

Campus Procurement Annual Accessibility Report for Academic Year 13/14

Response ID:22; 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

Defined

Key Accomplishments AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • Requiring VPATs for qualified purchases

Accomplishment 2 : • Creating EEAPs

Accomplishment 3 : • Created and posted EIT Procurement Checklist Form

Accomplishment 4 : • Created and posted EIT Procurement Exemption Form

Key Plans 14/15 (Please list 3 to 5)

Plan 1 : • Establish EIT Procurement Roles and Responsibilities based on the models released by the Chancellor's Office

Plan 2 : • Develop EIT Procurement Process based on the models released by the Chancellor's Office

Plan 3 : • Explore staffing needs to administer EIT Procurement procedures

Comments

1.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in 14/15	Comments
			Yes	Yes	
1.1 Developed and published an Accessible ATI E&IT Procurement Plan.	Defined	2009	X	X	
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Defined	2009	X	X	
1.3 Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold.	Defined	2009		X	
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		X	
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Initiated	2009		X	
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance.	Initiated	2009		X	
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		X	

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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • Efforts to establish roles pending release of Chancellor's Office model
 Accomplishment 2 : • Purchasing Contracts Officer filling ad hoc EIT procurements

Key Plans 14/15 (Please list 3 to 5)

Plan 1 : • Create a Procurement team for ATI, to include the following: Buyers, Print Shop Supervisor, Library faculty, OIT staff, ATI Coordinator, and EIT Procurement Ad Hoc Committee Chair
 Plan 2 : • Continue to develop roles & responsibilities and procedures based on the Chancellor's Office model

Comments

2.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in 14/15	Comments
			Yes	Yes	
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics.	Defined	2012	X	X	
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Defined	2009	X	X	
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?).	Initiated	2009	X	X	

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 AY 13/14 (Please list 3 to 5)

- Accomplishment 1 : • Creating a collaboration space to share documents, forms, resources, VPATS, exemptions, EEAPs, etc.
- Accomplishment 2 : • Posted relevant links and forms to the ATI Procurement website

Key Plans 14/15 (Please list 3 to 5)

- Plan 1 : • Develop plan to notify the Procurement ATI Team early in the planning process for EIT Purchases
- Plan 2 : • Develop clear guidelines on the roles, policies, and procedures for EIT Procurement
- Plan 3 : • Develop the ATI Procurement webpage into a fully usable resource for the EIT Procurement process.
- Plan 4 : • Use the resources created by the Chancellor's Office to stay consistent with other campuses.

Comments

3.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in 14/15	Comments
			Yes	Yes	
3.1 Established a process for granting exemptions.	Initiated	2010	X	X	
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Initiated	2010		X	
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		X	

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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • Purchasing Contracts Officer works to create EEAPs for EIT purchases

Key Plans 14/15 (Please list 3 to 5)

Plan 1 : • Form Ad Hoc Work Group to develop roles, responsibilities, and processes for EIT Procurement
 Plan 2 : • Document processes for training and implementation

Comments

4.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in 14/15	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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • The ATI coordinator and procurement officer, have used training available on the Chancellor's website.

Accomplishment 2 : • Additional training resources have been posted to the ATI website

Key Plans 14/15 (Please list 3 to 5)

Plan 1 : • Develop Procurement training plan materials

Plan 2 : • Present training and a variety of formats including classroom presentations, video, tutorials, slides, presentations, etc.

Plan 3 : • Post training materials on the ATI website.

Plan 4 : • Create a training package for new staff and faculty orientations

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in 14/15	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	
5.2 Established and deployed training program for purchase requestors.	Not Started			X	
5.3 Established and deployed training program for technical evaluators.	Not Started				
5.4 Established and deployed training program for procurement staff.	Initiated	2012	X	X	
5.5 Established and deployed training for all purchase card holders.	Not Started			X	
5.6 Established and deployed training for Section 508 compliance officer.	Initiated	2012	X	X	
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.).	Not Started			X	
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process.	Initiated	2012		X	

Collaborating on Goal 5 - Training

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • Maintained large-scale bulletin board in the library/OIT offices to promote awareness of ATI, including EIT Procurement

Accomplishment 2 : • Distributed information on EIT Procurement requirements at tech fairs, workshops, and department meetings

Key Plans 14/15 (Please list 3 to 5)

Plan 1 : • Present and training presentations and posted the ATI website for viewing on demand.

