

# ATI Procurement Annual Report AY16/17

## Campus

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### Campus Name - Required

Stanislaus

## 1.0 Procurement Procedures

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**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

Initiated

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

Accomplishment 1 : Create a shared repository for VPATS, exemptions, EEAAPs, and Roadmaps in Sharepoint and Basecamp.

Accomplishment 2 : Identified testers for VPAT review in DRS and OIT Programming group.

Accomplishment 3 : An overview of an implementation plan was shared with the ATI Steering Committee with emphasis on the first four steps of executive support, plans and procedures, communication and awareness campaigns, and training.

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

Plan 1 : Create an E&IT Procurement store front with approved inventory and documentation.

Plan 2 : Develop policies, processes, and procedures in association with the Procurement Team and purchasing staff across campus.

Plan 3 : Develop a process for putting EIT review ahead of entering requisitions into PeopleSoft.

Plan 4 : Update Procurement website to link to CSU resources, e.g. contract store and VPAT repository.

### Comments

Documentation has been created in draft form pending development by ATI Procurement Ad-Hoc Subcommittee and Procurement Team, and approval by the ATI Steering Committee.

## 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.	Initiated	2013		X	A Summary ATI Procurement Campus Plan is published on the ATI Procurement website SP: EIT Procurement Plan
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Initiated	2013		X	SP/ATI: Section 508 Standards Guide (posted to the ATI Procurement website) SP: EIT Procurement Plan
1.3 Developed a procedure for procuring E&IT products based on the product/service impact criteria.	Initiated	2013		X	SP: EIT Procurement Process Steps Table SP: EIT Procurement Process Form
1.4 Developed a documented process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals.	Initiated	2014		X	SP: Section 508 Standards Guide
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Initiated	2014		X	The Procurement Buyer incorporates accessibility review during the competitive bid process, including accessibility submission requirements. SP: EIT Formal Bid Process for New Product_Service
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance.	Initiated	2014		X	The Procurement Buyer incorporates accessibility review during the competitive bid process, including accessibility submission requirements. SP: EIT Formal Bid Process for New Product_Service
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance.	Not Started			X	Not started
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs).	Initiated	2016		X	SP: Pre-VPAT Evaluation Form

**Collaborating on Goal 1 - Procurement Procedures**

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	1.2	X		Request the Chancellor's Office provide a list of PeopleSoft procurement codes that fit the EIT categories.
2	1.3	X		How do other campuses prescreen the purchases to determine which ones are EIT?
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**

Initiated

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

Accomplishment 1 : Revised ATI Procurement website with new resource.

Accomplishment 2 : Reviewed the Procurement website to identify missing EIT Procurement information.

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

Plan 1 : Determine roles and responsibilities for the campus

Plan 2 : Create a work group for drafting an EIT Procurement Sub-committee Campus Plan

Plan 3 : Explore using PeopleSoft to code EIT Procurement coding to flag for review

**Comments**

We focused on exploring CSULA or Fresno State as a model for an EIT Procurement process. Difficulties arose in how to assign roles to our existing staff, and whether the bulk of the work would be done in the Procurement and Contract Services Department or by Campus departments and their procurement staff.

We will delay development of communication channels to inform the campus of EIT Procurement requirements, resources, and processes until we have an approved Procurement campus plan.

## 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.	Initiated	2012		X	ATI Steering Committee met three times in the reporting year CSU ATI Procurement Community of Practice Monthly.
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Established	2012		X	Procurement Officer/Ad-Hoc Proc. Sub-Committee Chair: Phyllis Crittendon ATI Coordinator/ESSC: Tawn Gillihan
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	Initiated	2012		X	SP: ATI Roles & Responsibilities for OIT SP: ATI Roles & Responsibilities for Non_OIT These roles are in development in conversations and trainings with buyers and campus requestors. When complete, we will publish the Roles and Responsibilities for each area of EIT Procurement.

