

Pro CAR AY 14/15

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.

1.0 Goal Status - Required

Managed

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : 100% review of all E&IT procurements in FY 14/15 regardless of cost

Accomplishment 2 : Updated procurement section of ATI website

Accomplishment 3 : Re-designed ATI procurement process in preparation for August 2015 launch

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Update procurement plan

Plan 2 : Launch online E&IT review process using Team Dynamics software - Aug 2015

Plan 3 : Train buyers - July 2015

Comments

1.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
1.1 Developed and published an Accessible ATI E&IT Procurement Plan.	Managed	2009	X	X	Will finish in 2015/16 and publish to website
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Established	2009	X	X	publish in procurement plan and ATI website and TeamDynamix knowledgebase
*1.3 REVISED Developed a procedure for procuring E&IT products based on the product/service impact criteria.	Defined	2014	X	X	Currently all products are reviewed the same way
*1.4 REVISED Developed a documented process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals.	Defined	2014	X	X	Will include process as part of ATI Procurement plan
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Optimizing	2009			RFP template & evaluation criteria have ATI language
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance.	Managed	2009			
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance.	Defined	2013			Evaluation occurs after purchase is complete
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs).	Defined	2013	X	X	Process not yet documented

Collaborating on Goal 1 - Procurement Procedures

1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
	Yes	Yes	
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.

2.0 Goal Status - Required

Managed

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : Re-evaluated ATI procurement roles in preparation for August 2015 on-line process launch

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Launch online E&IT review process which assigns roles for each E&IT review - Aug 2015
 Plan 2 : Re-evaluate staffing requirements after the launch of online E&IT process

Comments

2.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics.	Managed	2009	X		
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Managed	2009	X		Training planned in October 2015 will cover this area
*2.3 REVISED 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 EIT product/service provider on accessibility questions? Who does	Established	2009	X		

Collaborating on Goal 2 - Staffing or Role Definition

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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.

3.0 Goal Status - Required

Defined

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : Accessibly impact matrix documented

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Document exemption process

Comments

3.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
*3.1 REVISED Established a process for approving exemptions.	Defined		X	X	
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Defined			X	
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted.	Initiated		X	X	
*3.4 REVISED Established a follow-up process for communicating with EIT product/service provider and purchase requesters when a procurement is moved forward without total resolution of the accessibility status of the product.	Initiated		X	X	

Collaborating on Goal 3 - Exemptions Process

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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.

4.0 Goal Status - Required

Established

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : Impact assessment matrix was documented

Accomplishment 2 : Low impact EEAAP statement was created

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Document EEAAP processes

Comments

4.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
*4.1 REVISED Documented a process that outlines when an equally effective alternate access plan is necessary.	Defined	2009	X	X	
*4.2 REVISED Established a process with roles assigned for all parts of creating an equally effective alternate access plan.	Defined	2009	X	X	
*4.3 REVISED Established a process that tracks how many equally effective alternate access plans have been created.	Managed	2009	X	X	
4.4 Established a process to ensure that accommodations were provided.	Initiated	2014	X	X	

Collaborating on Goal 4 - Equally Effective Access Plans

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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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.

5.0 Goal Status - Required

Established

Key Accomplishments AY 14/15 (Please list 3 to 5)

- Accomplishment 1 : Training provided to IT staff
- Accomplishment 2 : Training materials created for fall rollout

Key Plans 15/16 (Please list 3 to 5)

- Plan 1 : Offer ATI/procurement training - Oct, Nov, Dec 2015, and spring 2016
- Plan 2 : ATI Designee attended appropriate professional development courses/programs
- Plan 3 : CO ATI Staff in-person training for Procurement Staff

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	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.	Defined	2014			
*5.2 REVISED Established and deployed training program for purchase requestors and administrative support staff.	Defined	2014	X	X	
*5.3 REVISED Established and deployed training program for Information Technology Staff.	Defined	2014	X	X	
*5.4 REVISED Established and deployed training program for Buyers (procurement staff).	Managed	2010			
5.5 Established and deployed training for all purchase card holders.	Defined	2014	X	X	
*5.6 REVISED Established a plan that provides resources for the Section 508 Compliance officer and ATI Designee or other Designee to participate in professional development and continuing education opportunities.	Established	2014	X	X	
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				

Collaborating on Goal 5 - Training

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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.

