

Campus Procurement Annual Accessibility Report Academic Year 12/13

Response ID:11; 101572730 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.

1.0 Goal Status - Required

Managed

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

Key Plans 13/14 (Please list 3 to 5)

Plan 1 : Update the Procurement Plan

Plan 2 : Update the E &T Procurement Form to include the EEAP

Comments

1.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
1.1 Developed and published an Accessible ATI E&T Procurement Plan.	Managed	2009		✓	Needs Revision
1.2 Developed and published a document that defines what products are categorized as Section 508 E&T procurements.	Established	2009		✓	Include in update of Procurement Plan
1.3 Developed a procedure for procuring E&T products at and above the current ATI procurement threshold.	Optimizing	2009			
1.4 Developed a documented rubric or process to determine the level/complexity of 508 evaluations that will be required for new procurements and/or renewals.	Initiated	2009		✓	Will be included in plan
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Managed	2009			
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.	Not Started				Procurement card purchases are under 15K; not a priority at this time.

Collaborating on Goal 1 - Procurement Procedures

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 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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			May make some revisions to roles in plan

Collaborating on Goal 2 - Staffing or Role Definition

2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
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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

Managed


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

Key Plans 13/14 (Please list 3 to 5)

Plan 1 : Process will be updated with revision of Procurement Plan to reflect changes

Comments

3.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
3.1 Established a process for granting exemptions.	Managed	2009			Revision in plan
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Defined	2009			Will be posted with plan revision
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			will be included in plan revision/roles

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

Defined

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

Key Plans 13/14 (Please list 3 to 5)

Plan 1 : Updating the E &IT procurement form to include EEAP

Plan 2 : Updating Procurement Plan to include more detailed processes and procedures

Comments

4.0 Success Indicators

Collaborating on Goal 4 - Equally Effective Access Plans

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 12/13 (Please list 3 to 5)

Accomplishment 1 : Developed Simply Procurement - on campus, open forum for end users

Accomplishment 2 : Dean Bootcamp

Key Plans 13/14 (Please list 3 to 5)

Plan 1 : Continue Simply Procurement

Plan 2 : End User training when Procurement Plan is revised

Plan 3 : Add ATI procurement information to procurement card training manual

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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	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.	Managed	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				

Collaborating on Goal 5 - Training

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

6.0 Goal Status - Required

Defined

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


- Accomplishment 1 : Dean Bootcamp
- Accomplishment 2 : Simply Procurement
- Accomplishment 3 : 5 Clicks

Key Plans 13/14 (Please list 3 to 5)

- Plan 1 : Procurement Plan (revision) will be widely publicized and published

Comments

6.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
6.1 Created an outreach program to explain E&T procurement exemptions and where to get more information.	Established	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.	Defined	2009			Publish plan

Collaborating on Goal 6 - Outreach (Communications)

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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&T procurements.

7.0 Goal Status - Required

Defined

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

Key Plans 13/14 (Please list 3 to 5)

- Plan 1 : Revise Procurement Plan and procurement E &T form/EEAP
- Plan 2 : Evaluate current Metrics

Comments

7.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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&T 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			

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&T procurements.

8.0 Goal Status - Required

Defined

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

Key Plans 13/14 (Please list 3 to 5)

Plan 1 : Reach out to Cheryl Pruitt/ATI staff for campus consultation and training

Comments

8.0 Success Indicators 8.1-8.3

Success Indicator 8.4

Collaborating on Goal 8 - Experience/Implementation

10. Contributors

Contributors

Final Comments

Required - Updated Campus Plan Declaration

Yes

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Brook Banks/Sandy Parsons

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