### 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

Not Started

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

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

- Plan 1 : Develop the ATI Procurement webpage into a fully usable resource for the EIT Procurement process.
- Plan 2 : Develop clear guidelines on the roles, policies, and procedures for EIT Procurement.

## Comments

We had significant loss of support for EIT Procurement in this reporting year due to loss of membership in the ATI Steering Committee.

These documents were started in prior years and will be reviewed for 2017/18:

SP: EIT Procurement Process Steps Table

SP: Procurement EIT Exemption

Procurement EIT Exemption form created in draft form and posted to the ATI Procurement Sharepoint site.

### 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.	Not Started			X	Will start in reporting year 2017/18.
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Not Started			X	Will start in reporting year 2017/18.
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted.	Not Started			X	Will start in reporting year 2017/18.
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.	Not Started			X	Will start in reporting year 2017/18.

### Collaborating on Goal 3 - Exemptions Process

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	3.3	X		Please provide examples of processes for supplementing accommodations.
2				
3				
4				

## 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

Not Started

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

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

Plan 1 : Will be reviewed in the EIT campus planning process.

## Comments

We had done planning work and training of Procurement staff prior to 2016/17 but due to loss of committee members and available staff in the Procurement Department, EIT Procurement lost ground in the implementation process. These documents were started in prior years and will be reviewed for 2017/18:

SP: EIT Procurement Plan

SP: Determination of EEAAP Guidelines

SP: Equally Effective Alternate Access Plan

## 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.	Not Started				Not worked on in 2016/17 but will be implemented in 2018/19.
4.2 Established a process with roles assigned for all parts of creating an equally effective alternate access plan.	Not Started				Not worked on in 2016/17 but will be implemented in 2018/19.
4.3 Established a process that tracks how many equally effective alternate access plans have been created.	Not Started				Not worked on in 2016/17 but will be implemented in 2018/19.
4.4 Established a process to ensure that accommodations were provided.	Not Started				Not worked on in 2016/17 but will be implemented in 2018/19.

## Collaborating on Goal 4 - Equally Effective Access Plans

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

## 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

Initiated

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

Accomplishment 1 : Training materials for EIT Procurement posted on the ATI website.

Accomplishment 2 : The ATI Coordinator is working with the Director of Training to identify available training modules and explore options to create training.

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

Plan 1 : Expand participation in the CSU ATI Communities of Practice for Procurement to include the Procurement staff.

Plan 2 : A training plan is in development role-based training in EIT Procurement.

**Comments**

We are struggling to assign roles and responsibilities given our lack of staffing resources. Determining whether the responsibility for complying with EIT Procurement lies with the Procurement and Contract Services Department, the department staff, or some combination has interrupted the training process.

## 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	2012		X	The ATI Coordinator and Procurement Specialist will work with Human Resources and Faculty Affairs to incorporate EIT Procurement in New Employee Orientations.
5.2 Established and deployed training program for purchase requestors and administrative support staff.	Initiated	2014			SP: Implementation Training Plan for Procurement Staff
5.3 Established and deployed training program for Information Technology Staff.	Defined	2014		X	OIT Purchasing staff included in discussions and training development with Procurement team.
5.4 Established and deployed training program for Buyers (procurement staff).	Initiated	2012		X	SP: Implementation Training Plan for Procurement Staff
5.5 Established and deployed training for all purchase card holders.	Not Started				Not started.
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.	Initiated	2012		X	The ATI Coordinator participates in the CSU Communities of Practice, but a formal training plan has not been developed. We will create a training plan and budget.
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.).	Not Started	2014		X	Not started.
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process.	Not Started	2012		X	At this time refreshing knowledge would be a one-on-one session or a referral to the Chancellor's Office ATI Procurement website or other online resources.



## Collaborating on Goal 5 - Training

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

## 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

Not Started

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

Accomplishment 1 : Revised the ATI Procurement website to include additional information.

