

ATI Procurement Annual Report AY16/17

Campus

Campus Name - Required

Chico

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 AY16/17 (Please list 3 to 5)

Accomplishment 1 : Online ITPR process streamlined

Accomplishment 2 : ITPR process expanded to include Research and University Foundation purchases

Key Plans AY17/18 (Please list 3 to 5)

Comments

1.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
1.1 Developed and published an Accessible ATI E&IT Procurement Plan.	Managed	2009	X	X	http://www.csuchico.edu/ati/procedures/procurement
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Managed	2009			ITPR Request form: https://support.csuchico.edu/TDClient/Requests/SerID=10028
1.3 Developed a procedure for procuring E&IT products based on the product/service impact criteria.	Established	2014	X	X	Criteria for low-impact approvals defined, impact ma created
1.4 Developed a documented process to determine the					

level/complexity of 508 evaluation that will be required for new procurements and/or renewals.	Established	2014	X	X	Criteria for low-impact approvals defined, impact ma created
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Managed	2009			RFP template and evaluation criteria have ATI langu
	Managed	2009	X		ITPR Request form: https://support.csuchico.edu/TDClient/Requests/SerID=10028
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance.	Managed	2013	X	X	ITPR Request form: https://support.csuchico.edu/TDClient/Requests/SerID=10028
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs).	Defined	2013			Ad-hoc process exists.

Collaborating on Goal 1 - Procurement Procedures

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

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 AY16/17 (Please list 3 to 5)

Accomplishment 1 : ITPR process streamlined to simplify low impact reviews

Accomplishment 2 : Bi-monthly meetings with key ATI/ITPR stakeholders

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Augment staff involved in initial review

Comments

2.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics.	Managed	2009	X		Meetings are scheduled and attended by ATI procurement working group.
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Managed	2009	X		Continuing to offer regular training on campus ITPR process. At the current time communication is managed through the ticket.
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 EIT product/service provider on accessibility questions? Who does	Managed	2009	X		Team Dynamix workflow defines roles for all steps of the process.

Collaborating on Goal 2 - Staffing or Role Definition

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

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 AY16/17 (Please list 3 to 5)

Accomplishment 1 : Implemented a process for reviewing exemptions

Accomplishment 2 : Included exemption process in the training of campus constituents

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Define a process for managing and reporting on EEAAP's

Comments

3.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
3.1 Established a process for approving exemptions.	Established		X		Process is included as part of the ITPR process.
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Established		X		Exemption process and information is included in the ITPR as well as provided during training.
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted.	Defined		X	X	Low impact EEAAP's are provided for all exemptions.
3.4 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.	Defined		X	X	ITPR process is required annually to facilitate follow up with purchase requesters and service providers.

Collaborating on Goal 3 - Exemptions Process

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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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 AY16/17 (Please list 3 to 5)

Accomplishment 1 : EEAAP is provided for all low-impact E&IT products/services

Key Plans AY17/18 (Please list 3 to 5)

- Plan 1 : Publish user-friendly matrix for identification of when an EEAAP is required
- Plan 2 : Formalize the process for provision of EEAAP's for medium and high-impact products and services

Comments

4.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
4.1 Documented a process that outlines when an equally effective alternate access plan is necessary.	Established	2009	X	X	Matrix defines when EEAAP is required.
4.2 Established a process with roles assigned for all parts of creating an equally effective alternate access plan.	Established	2009	X		Roles assigned to OATS office, specifically Jeremy Olguin.
4.3 Established a process that tracks how many equally effective alternate access plans have been created.	Defined	2009	X		Assess Team Dynamix reporting and dashboard and define process for identification of EEAAP and their level.
4.4 Established a process to ensure that accommodations were provided.	Not Started				Not started

Collaborating on Goal 4 - Equally Effective Access Plans

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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

Managed

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : In-person training updated and improved

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Assess the possibility of video taping training and posting online

Comments

5.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/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	2014			Encourage employees to attend training offered at least once per semester
	Managed	2014	X	X	Continue to improve in-person training classes which are offered at least once per semester.
5.3 Established and deployed training program for Information Technology Staff.	Managed	2014	X		IT staff attend the standard ITPR training.
5.4 Established and deployed training program for Buyers (procurement staff).	Managed	2010			New buyers are given ITPR training
5.5 Established and deployed training for all purchase card holders.	Managed	2014			ITPR process is addressed in p-card training. Procurement card holders who make mistakes are provided followup training.
5.6 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.	Defined	2014	X		ATI designee is provided and participates in ongoing professional development
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.).	Established	2015	X	X	Feedback from in-person training is gathered. Knowledge retention is not assessed.
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process.	Initiated	2016	X		individuals are encouraged to attend training

Collaborating on Goal 5 - Training

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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

Established

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : In-person training provided at least once per semester

Accomplishment 2 : Published a campus-wide memo regarding E&IT procurement processes

Key Plans AY17/18 (Please list 3 to 5)

Comments

6.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
6.2 Established a process for working collaboratively with vendors during the procurement process to assess and improve the accessibility of their product (i.e. VPAT review process, Accessibility Roadmap).	Established	2014	X	X	Purchasers and evaluators interface with vendors during the ITPR process.
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness.	Established	2009	X	X	ITPR trainings are marketed regularly.

Collaborating on Goal 6 - Outreach (Communications)

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				

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

Established

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : Metrics are communicated during training

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Report on expanded metrics

Comments

7.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
7.4 Established metrics to evaluate the effectiveness of the ATI procurement process and procedures process.	Defined	2014	X	X	refine the ITPR process to include additional metrics such as: EEAAP's issued, VPATS provided, etc.
7.5 Established metrics to evaluate the effectiveness of the Equally Effective Alternate Access process.	Initiated	2014		X	.
7.6 Established metrics to evaluate the effectiveness of campus training process.	Initiated	2014	X		Training feedback is collected after each class.
7.7 Establish metrics to evaluate the effectiveness of campus outreach process.	Not Started	2014			.

Collaborating on Goal 7 - Evaluation and Monitoring

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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8.0 Experience/Implementation

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

8.0 Goal Status - Required

Managed

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : Continuing to offer in-person trainings to the campus community

Key Plans AY17/18 (Please list 3 to 5)

Comments

8.0 Success Indicators

	Response for AY16/17 - Required	REQUIRED Evidence/Comments
8.5 What is the total number of E&IT reviews?	737	ITPRs created.
8.6 What is the total percentage of EEAAP's?	25%	EEAAPs completed as needed.
8.7 What is the total number of exemptions/exceptions?	0	Our campus reviewed ALL E&IT products regardless of cost or impact.

Final Comments and Review Options

Final Comments

Opportunity to Review and/or Download Report Responses BEFORE Submission

I would like to review the responses and/or be given the option to "Download PDF Version" of this report before it's submitted.