faculty, and staff, including those with disabilities.

Definitions

- **ICT: Information & Communication Technology**
 - All software and hardware systems to enable users to access, store, transmit, and manipulate information.
- **VPAT: Voluntary Product Accessibility Template**
 - A blank document template to be completed by a vendor,
- **ACR: Accessibility Conformance Report**
 - A completed VPAT document is known as an ACR.
- **EEAAP: Equally Effective Alternate Access Plan**
 - CSUSB's response for products with accessibility barriers

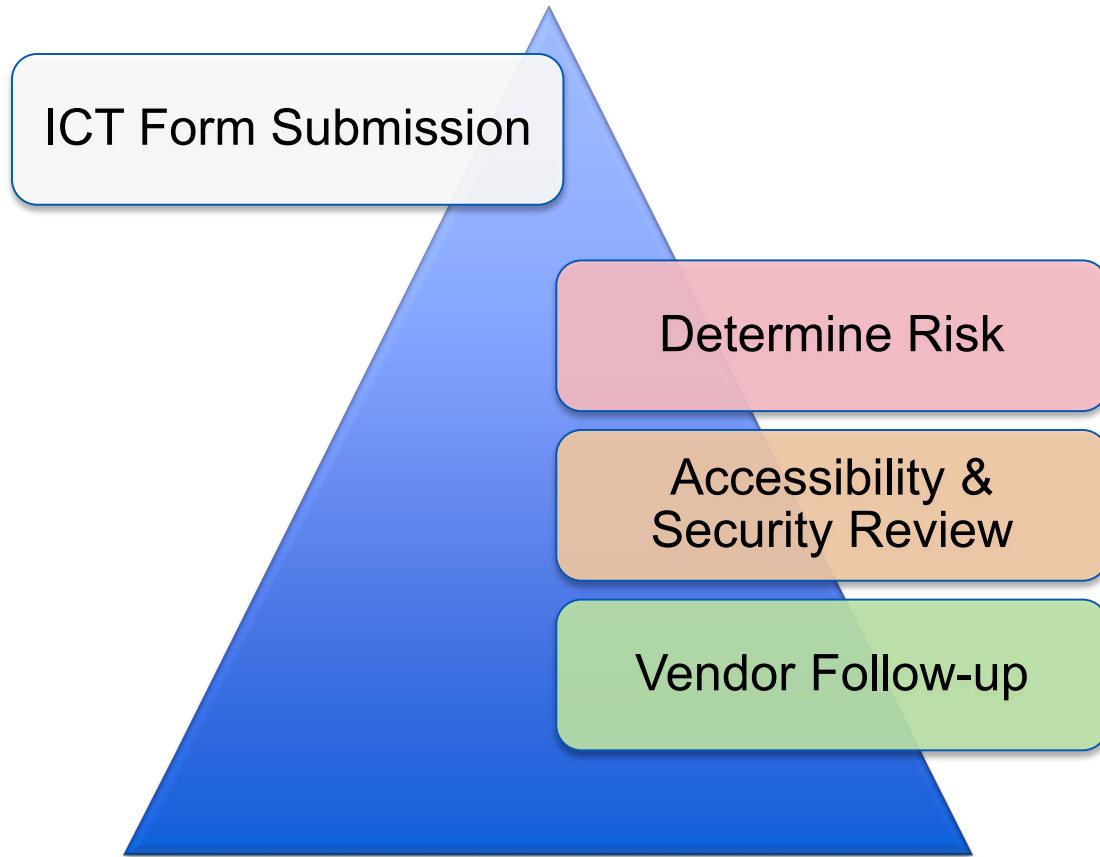
Pre-Approved Purchases

- You don't need to submit an ICT form for:
 - Software support contracts (without renewal of software)
 - Certain hardware, computers, and peripherals
 - Software already licensed for the campus by Information Technology Services (ITS)
 - Digital content
 - Certain web applications and cloud services
- Pre-Approved Technology Purchases:
 - [<https://www.csusb.edu/accessible-technology/procurement>]

Steps to Perform **Prior** to Purchase

- STEP 1: Inquire about product accessibility
 - Ask the vendor, check their website, perform web search
 - Consider accessibility as you would any other product feature
 - Medium/high impact products require VPAT document
- STEP 2: Complete the ICT form online
- STEP 3: Include ICT Approval PDF with Requisition Paperwork to purchasing

Accessible Procurement Process



The ICT Form Online

■ Product Information

- Requestor, alternate contact, Vendor information, product purpose, lifecycle (when will it renew)

■ Product Use and Impact

- Type of users, is it required, how/where will it be accessed

■ Information Security

- Is sensitive information handled, where is it stored, how do users login.

Information and Communication Technology (ICT) Accessibility & Security Review (Hardware & Software Purchases)

CSUSB is required to review campus Information & Communication Technology (ICT) purchases for accessibility and data security.

- Instructions on the ICT form can be obtained via the [Procurement page on the Accessible Technology website](#).
 - Certain items on the [Pre-Approved Technology Purchases](#) list do not require you to complete this form.

