

Campus Procurement Annual Accessibility Report Academic Year 12/13

Response ID:1; 101572742 Data

1. Campus

Campus Name - Required

Stanislaus

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

Initiated

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

Accomplishment 1 : Formed ATI Steering Committee with Procurement Ad Hoc Sub Committee.
Accomplishment 2 : Developing roles and procedures for E&IT Procurement process.

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

Plan 1 : Present plan for E&IT Procurement procedures to ATI Steering Committee for approval.
Plan 2 : Develop roles, policies, and procedures.
Plan 3 : Develop rubric and EEAP process.

Comments

The ATI website has been redesigned and the E&IT Procurement section is in development. Currently the site links to the CO's website to provide guidance to the campus and to vendors. Full development is pending the guidance in development by the Chancellor's Office.

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&IT Procurement Plan.	Defined	2009	✓	✓	
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Defined	2009	✓	✓	
1.3 Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold.	Defined	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	2012	✓	✓	
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Initiated	2009	✓	✓	
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance.	Initiated	2009	✓	✓	

1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance.	Initiated	2012			
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs).	Initiated	2009			

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

Defined

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

Accomplishment 1 : The ATI Steering Committee was formed and created an Ad Hoc Subcommittee for Procurement.

Accomplishment 2 : The Procurement/Contracts Officer was appointed Chair of the E&IT Ad Hoc Subcommittee.

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

Plan 1 : Creating a Procurement team for ATI, to include the following: o Buyers o Print Shop Supervisor o OIT Staff o Administrative Support o ATI Coordinator.

Plan 2 : Continue to develop roles.

Comments

Full development is pending the guidance in development by the Chancellor's Office.

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.	Defined	2012			
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Defined	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?).	Defined	2009			

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

Initiated

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

Accomplishment 1 : We have a draft version of an exemption form and have used it for some recent E&IT purchases.

Accomplishment 2 : We created a Procurement page on the new ATI website to hold resources for the campus.

Accomplishment 3 : We created a Staff page on the new ATI website to target resources specifically for staff use.

Accomplishment 4 : The new ATI website has links to the CSU ATI website for the most current information.

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

Plan 1 : Develop plan to notify the Procurement ATI Team early in the planning process for E&IT Purchases.

Plan 2 : Develop clear guidelines on the roles, policies, and procedures to be followed by departments when purchasing E&IT.

Plan 3 : Create a shared collaboration space to share documents, forms, resources, VPATs, exemptions, EEAPs, etc.

Plan 4 : Develop the ATI Procurement web page into a fully usable resource for the E&IT procurement process.

Plan 5 : Use the templates provided by the Chancellor's Office to stay consistent with other campuses.

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.	Initiated	2010	✓	✓	
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Initiated	2012	✓	✓	
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted.	Initiated	2012	✓	✓	
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.	Initiated	2012	✓	✓	

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

Initiated

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

Accomplishment 1 : We have a draft version of the EEAP and have used it for a few recent purchases.

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

Plan 1 : Use the templates provided by the Chancellor's Office to stay consistent with other campuses.

Comments

4.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
4.1 Documented a process that outlines when an equally effective access plan is necessary.	Initiated	2012	✓	✓	
4.2 Established a process with roles assigned for all parts of creating an equally effective access plan.	Initiated	2012	✓	✓	
4.3 Established a process that tracks how many equally effective access plans have been created.	Initiated	2012	✓	✓	
4.4 Established a process to ensure that accommodations were provided.	Initiated	2012	✓	✓	

Collaborating on Goal 4 - Equally Effective Access Plans

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

Not Started

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

Accomplishment 1 : The ATI Coordinator and the Procurement/Contracts Officer have worked through the training materials provided by the Chancellor's Office.

Accomplishment 2 : Posted tutorials and resources on the new ATI website Staff and Procurement pages for training on-demand.

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

Plan 1 : Develop a training plan and materials.

Plan 2 : Present training in a variety of formats; classroom, video, tutorials, slide presentations, etc.

Plan 3 : Post training materials on the ATI website.

Plan 4 : Create a training package for orientations for students, staff, and faculty.


Comments

We participate in the CoP meetings but it would be very useful to have the meetings recorded for playback. Please record and post the meetings for reference on-demand.

Also, a collaboration site that can be used by all campuses to ask questions, post materials, and search conversation threads would be very useful.

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.	Not Started			✓	
5.2 Established and deployed training program for purchase requestors.	Not Started			✓	
5.3 Established and deployed training program for technical evaluators.	Not Started			✓	
5.4 Established and deployed training program for procurement staff.	Not Started			✓	
5.5 Established and deployed training for all purchase card holders.	Not Started			✓	
5.6 Established and deployed training for Section 508 compliance officer.	Initiated	2012	✓	✓	
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				

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	5.1			Please provide links to training materials used on other campuses.
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

Initiated

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

Accomplishment 1 : Posted information on the new ATI website and indicated the Procurement page is under construction/check back often for updates.

Accomplishment 2 : Created an original infographic of the E&IT Procurement process.

Accomplishment 3 : Presented ATI in many outlets via PowerPoint presentations, discussion in meetings, and one-on-one conversations across campus.

Accomplishment 4 : Participated in the annual OIT Tech Fair and demoed the new ATI website

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

Plan 1 : Create a large scale bulletin board in the Library/OIT offices to promote awareness of ATI, including E&IT Procurement.

Plan 2 : Meet with department staff to provide general information and resources for E&IT Procurement activities.



Plan 3 : Expand the communication and awareness plan to use more methods and encourage collaboration across campus.

Plan 4 : Record trainings and presentations and post to the new ATI website for viewing on-demand.

Comments

Collaboration with other campuses and guidance in the form of templates, promotional materials, presentations from the Chancellor's Office are important elements in outreach for ATI.

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&IT procurement exemptions and where to get more information.	Initiated	2012			
6.2 Identified recurring vendors and educated them on Section 508					

accessibility requirements (i.e., renewals, maintenance agreements and ongoing purchases).	Initiated	2012	✓	✓	
6.3 Established an ongoing general campus communication that promotes E&T procurement awareness.	Initiated	2012	✓	✓	

Collaborating on Goal 6 - Outreach (Communications)

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
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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&T procurements.

7.0 Goal Status - Required

Not Started

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

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

Plan 1 : As our E&T Procurement process develops we will establish methods to monitor our progress.

Comments

In this area in particular the guidance of the Chancellor's Office will be crucial to campus success. We will continue to participate in the CoP meetings and monitor developments across the system.

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.	Not Started				
7.2 Metrics exist for each of the areas of E&T procurement (procedures, staffing, exemptions, equally effective access plans, experience, training, and outreach).	Not Started				
7.3 Established metrics has led to tangible improvements in the quality and/or effectiveness of the procurement process.	Not Started				

Collaborating on Goal 7 - Evaluation and Monitoring

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

exemptions.

Collaborating on Goal 8 - Experience/Implementation

	8.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	8.1			Samples of collection tools used by other campuses.
2	8.2			Samples of collection tools used by other campuses.
3	8.3			Samples of collection tools used by other campuses.
4	8.4			Samples of collection tools used by other campuses.

10. Contributors

Contributors

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4					
5					

Final Comments

Required - Updated Campus Plan Declaration

No

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Required - This report has been approved by Campus Sponsor:

Tawn Gillihan

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