6.0 Goal Status - Required

Defined

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : Decreased dollar limit for ATI procurement reviews and worked with many buyers to improve knowledge of requirements

Accomplishment 2 : Draft training materials presented to the University Technology Advisory Committee (UTAC)

Accomplishment 3 : Updated ATI website

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Provide regular training

Plan 2 : Publicize ATI website, IT Procurement Review process in multiple venues

Comments

6.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
*6.2 REVISED Established a process for working collaboratively with vendors during the procurement process to asses and improve the accessibility of their product (i.e. VPAT review process, Accessibility Roadmap).	Defined	2014	X	X	
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness.	Defined	2009	X	X	

Collaborating on Goal 6 - Outreach (Communications)

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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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.

7.0 Goal Status - Required

Defined

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : Metrics built into ATI Procurement tracking tools

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Enhance metrics reporting in TeamDynamix

Plan 2 : Review metrics with Procurement Team quarterly

Plan 3 : Weekly reort of ATI procurement reviews

Comments

7.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15 Yes	Will work on in 15/16 Yes	Comments
*7.4 NEW Established metrics to evaluate the effectiveness of the ATI procurement process and procedures process.	Defined	2014	X	X	
*7.5 NEW Established metrics to evaluate the effectiveness of the Equally Effective Alternate Access process.	Initiated	2014		X	
*7.6 NEW Established metrics to evaluate the effectiveness of campus training process.	Initiated	2014		X	
*7.7 NEW Establish metrics to evaluate the effectiveness of campus outreach process.	Not Started	2014		X	

Collaborating on Goal 7 - Evaluation and Monitoring

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

9. 8.0 Experience/Implementation

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

8.0 Goal Status - Required

Established

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : developed online E&IT procurement process which enables us to gather needed data

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Improve data collection and reporting processes for ATI procurements

Comments

8.0 Success Indicators 8.1-8.3

	Response for AY 14/15 - Required	Comments
*8.5 NEW What is the total number of E&IT reviews?	219	
*8.6 NEW What is the total percentage of EEAAP's?	90-95%	There is at least a "low impact EEAAP" for almost all E&IT reviews.
*8.7 NEW What is the total number of exemptions/exceptions?	0	Our campus reviewed ALL E&IT products. This year we will work to identify the items that could be granted an exemption/exception.

Collaborating on Goal 8 - Experience/Implementation

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

10. Contributors

Final Comments

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Brooke	Banks	Associate Vice Provost for Information Resources	bfbanks@csuchico.edu	530-898-6212
2	Rumiano	Sara	Dir. Procurement & Contract Services	srumiano@csuchico.edu	530-898-5270
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Required - Updated Campus Plan Declaration

No

Request for Submission Notification

Please send an email verifying submission of this report to:

Name:

Sara Rumiano

Email:

srumiano@csuchico.edu

Request for PDF Copy of Responses

Please send a PDF copy of this report to:

Name:

Sara Rumiano

7.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
*7.4 NEW Established metrics to evaluate the effectiveness of the ATI procurement process and procedures process.	Defined	2014	X	X	
*7.5 NEW Established metrics to evaluate the effectiveness of the Equally Effective Alternate Access process.	Initiated	2014		X	
*7.6 NEW Established metrics to evaluate the effectiveness of campus training process.	Initiated	2014		X	
*7.7 NEW Establish metrics to evaluate the effectiveness of campus outreach process.	Not Started	2014		X	

Collaborating on Goal 7 - Evaluation and Monitoring

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

9. 8.0 Experience/Implementation

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

8.0 Goal Status - Required

Established

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : developed online E&IT procurement process which enables us to gather needed data

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Improve data collection and reporting processes for ATI procurements

Comments

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*8.5 NEW What is the total number of E&IT reviews?	219	
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*8.7 NEW What is the total number of exemptions/exceptions?	0	Our campus reviewed ALL E&IT products. This year we will work to identify the items that could be granted an exemption/exception.