

ATI Procurement Report AY 09/10

Campus Name: CSU Fresno

Please refer to the report instructions before completing this form. The instructions were sent as a separate attachment and they are also posted on the [ATI Moodle Website](#).

1.0 Procurement Procedures

Goal	Goal Status	Key Accomplishments 09/10	Key Plans 10/11
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.	Initiated	We participated in a Statewide workgroup, CATCH, to learn more about other agency's experiences with 508 implementation, best practices, and how best to integrate 508 evaluation into Procurement processes. We continued our participation in monthly system-wide Procurement Communities of Practice conference calls.	We are working with other campuses that have already established 508 programs (e.g. San Francisco State University, Sacramento State, Cal Poly San Luis Obispo, and San Jose State University) as a member of the ATI Procurement Standardization workgroup. We plan to evaluate the processes, organizational structure, and policies already put in place by these institutions to better inform our discussion and planning efforts to establish such a program at our campus. The Procurement workgroup will participate in the campus ATI Future Plans workgroup as it seeks to build the business case for a campus-wide, centrally funded ATI organization. Also, the Procurement workgroup will continue to participate in the system-wide Procurement Communities of Practice calls.
Comments			

Success Indicator	Status	Year Started	Worked on 09/10? (Yes/No)	Will work on 10/11? (Yes/No)	Comments
1.1 Developed and published an Accessible ATI E&IT Procurement Plan	Initiated	2007	No	No	The campus established an initial E&IT Procurement Plan in 2007. Any refinements or changes to our plan would be dependent upon securing sufficient funding and allocation of resources (e.g. ability to hire a 508 compliance officer) to properly implement this initiative.
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements	Initiated	2007	No	No	The ability to make continued progress in this area is dependent upon securing sufficient funding and allocation of resources to this initiative (e.g. ability to hire a 508 compliance officer.)

Success Indicator	Status	Year Started	Worked on 09/10? (Yes/No)	Will work on 10/11? (Yes/No)	Comments
1.3 Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold	Initiated	2007	No	No	The ability to make continued progress in this area is dependent upon securing sufficient funding and allocation of resources to this initiative (e.g. ability to hire a 508 compliance officer.)
1.4 Developed a documented rubric or process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals	Initiated	2007	No	No	The ability to make continued progress in this area is dependent upon securing sufficient funding and allocation of resources to this initiative (e.g. ability to hire a 508 compliance officer.)
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance	Initiated	2007	No	No	The ability to make continued progress in this area is dependent upon securing sufficient funding and allocation of resources to this initiative (e.g. ability to hire a 508 compliance officer.)
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance	Not Started	N/A	No	No	The ability to make continued progress in this area is dependent upon securing sufficient funding and allocation of resources to this initiative (e.g. ability to hire a 508 compliance officer.)
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance	Not Started	N/A	No	No	The ability to make continued progress in this area is dependent upon securing sufficient funding and allocation of resources to this initiative (e.g. ability to hire a 508 compliance officer.)
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs)	Initiated	2007	No	No	The ability to make continued progress in this area is dependent upon securing sufficient funding and allocation of resources to this initiative (e.g. ability to hire a 508 compliance officer.)

Area(s) of Requested Collaboration for Procurement Procedures	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff	1.3, 1.4, 1.5, 1.6, 1.8	Yes	No	The University would be interested in collaborating with other campuses that have already established processes in these areas.
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

2.0 Staffing or role definition

Goal	Goal Status	Key Accomplishments 09/10	Key Plans 10/11
ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements.	Initiated	N/A	The campus plans to develop a proposal to seek funding necessary to establish a 508 compliance program at Fresno State.
Comments			

Success Indicator	Status	Year Started	Worked on 09/10? Yes/No	Will work on 10/11? Yes/No	Comments
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics	Initiated	2007	Yes	Yes	A small group of campus staff meet regularly to participate in the monthly ATI Procurement Community of Practice (CoP) calls. In the coming AY, the campus plans to schedule additional campus-specific meetings to discuss future plans to obtain permanent funding to establish and maintain a 508 compliance program at Fresno State.
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements	Initiated	2007	No	No	At present, the contact person for vendors, purchase requestors and staff is a Buyer (Tom Siechert) in the Procurement office. Going forward, the plan would be to establish a Section 508 compliance officer position. Once established, this person would be the point person for these responsibilities, and would work collaboratively with the Procurement office as it relates to purchases of E&IT.
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	2007	No	No	The ability to establish and document each of these roles is dependent upon securing sufficient funding and allocation of resources to this initiative (e.g. ability to hire a 508 compliance officer.) These tasks cannot be completed in absence of at least one additional staff member that would need to be dedicated solely to such accessibility issues and process tasks.

