

# ATI Procurement Report AY 10/11

## 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 10/11	Key Plans 11/12
<b>An ATI Electronic and Information Technology E&amp;IT Procurement Plan, documents, forms, and other materials to support 508 procurements at the campus are created and published.</b>	Defined	We continued to participate in monthly system-wide Procurement Communities of Practice conference calls and to a much lesser extent, continued to participate in ATI Procurement Standardization workgroup. The campus ATI leadership sought and received Presidential approval for a campus-wide, all-encompassing ATI plan, which included the planned hiring of an ATI Compliance Officer.	We plan to make progress, to the maximum extent possible given our budget and workload constraints, with implementation of integrating 508 into selected procurement processes. The majority of our focus will be directed to those areas which have the highest impact on student success, and areas of “high-risk” status levels (“Not Started” and “Initiated.”)
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments
1.1 Developed and published an Accessible ATI E&IT Procurement Plan	Established	2007	No	Yes	The campus’ original Accessible ATI E&IT Procurement Plan was established in 2007. The campus will make a good-faith effort to update the 2007 plan and bring it up-to-date with current campus plans for a Section 508 program implementation.
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements	Initiated	2007	No	Yes	The campus will make a good-faith effort to make progress in this area in 11/12
1.3 Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold	Initiated	2007	No	Yes	The campus will make a good-faith effort to make progress in this area in 11/12
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	Yes	The campus will make a good-faith effort to make progress in this area in 11/12
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance	Defined	2007	No	Yes	The campus has a common practice for requesting Section 508 compliance documentation for a limited number of competitive bid procurements.

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments
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	
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance	Not Started	N/A	No	No	
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs)	Initiated	2007	No	Yes	The campus will make a good-faith effort to make progress in this area in 11/12. The campus will seek to model our approach upon established system wide best-practices as provided by the ATI Procurement Standardization workgroup's efforts.

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 is interested in collaborating with other campuses that have already established processes in each of 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 10/11	Key Plans 11/12
<b>ATI procurement team is fully staffed with clearly defined roles for processing E&amp;IT procurements.</b>	Initiated	The campus received Presidential-level approval of a campus master ATI plan, which included plans to hire a campus Section 508 compliance officer.	The new members on the campus ATI procurement subcommittee will provide invaluable feedback and help set realistic goals for the upcoming year to further the progress of implementation of 508 into the campus procurement processes.
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics	Defined	2007	Yes	Yes	The campus has recently revised the membership of the campus ATI Procurement subcommittee. New committee members will provide critical leadership in defining and shaping the campus' future plans for implementing 508 into future procurements.
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements	Initiated	2007	No	Yes	The campus will make a good-faith effort to make progress in this area in 11/12.
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	Yes	The campus will make a good-faith effort to make progress in this area in 11/12.

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 is 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 10/11	Key Plans 11/12
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 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
3.1 Established a process for granting exemptions	Initiated	2007	No	Yes	The campus will make a good-faith effort to make progress in this area in 11/12.
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus	Not Started	N/A	No	Yes	The exemption process, to the limited extent that the process has been defined, has not yet been posted on a public website, nor has it been communicated to the campus. The campus will make a good-faith effort to make progress in this area in 11/12.
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted	Not Started	N/A	No	No	Our campus' ability to ensure and develop accommodations (e.g. EEAP development) for non- or partially-compliant products/solutions is entirely dependent upon the hiring of a dedicated Section 508 Compliance Officer to lead that effort.
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	Our campus' ability to establish a consistent follow-up process with vendors and purchasers for partially or non-compliant products/solutions is entirely dependent upon the hiring of a dedicated Section 508 Compliance Officer to lead that effort.

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				
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#### 4.0 Equally Effective Access Plans

Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
<b>Equally Effective Access Plans are created for E&amp;IT products that are not fully 508 compliant.</b>	Not Started	The campus received Presidential-level approval of a campus master ATI plan, which included plans to hire a campus Section 508 compliance officer. This eventual hiring of a Section 508 compliance officer will be critical to the campus' ability to evaluate compliance and develop EEAP's for those products that are partially- or non-compliant.	
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
4.1 Documented a process that outlines when an equally effective access plan is necessary	Initiated	2007	No	Yes	The campus will make a good-faith effort to make progress in this area in 11/12. The campus will seek to model our approach upon established system wide best-practices as provided by the ATI Procurement Standardization workgroup's efforts.
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				
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## 5.0 Training

Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
<b>All parties involved in E&amp;IT procurement have been trained, and a continual training program is in place.</b>	Initiated	We continued to participate in monthly system-wide Procurement Communities of Practice conference calls and to a much lesser extent, continued to participate in ATI Procurement Standardization workgroup.	The campus will make a good-faith effort to make progress in this area in 11/12. The ability to make much progress is dependent upon training opportunities being made available to campus staff members, either through collaboration with other campuses or system wide training, if made available.
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? 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 the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.
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 the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.
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 the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.
5.4 Established and deployed training program for procurement staff	Initiated	2007	No	Yes	The campus will make a good-faith effort to make progress in this area in 11/12.
5.5 Established and deployed training for all purchase card holders	Not Started	N/A	No	No	It is not anticipated that purchase card transactions will be included in the ATI requirements during this AY (11/12.)
5.6 Established and deployed training for Section 508 compliance officer	Not Started	N/A	No	No	The campus does not, at present, have a Section 508 compliance officer.
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 the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.

Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
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 the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.

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 10/11	Key Plans 11/12
All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.	Not Started		
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
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Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? 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 the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.
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 the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness	Not Started	N/A	No	Yes	The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.

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				
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## 7.0 Evaluation & Monitoring

Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
<b>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&amp;IT procurements.</b>	Initiated		The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.

Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
7.1 Evaluated the compliance and completeness of procurements that have exemptions	Not Started	N/A	No	No	
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	
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	

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				
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## 8.0 Experience/Implementation

Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
Campuses have sufficient experience and expertise in completing E&IT procurements.	Not Started		The ability to make progress in this area is dependent upon the ability to obtain funding to fully implement the approved campus ATI master plan, which, among other things, would result in the establishment of a dedicated Section 508 compliance officer. The full implementation of a Section 508 program at Fresno State is entirely dependent upon this role being filled.
Comments			

Success Indicator	Numeric value for the 2010/2011 year	Percent value for the 2010/2011 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	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	0	0%	
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				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

## Contributors

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

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