ATI Procurement Implementation Plan

2014-2018



| Goal | Current Status | Next Steps |
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| Goal 1: An ATI Electronic and Information Technology E&IT Procurement Plan, documents, forms, and other materials to support 508 procurements at the campus are created and published. | * Plan is scheduled to be published during Summer 2014 * Developed and published a document that defines what products are categorized as Section 508 E&IT procurements * Developed a documented rubric or process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals * Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance * Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance; E&IT purchases may be made by Procurement only. * Documented a process used to verify Voluntary Product Accessibility Templates (VPATs); at <http://www.csuci.edu/ati/sla/> * Utilize standard documentation for equally effective alternative access plans and pre-purchase process (was Pre-VPAT form). | * Review plan on an annual basis, and make updates as necessary |
| Goal 2: ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements. | * Wrote process guide for procuring E&IT products for Procurement staff and Division of Business & Financial Affairs (BFA) staff. * Established a group that meets on a regular basis to discuss accessible procurement topics: Our Technical Contract Specialist attends the monthly ATI Community of Practice Calls, the ATI Network and the ATI Project Group. * Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements: The Technical Contract Specialist is the Procurement contact. * Documented in writing who is responsible for each component of the accessible procurement process: see <http://www.csuci.edu/ati/sla/> * Procurement has hired an IT purchasing specialist to further support E&IT procurements | Regularly evaluate quantity of E&IT procurements to ensure sufficient staffing for expedient evaluation and completion. |
| Goal 3: Process for exemptions to E&IT procurements. | * Established a process for granting exemptions: exemptions are granted via written authorization from the Vice President of Technology & Communication. * Established a follow-up process for communicating with vendors and purchasers when a procurement is moved forward without total resolution of the accessibility status of the product | * Document the exemption process, post it on public website, and have communicated process to campus * Document a process that ensures that supplementary accommodations can be put in place when exemptions are warranted |
| Goal 4: Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant. | * CI has a documented process for creating equally effective alternative access plans (EEAAPs). * Procurement office tracks all EEAAPs on Procurement shared drive. | * Establish a process to track whether accommodations are requested for a given EEAAP * Establish a process to ensure that accommodations are provided according to EEAAP |
| Goal 5: All parties involved in E&IT procurement have been trained, and a continual training program is in place. | * Procurement provides training for all requestors of E&IT products. Training is provided to support coordinators on an ad hoc basis. * Director of Procurement and Contract Services presents a brief overview of ATI and E&IT procurements at each New Employee Orientation. * The web page located at [http://www.csuci.edu/ati/sla/](http://www.csuci.edu/ati/sla/index.htm) describes the process for procuring and implementing accessible technology product. | Will work on updating & packaging training materials for regular distribution to E&IT requestors (e.g., training videos on web site and reminder emails)  Develop communication plan to increase frequency of communication regarding E&IT purchasing awareness  Establish a process to collect feedback from training (effectiveness, knowledge retention, etc.) |
| Goal 6: All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement. | * Procurement regularly communicates to vendors regarding Section 508 requirements for renewals and maintenance agreements as well as new purchases. * The Chancellor’s Office ATI department has developed RFP language that CI uses in RFPs and regular procurement efforts. * The web page located at [http://www.csuci.edu/ati/sla/](http://www.csuci.edu/ati/sla/index.htm) describes the process for procuring and implementing accessible technology product. | Will work on updating & packaging training materials for regular distribution to E&IT requestors (e.g., training videos on web site and reminder emails) |
| Goal 7: Continual evaluation process with standard forms and procedures. Feedback from the process along with direction is provided to training, outreach, and other groups involved in E&IT procurements. | * Standard forms are used to gather and document EEAAPs. * Metrics regarding campus implementation are included in annual ATI procurement report and are submitted to Chancellor’s Office. | Refine and gather metrics for each of the areas of E&IT procurement (procedures, staffing, exemptions, vendor plan/timeline for repair, equally effective access plans, experience, training, and outreach)  Report metrics as part of annual procurement plan review process. |
| Goal 8: Sufficient experience and expertise in completing E&IT procurements. | * CI obtains and reviews approximately 15 VPATs per year as part of purchasing. * CI tracks E&IT procurements as part of reporting process. * Best-effort testing of product compliance is completed as required and as resources permit | Assure that new procurement employees are fully trained in CI’s accessible procurement process |

## Approval

Approved by:

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## Revision History

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| --- | --- | --- | --- |
| Version # | Date | Author | Summary of Changes |
| 1.2 | 8/25/2014 | Mosinskis |  |
| 1.0 | 8/4/2014 | Mosinskis | Draft reviewed with ATI procurement team |