

Campus Procurement Annual Accessibility Report Academic Year 10/11

Response ID: 70 ; 20206253 Data

1. Campus

How to Complete and Submit this Report Form

The instructions provided here are intended to assist campuses with navigating the web-based report interface. Instructions for compiling the report content are available at the public-facing [ATI Moodle site](#).

We suggest printing out the status level table, available in the [ATI Annual Report AY 10/11 Instructions](#) document on the ATI Moodle site, to use as a reference as you fill out the report.

Submission Due Date = November 15, 2011

About the Online Report Form

You must have JavaScript enabled.

The application displays much better in Firefox or Chrome than in Internet Explorer (IE).

Data Entry

You can copy and paste from Word documents into the report form.

Next button – Saves any data you have entered on a page and moves you to the next page. Note: To save information you've entered when you can't or don't want to move forward (use Next), use Back (see below).

Back button – Saves data you've entered on a page even if all required fields have not been completed. Note: If you get an "incomplete information" error message that prevents you from using Back, enter dummy information into the required fields and then click Back. The dummy information can be corrected later.

Warning: Exiting a page without clicking either Next or Back will cause you to lose any data you've entered on that page.

Submit button – Cannot be used until the "This report has been approved by:" box has been completed. Once submitted, the report can no longer be accessed.

F5 – Using "F5" to refresh a page takes you back to the first (Campus Name) page.

Multiple Users

The report URL must be forwarded to anyone who needs to enter data into this report form.

More than one person can use the report URL, but not at the same time.

Clicking on the URL takes you to the last page on which any previous user entered and saved data.

Known Accessibility Issues and Workarounds

Dropdown boxes do NOT have descriptive titles. Table headings suffice to describe dropdown boxes and text fields in the table.

For all tables, JAWS does not detect or read the column headers for the pull-down fields in the first row. Those in subsequent rows are detected and read correctly, as are the Comments fields in all rows. JAWS users should use the Read Cell function (Ctrl+Alt+Number5).

Tables do NOT have descriptive summaries.

All tables report having twice as many columns as are visually present. For example, JAWS indicates that the Success Indicators table has 12 (not 6) columns.

The column and row headers that together provide the text description for all embedded text fields are unreadable by JAWS unless users use the Read Cell function (Ctrl+Alt+Number5).

Using F5 to refresh a page takes users back to the first (Campus Name) page, but JAWS continues to read the page users were on before they refreshed unless they use the Refresh Virtual Cursor function (Insert+Esc).

Tab order does not mirror visual presentation but the order is logical (e.g., Back follows Next in the tab order though it precedes it visually).

Assistance

If you have any questions or concerns regarding this report please contact:

ATI via email at ati@calstate.edu.

Cheryl Pruitt at 562-951-4384 for Web or Procurement reports or this online reporting process.

Mark Turner at 562-951-4353 for Instructional Materials or Procurement reports.

1. Campus Name - Required

Chico

2. 1.0 Procurement Procedures

1.0 Procurement Procedures

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

2. Goal 1.0: 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.

Goal Status - Required

Managed

Key Accomplishments 10/11 (Please list 3 to 5)

Accomplishment 1 : Reviewed all E&IT Procurements over \$10,000K

Accomplishment 2 : Created metrics for tracking and time spent in E&IT review process

Accomplishment 3 : Reviewing existing software on campus for accessibility as maintenance contracts are renewed

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : Training of campus personnel (buyers, requesters)

Plan 2 : Create standard document and process for equally effective access plans

Comments

3. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
1.1 Developed and published an Accessible ATI E&IT Procurement Plan.	Managed	2008	Yes	Yes	
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Managed	2008	Yes	Yes	
1.3 Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold.	Managed	2008	No	No	
1.4 Developed a documented rubric or process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals.	Not Started	Not Started	No	No	should be provided by the Chancellors office since this is common to all campuses.
1.5 Developed a process for all competitive bid					

procurements that require an evaluation of Section 508 compliance.	Managed	2008	No	No	
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance.	Managed	2008	No	No	
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance.	Not Started	Not Started	No	No	Procurement card thresholds are not over the ATI threshold.
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs).	Not Started	Not Started	No	No	Common to all campuses. Should be provided by the CO