Area(s) of Requested Collaboration for Staffing or role definition	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff	2.3	Yes	No	The University would be interested in collaborating with other campuses that have already established processes in this area.
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

3.0 Exemptions Process

Goal	Goal Status	Key Accomplishments 09/10	Key Plans 10/11
A well-documented process has been established and is used for exemptions to E&IT procurements.	Initiated		
Comments			

Success Indicator	Status	Year Started	Worked on 09/10? Yes/No	Will work on 10/11? Yes/No	Comments
3.1 Established a process for granting exemptions	Initiated	2007	No	No	The evaluation of potential exemptions is wholly dependent upon the having a dedicated Section 508 compliance officer on staff to evaluate the validity of such requests.
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus	Initiated	2007	No	No	The establishment of an exemption process depends on the hiring of a dedicated Section 508 compliance officer.
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted	Initiated	2007	No	No	The establishment of workarounds to allow for equally effective access for partially or non-compliant products is dependent upon the hiring of a dedicated Section 508 compliance officer.
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	Not Started	N/A	No	No	This process cannot be established without the hiring of a dedicated Section 508 compliance officer. Without an ability to evaluate products for 508 compliance, there is no ability to fully understand any particular product's shortcomings relative to the standards, and therefore, it would not be possible to put a process in place to address these (unidentified) non or partially-compliant aspects of a given product.

Area(s) of Requested Collaboration for Exemptions Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

4.0 Equally Effective Access Plans

Goal	Goal Status	Key Accomplishments 09/10	Key Plans 10/11
Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant.	Initiated		The campus plans to develop a proposal to seek funding necessary to establish a 508 compliance program at Fresno State.
Comments			

Success Indicator	Status	Year Started	Worked on 09/10? Yes/No	Will work on 10/11? Yes/No	Comments
4.1 Documented a process that outlines when an equally effective access plan is necessary	Initiated	2007	No	No	The original campus E&IT plan set out a draft plan for how the campus The establishment of a process relative to establishing equally effective access plans for partially or non-compliant products is dependent upon the hiring of a dedicated Section 508 compliance officer.
4.2 Established a process with roles assigned for all parts of creating an equally effective access plan	Not Started	N/A	No	No	The establishment of a process relative to establishing equally effective access processes for partially or non-compliant products is dependent upon the hiring of a dedicated Section 508 compliance officer.
4.3 Established a process that tracks how many equally effective access plans have been created	Not Started	N/A	No	No	The establishment of a process relative to tracking established equally effective access plans for partially or non-compliant products is dependent upon the hiring of a dedicated Section 508 compliance officer.
4.4 Established a process to ensure that accommodations were provided	Not Started	N/A	No	No	The establishment of a process relative to auditing purchases (post-mortem) requiring equally effective access plan is dependent upon the hiring of a dedicated Section 508 compliance officer.

Area(s) of Requested Collaboration for Equally Effective Access Plans	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

5.0 Training

Goal	Goal Status	Key Accomplishments 09/10	Key Plans 10/11
All parties involved in E&IT procurement have been trained, and a continual training program is in place.	Not Started		
Comments			

Success Indicator	Status	Year Started	Worked on 09/10? Yes/No	Will work on 10/11? Yes/No	Comments
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	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
5.2 Established and deployed training program for purchase requestors	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
5.3 Established and deployed training program for technical evaluators	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
5.4 Established and deployed training program for procurement staff	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
5.5 Established and deployed training for all purchase card holders	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
5.6 Established and deployed training for Section 508 compliance officer	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.)	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.

Area(s) of Requested Collaboration for Training	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

6.0 Outreach (Communications)

Goal	Goal Status	Key Accomplishments 09/10	Key Plans 10/11
All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.	Not Started		The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
Comments			

Success Indicator	Status	Year Started	Worked on 09/10? Yes/No	Will work on 10/11? Yes/No	Comments
6.1 Created an outreach program to explain E&IT procurement exemptions and where to get more information	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
6.2 Identified recurring vendors and educated them on Section 508 accessibility requirements (i.e., Renewals, maintenance agreements and ongoing purchases)	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.

Area(s) of Requested Collaboration for Outreach (Communication)	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments

Area(s) of Requested Collaboration for Outreach (Communication)	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

7.0 Evaluation & Monitoring

Goal	Goal Status	Key Accomplishments 09/10	Key Plans 10/11
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.	Not Started		The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
Comments			

Success Indicator	Status	Year Started	Worked on 09/10? Yes/No	Will work on 10/11? Yes/No	Comments
7.1 Evaluated the compliance and completeness of procurements that have exemptions	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
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	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
7.3 Established metrics has led to tangible improvements in the quality and/or effectiveness of the procurement process	Not Started	N/A	No	No	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.

Area(s) of Requested Collaboration for Evaluation & Monitoring	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments

Area(s) of Requested Collaboration for Evaluation & Monitoring	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

8.0 Experience/Implementation

Goal	Goal Status	Key Accomplishments 09/10	Key Plans 10/11
Campuses have sufficient experience and expertise in completing E&IT procurements.	Not Started		
Comments			

Success Indicator	Numeric value for the 2009/2010 year	Percent value for the 2009/2010 year (# of indicator over total # of E&IT procurements)	Comments
8.1 Number and percent of E&IT products on which Section 508 compliance was tested	0	N/A	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
8.2 Number and percent of E&IT products on which user accessibility testing was conducted	0	N/A	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
8.3 Number and percent of verifications of Voluntary Product Accessibility Templates (VPATs) conducted	0	N/A	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement a Section 508 program at Fresno State.
Success Indicator 8.4 go to next table			

Success Indicator	# Sole Brand	# undue burden	# national security	# commercial non availability	# back office	# net cost increase	# fundamental alteration
8.4 Number of E&IT procurements that were granted an exemption(s)	#0	#0	#0	#0	#0	#0	#0

Area(s) of Requested Collaboration for Experience/Implementation	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
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Contributors

This information will be used for follow up questions and collaboration.

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