Overview:

- Complete this form for ITC purchases regardless of cost or procurement method (P-Card included)
- This form applies to all entities that purchase ICT including university auxiliaries
- Questions that are required on this form are denoted with a red asterisk *

If you need assistance with this form or have questions not addressed on the [Accessible Technology Procurement webpage](#), please contact accessibility@csusb.edu or call x75079 option 5.

Requisition Number



Form Name: ICT Accessibility & Security Review
Submission Time: January 30, 2019 2:57 pm
Browser: Chrome 72.0.3626.81 / Windows 7
IP Address: 139.182.113.211
Unique ID: 473968353
Location: 34.224899291992, -117.37609863281
Approval Status: Approved

Description Area

Information and Communication Technology (ICT) & Accessibility & Security Review (Hardware & Software Purchases) CSUSB is required to review campus Information & Communication Technology (ICT) purchases for accessibility and data security. Instructions on the ICT form can be obtained via the Procurement page on the Accessible Technology website. Certain items on the Pre-Approved Technology Purchases list do not require you to complete this form. Overview: Complete this form for ITC purchases regardless of cost or procurement method (P-Card included) This form applies to all entities that purchase ICT including university auxiliaries. Questions that are required on this form are denoted with a red asterisk. *If you need assistance with this form or have questions not addressed on the Accessible Technology

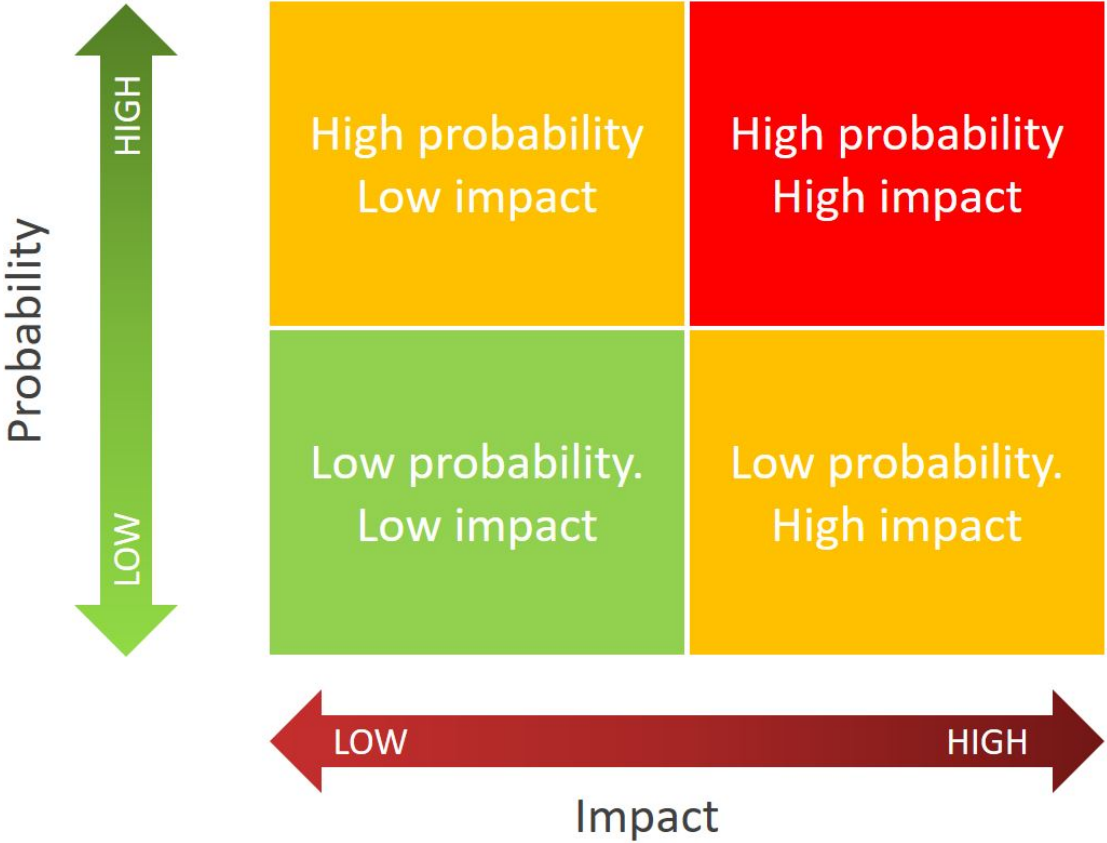


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Product Impact & Risk Profile



Factors Determining Product Impact

- Who will use this product and for what purpose?
- Will use of this product be required?
- How many users will access this product?
- Will access be restricted or public
- Who are the users, students, faculty & staff, general public

Factors Affecting Review Timeline

- Product impact
- Accessibility documentation
 - VPAT quality (ACR)
- Vendor cooperation
- Accessibility barriers
 - Vendor Roadmap
 - Equally Effective Alternate Access Plan (EEAAP)

Thank You!

Accessibility is here to help with
ICT accessible procurement questions
accessibility@csusb.edu or x75079 Option 5



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