4. Area(s) of Requested Collaboration for Procurement Procedures

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	1.4	Yes	No	
2	1.8	Yes	No	
3	No	No	No	
4	No	No	No	
5	No	No	No	

3. 2.0 Staffing or Role Definition

2.0 Staffing or Role Definition

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

5. Goal 2.0: ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements.

Goal Status - Required

Managed

Key Accomplishments 10/11 (Please list 3 to 5)

Accomplishment 1 : Trained new staff on ATI requirements

Accomplishment 2 : Cross-training completed for backup of Director of Computing Services

Accomplishment 3 : Improved documentation online for IT review and approval process

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : ATI training for buyers with Computing Services and Accessibility Resource Center directors

Comments

6. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments

2.1 Established a group that meets on a regular basis to discuss accessible procurement topics.	Managed	2008	Yes	Yes	
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Managed	2008	Yes	Yes	
2.3 Documented in writing who is responsible for each component of the accessible procurement process (e.g., Who does the purchase request? Who interacts with the vendor on accessibility questions? Who does the accessibility evaluation of the product?).	Managed	2008	Yes	Yes	

7. Area(s) of Requested Collaboration for Staffing or Role Definition

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	Yes	Yes	Yes	
2	Yes	Yes	Yes	
3	Yes	Yes	Yes	

4. 3.0 Exemptions Process

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For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

8. Goal 3.0: A well-documented process has been established and is used for exemptions to E&IT procurements.

Goal Status - Required

Managed

Key Accomplishments 10/11 (Please list 3 to 5)

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : Standarize documentation of equally effective access plans

Comments

9. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
3.1 Established a process for granting exemptions.	Managed	2009	No	No	
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Established	2009	No	Yes	
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted.	Managed	2009	No	No	
3.4 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.	Established	2010	Yes	No	
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10. Area(s) of Requested Collaboration for Exemptions Process

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	No	No	No	
2	No	No	No	
3	No	No	No	
4	No	No	No	

5. 4.0 Equally Effective Access Plans

4.0 Equally Effective Access Plans

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

11. Goal 4.0: Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant.

Goal Status - Required
Established

Key Accomplishments 10/11 (Please list 3 to 5)

Key Plans 11/12 (Please list 3 to 5)
Plan 1 : Standarize documentation of equally effective access plans

Comments

12. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
4.1 Documented a process that outlines when an equally effective access plan is necessary.	Established	2009	No	Yes	
4.2 Established a process with roles assigned for all parts of creating an equally effective access plan.	Not Started	Not Started	No	Yes	
4.3 Established a process that tracks how many equally effective access plans have been created.	Managed	2009	Yes	No	
4.4 Established a process to ensure that accommodations were provided.	Not Started	Not Started	No	No	

13. Area(s) of Requested Collaboration for Equally Effective Access Plans

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	No	No	No	

2	No	No	No	
3	No	No	No	
4	No	No	No	

6.5.0 Training

5.0 Training

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

14. Goal 5.0: All parties involved in E&IT procurement have been trained, and a continual training program is in place.

Goal Status - Required

Defined

Key Accomplishments 10/11 (Please list 3 to 5)

Accomplishment 1 : trained back up for Director of Computing Services

Accomplishment 2 : began training with end users

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : ATI Procurement subcommittee meet and train end users

Comments

15. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
5.1 Established and deployed new employee orientation training materials that provide overview of Section 508 requirements and where to get more information.	Not Started	Not Started	No	No	
5.2 Established and deployed training program for purchase requestors.	Defined	2010	Yes	Yes	
5.3 Established and deployed training program for technical evaluators.	Established	2008	Yes	No	
5.4 Established and deployed training program for procurement staff.	Managed	2009	No	Yes	
5.5 Established and deployed training for all purchase card holders.	Not Started	Not Started	No	No	not necessary since procurement card threshold is below that of ATI threshold.
5.6 Established and deployed training for Section 508 compliance officer.	Not Started	Not Started	No	No	
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.).	Not Started	Not Started	No	No	

5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process.

