

Campus Procurement Annual Accessibility Report Academic Year 11/12

Response ID: 15 ; 20206253 Data

1. Campus

Campus Name - Required

Chico

2. 1.0 Procurement Procedures

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 11/12 (Please list 3 to 5)

Accomplishment 1 : All E&IT procurements over \$10K are reviewed for ATI compliance

Accomplishment 2 : Campus utilizes standard forms for ATI procurements

Accomplishment 3 : number of E&IT procurements reviewed has increased

Key Plans 12/13 (Please list 3 to 5)

Comments

Success Indicators

	Status - Required	Year Started	Worked on in 11/12	Will work on in 12/13 - *New Process*	Comments
			Yes	Yes	
1.1 Developed and published an Accessible ATI E&IT Procurement Plan.	Managed	2009			
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Established	2009			
1.3 Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold.	Managed	2009			
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.	Initiated	2009			
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Established	2009			
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance.	Established	2009			
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance.	Not Started				
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs).	Managed	2009			

Area(s) of Requested Collaboration for Procurement Procedures

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

3.2.0 Staffing or Role Definition

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

Goal Status - Required

Defined

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

Accomplishment 1 : transition due to retirement of ATI staff member

Accomplishment 2 : consistent meetings

Key Plans 12/13 (Please list 3 to 5)

Comments

Success Indicators

	Status - Required	Year Started	Worked on in 11/12	Will work on in 12/13 - *New Process*	Comments
			Yes	Yes	
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics.	Managed	2009			
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Managed	2009			
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	2009			

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

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

4.3.0 Exemptions Process

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

Goal Status - Required

Established

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

Key Plans 12/13 (Please list 3 to 5)

Comments

Success Indicators

	Status - Required	Year Started	Worked on in 11/12	Will work on in 12/13 - *New Process*	Comments
			Yes	Yes	
3.1 Established a process for granting exemptions.	Established	2009			
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Defined	2009			
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted.	Established	2009			
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.	Defined	2009			

Area(s) of Requested Collaboration for Exemptions Process

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

5.4.0 Equally Effective Access Plans

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

Goal Status - Required

Defined

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

Accomplishment 1 : Equally Effective Access Plans are completed as needed

Accomplishment 2 : Established a process to follow up on granted access plans

Key Plans 12/13 (Please list 3 to 5)

Comments

Success Indicators

	Status - Required	Year Started	Worked on in 11/12	Will work on in 12/13 - *New Process*	Comments
			Yes	Yes	
4.1 Documented a process that outlines when an equally effective access plan is necessary.	Defined	2009			
4.2 Established a process with roles assigned for all parts of creating an equally effective access plan.	Established	2009	✓		
4.3 Established a process that tracks how many equally effective access plans have been created.	Defined	2009	✓	✓	
4.4 Established a process to ensure that accommodations were provided.	Initiated	2012	✓	✓	

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

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

6.5.0 Training

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 11/12 (Please list 3 to 5)

Accomplishment 1 : Met with AAS (Administrative group) and presented ATI overview

Key Plans 12/13 (Please list 3 to 5)

Plan 1 : Adding ATI information to new employee training materials

Plan 2 : Meeting regularly with AAS (Administrative group) for ATI

Plan 3 : Add ATI information to procurement card training manual

Comments

Success Indicators

	Status - Required	Year Started	Worked on in 11/12	Will work on in 12/13 - *New Process*	Comments
			Yes	Yes	

5.1 Established and deployed new employee orientation training materials that provide overview of Section 508 requirements and where to get more information.	Initiated	2009	✓	✓	
5.2 Established and deployed training program for purchase requestors.	Defined	2011	✓	✓	
5.3 Established and deployed training program for technical evaluators.	Not Started				
5.4 Established and deployed training program for procurement staff.	Defined	2010			
5.5 Established and deployed training for all purchase card holders.	Initiated	2011	✓	✓	
5.6 Established and deployed training for Section 508 compliance officer.	Defined	2009			
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.).	Not Started				
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process.	Not Started				

Area(s) of Requested Collaboration for Training

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

7. 6.0 Outreach (Communications)

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

Defined

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

Accomplishment 1 : Meeting with campus AAS (Administrative group) explaining ATI

Key Plans 12/13 (Please list 3 to 5)

Comments

Success Indicators

	Status - Required	Year Started	Worked on in 11/12	Will work on in 12/13 - *New Process*	Comments
			Yes	Yes	

6.1 Created an outreach program to explain E&T procurement exemptions and where to get more information.	Defined	2011	✓	✓	
6.2 Identified recurring vendors and educated them on Section 508 accessibility requirements (i.e., renewals, maintenance agreements and ongoing purchases).	Defined	2009			
6.3 Established an ongoing general campus communication that promotes E&T procurement awareness.	Initiated	2009	✓	✓	

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

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

8. 7.0 Evaluation and Monitoring

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 11/12 (Please list 3 to 5)

- Accomplishment 1 : increased the number of ATI reviews
- Accomplishment 2 : tracking of Equally effective access plans

Key Plans 12/13 (Please list 3 to 5)

- Plan 1 : continue to evaluate procurements that have exemptions

Comments

Success Indicators

	Status - Required	Year Started	Worked on in 11/12	Will work on in 12/13 - *New Process*	Comments
			Yes	Yes	
7.1 Evaluated the compliance and completeness of procurements that have exemptions.	Defined	2009			
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	2011	✓	✓	
7.3 Established metrics has led to tangible improvements in the quality and/or effectiveness of the procurement process.	Managed	2011	✓	✓	

Area(s) of Requested Collaboration for Evaluation and Monitoring

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1				

2			
3			

9. 8.0 Experience/Implementation

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

Goal Status - Required

Defined

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

Accomplishment 1 : maintained fast turn around with IT procurement review with staff turnover

Key Plans 12/13 (Please list 3 to 5)

Comments

Success Indicators 8.1 - 8.3

	Number for 11/12 - Required	Percent for 11/12 (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.	16	100	
8.2 Number and percent of E&IT products on which user accessibility testing was conducted.	0	0	
8.3 Number and percent of verifications of Voluntary Product Accessibility Templates (VPATs) conducted.	5	31	

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.	3	0	0	0	3	0	0	2 future plans and 2 incidental - total # of exemption is 10

Area(s) of Requested Collaboration for Experience/Implementation

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

10. Contributors

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Sara	Rumiano	Director Procurement & Contract Services	srumiano@csuchico.edu	530-898-5270
2	Jerry	Ringel	Director	retired	retired
3	Brooke	Banks	Director IT Planning & Projects/Info Sec Ofcr	bfbanks@csuchico.edu	530-898-6859
4					
5					

Final Comments

Please send a copy of this report to srumiano@csuchico.edu

Required - Updated Campus Plan Declaration

Yes

Required - This report has been approved by Campus Sponsor:

Sandy Parsons-Ellis