Plan 2 : • Develop focus groups to work on EIT procurement issues

Plan 3 : • Create a training package for new staff and faculty orientations

Comments**6.0 Success Indicators**

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in 14/15	Comments
			Yes	Yes	
6.1 Created an outreach program to explain E&IT procurement exemptions and where to get more information.	Initiated	2012	X	X	
6.2 Identified recurring vendors and educated them on Section 508 accessibility requirements (i.e., renewals, maintenance agreements and ongoing purchases).	Initiated	2012	X	X	
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness.	Initiated	2012	X	X	

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&IT procurements.

7.0 Goal Status - Required

Not Started

Key Accomplishments AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • The ATI coordinator and procurement officer have used training materials available on the Chancellor's website.

Key Plans 14/15 (Please list 3 to 5)

Plan 1 : • Implement EIT Procurement training for new staff and faculty orientations

Plan 2 : • Implement EIT Procurement training for existing staff Purchasing card holders

Plan 3 : • Create a schedule of training that includes materials, feedback, and follow up processes

Comments**7.0 Success Indicators**

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in 14/15	Comments
			Yes	Yes	
7.1 Evaluated the compliance and completeness of procurements that have exemptions.	Not Started			X	
7.2 Metrics exist for each of the areas of E&IT procurement (procedures, staffing, exemptions, equally effective access plans, experience, training, and outreach).	Not Started			X	
7.3 Established metrics has led to tangible improvements in the quality and/or effectiveness of the procurement process.	Not Started			X	

Collaborating on Goal 7 - Evaluation and Monitoring

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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9. 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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • The ATI Steering Committee has an ad hoc Procurement subcommittee identified

Accomplishment 2 : • The Purchasing Contracts Officer and ATI Coordinator met frequently to discuss EIT procurement process and used the Chancellor's Office training materials

Key Plans 14/15 (Please list 3 to 5)

Plan 1 : • The ATI ad hoc Procurement subcommittee is working with the newly released EIT Procurement processes released by the Chancellor's Office

Plan 2 : • The ATI ad hoc Procurement subcommittee is expanding to include ad hoc membership by purchasing agents and technicians for assistance as needed

Comments

8.0 Success Indicators 8.1-8.3

	Number for AY 13/14 - Required	Percent for AY 13/14 (number divided by total number of E&IT procurements) - Required	Comments
8.1 Number and percent of E&IT products on which Section 508 compliance was tested.	0	0	
8.2 Number and percent of E&IT products on which user accessibility testing was conducted.	0	0	
8.3 Number and percent of verifications of Voluntary Product Accessibility Templates (VPATs) conducted.	15-20	0	

Success Indicator 8.4

	Sole Source - Required	Undue Burden - Required	National Security - Required	Commercial Non-availability - Required	Back Office - Required	Net Cost Increase - Required	Fundamental Alteration - Required	Comments
8.4 Number of E&IT procurements granted exemptions.	0	0	0	0	0	0	0	

Collaborating on Goal 8 - Experience/Implementation

	8.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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10. Contributors

Final Comments

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
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5					

Required - Updated Campus Plan Declaration

No

Request for Submission Notification

Please send an email verifying submission of this report to:

Name:

Tawn Gillihan

Email:

tgillihan@csustan.edu

Request for PDF Copy of Responses

Please send a PDF copy of this report to:

Name:

Tawn Gillihan

Email:

tgillihan@csustan.edu

Required - This report has been approved by Campus Sponsor:

Tawn Gillihan

11. Thank You!

Submission Notification

Jan 16, 2015 16:22:13 Success: Email Sent to: tgillihan@csustan.edu

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