Initiated

2010

Yes

Yes

16. Area(s) of Requested Collaboration for Training

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	Yes	Yes	Yes	
2	Yes	Yes	Yes	
3	Yes	Yes	Yes	
4	Yes	Yes	Yes	
5	Yes	Yes	Yes	

7. 6.0 Outreach (Communications)

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For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

17. Goal 6.0: All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.

Goal Status - Required

Established

Key Accomplishments 10/11 (Please list 3 to 5)

- Accomplishment 1 : buyers aware of ATI and when to utilize process
- Accomplishment 2 : began training with end users through AAS group

Key Plans 11/12 (Please list 3 to 5)

- Plan 1 : Provide further information and training to AAS who will then take to all levels of administrative staff responsible for procurement

Comments

18. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
6.1 Created an outreach program to explain E&IT procurement exemptions and where to get more information.	Initiated	2010	Yes	Yes	
6.2 Identified recurring vendors and educated them on Section 508 accessibility requirements (i.e., renewals, maintenance agreements and ongoing purchases).	Initiated	2010	Yes	Yes	
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness.	Not Started	Not Started	No	No	

19. Area(s) of Requested Collaboration for Outreach (Communications)

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	No	No	No	
2	No	No	No	
3	No	No	No	

8. 7.0 Evaluation and Monitoring

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For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

20. Goal 7.0: Campus has established a 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.

Goal Status - Required

Defined

Key Accomplishments 10/11 (Please list 3 to 5)

Accomplishment 1 : ATI committee meets regularly and reports on ATI procurement

Accomplishment 2 : method has been established for tracking and time spent in E&IT procurement process

Key Plans 11/12 (Please list 3 to 5)

Comments

21. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
7.1 Evaluated the compliance and completeness of procurements that have exemptions.	Initiated	2009	Yes	Yes	
7.2 Metrics exist for each of the areas of E&IT procurement (procedures, staffing, exemptions, equally effective access plans, experience, training, and outreach).	Initiated	2009	Yes	Yes	
7.3 Established metrics has led to tangible improvements in the quality and/or effectiveness of the procurement process.	Initiated	2009	Yes	Yes	

22. Area(s) of Requested Collaboration for Evaluation and Monitoring

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	Yes	Yes	Yes	
2	Yes	Yes	Yes	
3	Yes	Yes	Yes	

9. 8.0 Experience/Implementation

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For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

23. Goal 8.0: Campuses have sufficient experience and expertise in completing E&IT procurements.

Goal Status - Required

Managed

Key Accomplishments 10/11 (Please list 3 to 5)

Key Plans 11/12 (Please list 3 to 5)

Comments

24. Success Indicators 8.1 - 8.3

	Number for 10/11 - Required	Percent for 10/11 (number divided by total number of E&IT procurements) - Required	Comments
8.1 Number and percent of E&IT products on which Section 508 compliance was tested.	114	100	100% of all E&IT procurements that met the criteria were reviewed
8.2 Number and percent of E&IT products on which user accessibility testing was conducted.	0	0	no user testing was conducted
8.3 Number and percent of verifications of Voluntary Product Accessibility Templates (VPATs) conducted.	4	29	verification of VPAT's did not include testing

25. Success Indicator 8.4

	Sole Brand - Required	Undue Burden - Required	National Security - Required	Commercial Non-availability -Required	Back Office - Required	Net Cost Increase - Required	Fundamental Alteration - Required	Comments
8.4 Number of E&IT procurements granted exemptions.	1	1	0	0	8	0	0	

26. Area(s) of Requested Collaboration for Experience/Implementation

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1				
2				
3				

10. Contributors

27.

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Sara	Rumiano	Director Procurement & Contract Svcs	srumiano@csuchico.edu	530-898-5270
2	Jerry	Ringel	Director Computing Services	jringel@csuchico.edu	530-898-5862
3					
4					
5					

28. Final Comments

Please email a copy of our completed report to: srumiano@csuchico.edu Thank you Sara Rumiano

29. Required - This report has been approved by:

Sara Rumiano

11. Thank You!

Thank you for completing your campus's Annual Accessibility Report. Your responses are invaluable and will help the CSUCO ATI department:

Identify, highlight, and share best practices across the CSUs.

Match campuses who have offered support to those that are seeking it.

Summarize the overall state of accessible technology support across the CSU.

Please feel free to suggest any ways this reporting form or process could be improved.

CSUCO ATI