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

Plan 1 : Will further expand the ATI Procurement website with general knowledge of EIT Procurement and resources.  
 Plan 2 : Will update the Financial Services Procurement website with general information, legal requirements, training materials, etc.

### Comments

The campus is not aware of EIT Procurement. The Procurement Department is aware and will begin planning the implementation in 2017/18.

### 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).	Initiated	2012	X	X	SP: EIT Procurement Plan and Roles & Responsibilities
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness.	Initiated	2012	X	X	SP: ATI Communication & Awareness Plan (Procurement Section) SP: ATI Procurement Communication & Training Plan

**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**

Not Started

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

Accomplishment 1 : The ATI Steering Committee was informed of the Section 508 refresh impacts Information & Communication Technology (ICT) procurement, (formerly Electronic & Information Technology [EIT]), as well as Web digital content.

Accomplishment 2 : Non-web electronic documents and non-public facing electronic content and software will now be included in compliance regulations.

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

Plan 1 : The ATI Steering Committee, following the appointment of new members, will review campus plans, annual and executive summary reports, roles, funding, and procedures.

Plan 2 : Training for ATI Steering Committee members is in development.

Plan 3 : The campus will be starting fresh with a new ATI Steering Committee and Procurement & Contracts Manager.

Plan 4 : The Procurement & Contracts Manager is the Chair of the ATI Procurement Ad-hoc Subcommittee.

Plan 5 : The ATI Procurement Ad-hoc Subcommittee will review the current status of EIT Procurement, develop an action plan, and select action items for the coming year.

**Comments**

We are not at this stage of implementation.

**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.	Not Started				Not started.
7.5 Established metrics to evaluate the effectiveness of the Equally Effective Alternate Access process.	Not Started				Not started.
7.6 Established metrics to evaluate the effectiveness of campus training process.	Not Started				Not started.
7.7 Establish metrics to evaluate the effectiveness of campus outreach process.	Not Started				Not started.

**Collaborating on Goal 7 - Evaluation and Monitoring**

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

**8.0 Experience/Implementation**

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

**8.0 Goal Status - Required**

Initiated

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

Accomplishment 1 : At the end of 2016/17 the campus hired a Procurement & Contracts Manager who is taking on leadership of EIT Procurement. Previous materials that were developed prior to 2016/17 will be reviewed and revised as needed.

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

Plan 1 : The ATI Designee, Coordinator and Procurement Sub-Committee Chair will submit a document showing responsibilities, and how those would integrate into job descriptions, to the ATI Steering Committee for consideration.

**Comments**

Current staffing levels to evaluate VPATs, create EEAAPs, or issue exemptions are not in place. Membership in the ATI Steering Committee is reduced due to the departure of several members off campus. This presents an opportunity to bring new members on to the committee in conformance with the Chancellor’s guidelines for committee membership. ATI Sub-Committee Chairs will take a more active role in creating campus plans and contributing to annual reports and executive summaries. The ATI Coordinator and the Sub-Committee Chairs will meet to explore implementation goals, roles, processes, training, and communication with campus stakeholders.

**8.0 Success Indicators**

	Response for AY16/17 - Required	REQUIRED Evidence/Comments
8.5 What is the total number of E&IT reviews?	3	In 2016/17 we did not yet have staff assigned to the role of reviewer. We began reviewing VPATs in 2016/17 and have three as of December 2016.
8.6 What is the total percentage of EEAAP’s?	0	In 2016/17 we did not yet have a process for creating EEAAP's.
8.7 What is the total number of exemptions/exceptions?	0	In 2016/17 we did not yet have a process for granting exemptions.

**Final Comments and Review Options**

## **Final Comments**

We had done planning work and training of Procurement staff prior to 2016/17 but due to loss of committee members and available staff in the Procurement Department, EIT Procurement lost ground in the implementation process. This will be improved in 2017/18. The Procurement Department hired a Procurement & Contracts Manager who is taking on the leadership of EIT Procurement. Materials that were developed prior to 2016/17 will be reviewed and revised as needed.

### **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.