California State University Stanislaus
E&IT Procurement Checklist for Section 508 Compliance

Requestor _____ **Requisition Number** ☐

Department/Unit _____ **E&IT Officer Review** ☐

Product Description _____

Product Users _____

_____

Product Usage _____

Cost _____

Pre-Award Action for EIT Procurements

Initial all appropriate boxes

General Exemptions to Section 508 Only E&IT Officer can authorize an exemption

- Back-Office (Includes mostly data centers and comm closets type-equipment) ☐
- Fundamental Alteration (e.g., cell phones, PDAs, pagers, hand-held devices) ☐

Subparts and Categories for Section 508 Compliance

Subpart B - Technical categories of standards (may require more than one) ☐

- Software applications and operating systems (36 CFR part 1194.21) ☐
- Web-based internet and intranet information and applications (36 CFR part 1194.22) ☐
- Telecommunication products (36 CFR part 1194.23) *(phone systems, voice mail systems)* ☐
- Video and multimedia products (36 CFR part 1194.24) *(videos, tv tuners & displays)* ☐
- Self-contained, closed products (36 CFR part 1194.25) *(printers, fax machines, kiosks, ITMs)* ☐
- Desktop and portable computers (36 CFR part 1194.26) ☐

Subpart C - Functional performance criteria ☐

Subpart D - Information, documentation, and support documentation (always required) ☐

Market Analysis for Section 508 Compliance

- All products that meet the functional requirements are 508 conformant ☐
- One product meets more 508 standards than the others (attach supporting analysis) ☐
- Product previously purchased and is still comformant (e.g., desktop computer contract) ☐
- Only one product meets functional specifications (e.g., sole source)(attach justification) ☐

Note: For an EIT procurement to be awarded, it must have a completed procurement checklist and the vendor supplied VPAT. This includes sole source procurements. Exempt and previously purchased products only require a procurement checklist.

Requestor 6LJQDWXUH _____ **Date** _____

Signature required to certify accuracy and completeness of the checklist and Section 508 compliance.

E&IT Officer 1 DP H _____

E&IT Officer 6LJQDWXUH _____ **Date** _____

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