

Pro CAR AY 14/15

1. Campus

Campus Name - Required

Fresno

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 AY 14/15 (Please list 3 to 5)

Accomplishment 1 : The ATI Procurement Program Manager (ATIPPM) worked throughout the year to develop and refine many of the processes which will be rolled out as a part of the CSU Accessible Procurement pilot.

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : The campus will launch many new procurement procedures as a part of the implementation of the CSU Accessible Procurement pilot. New IT review processes (which will now be inclusive of accessibility-related aspects) will be rolled out.

Comments

1.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
1.1 Developed and published an Accessible ATI E&IT Procurement Plan.	Defined	2007			
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Defined	2007		X	The information has already been created, and will be posted to campus procurement and accessibility websites.
*1.3 REVISED Developed a procedure for procuring E&IT products based on the product/service impact criteria.	Initiated	2007	X	X	The campus will define and post the procedures for procuring E&IT products, and it will describe the level/complexity of evaluation for 508 conformance that will be required based upon the differing levels of impact.
*1.4 REVISED Developed a documented process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals.	Initiated	2007	X	X	The campus will define and post the procedures for procuring E&IT products, and it will describe the level/complexity of evaluation for 508 conformance that will be required based upon the differing levels of impact.
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Initiated	2007		X	A process will be developed to address evaluation of Section 508 compliance for procurements which include a competitive bid process.
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance.	Initiated	2011	X	X	A process will be developed to address evaluation of Section 508 compliance for procurements which do not include a competitive bid process.
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance.	Not Started	N/A			
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs).	Defined	2007	X	X	The campus will use the CSUATN standard process for any VPAT reviews.

Collaborating on Goal 1 - Procurement Procedures

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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 14/15 (Please list 3 to 5)

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Identifying critical gaps in E&IT procurement roles and responsibilities will be completed as a part of the CSU Accessible Procurement pilot.

Comments

2.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics.	Established	2007	X	X	The ATI Procurement subcommittee meets semi-regularly to discuss accessible procurement-related topics. Also, committee members are encouraged to, and often do, participate in monthly systemwide ATI Procurement Community of Practice teleconferences.
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Defined	2007		X	This information exists and will be posted to campus procurement and accessibility websites as a part of the CSU Accessible Procurement Pilot.
*2.3 REVISED 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	2007	X	X	Recommended roles and responsibilities for all roles in the procurement process will be mapped to existing staff assignments, and any gaps will be identified. Resources have not yet been firmly identified or allocated for certain critical aspects of the procurement process (most notably, accessibility evaluation.)

Collaborating on Goal 2 - Staffing or Role Definition

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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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 14/15 (Please list 3 to 5)

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : The campus will formalize its processes related to E&IT procurements that are moved forward without total resolution of the accessibility status of the product.

Comments

3.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
*3.1 REVISED Established a process for approving exemptions.	Initiated	2007		X	A process to approve exceptions (and not exemptions) will be established as a part of the CSU Accessible Procurement Pilot.
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Initiated	2014		X	The exception (and not exemptions) process will be documented and posted on a public website.
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted.	Initiated	2014		X	The process to provide supplementary accommodations will be described within the EEAAP.
*3.4 REVISED 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.	Initiated	2012		X	The current informal follow-up process will be documented and formalized. The process will describe the requesting departments' and University's requirement to provide equally effective access upon request. The process of providing feedback to vendors about existing accessibility gaps and/or requesting an Accessibility Roadmaps will be documented.

Collaborating on Goal 3 - Exemptions Process

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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 14/15 (Please list 3 to 5)

Accomplishment 1 : The EEAAP process was used informally for one high impact procurement.

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : The campus plans to develop and formally document the campus EEAAP process. Once the EEAAP process is rolled out, the campus will track how many plans are created and track their dissemination to appropriate campus stakeholders.

Comments

4.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
*4.1 REVISED Documented a process that outlines when an equally effective alternate access plan is necessary.	Initiated	2007	X	X	We plan to document a rubric for determining which procurements require the completion of an EEAAP.
*4.2 REVISED Established a process with roles assigned for all parts of creating an equally effective alternate access plan.	Initiated	2013	X	X	The documented EEAAP process will clearly identify the roles of each person whose participation is required to create an EEAAP.
*4.3 REVISED Established a process that tracks how many equally effective alternate access plans have been created.	Initiated	2014	X	X	Each EEAAP that is created will be logged in a database. The database will also identify all stakeholders and indicate the date the EEAAP was distributed.
4.4 Established a process to ensure that accommodations were provided.	Not Started	N/A			

Collaborating on Goal 4 - Equally Effective Access Plans

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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

Initiated

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : The ATIPPM continued to participate in many professional development opportunities, and gave presentations at two national conferences and one CSU conference.

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : New training offerings are planned to be rolled out for many different groups in 15/16 as a part of the CSU Accessible Procurement Pilot.

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	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	N/A		X	
*5.2 REVISED Established and deployed training program for purchase requestors and administrative support staff.	Not Started	N/A		X	Training materials for purchase requestors and administrative support staff will be established and deployed as a part of the CSU Accessible Procurement Pilot.
*5.3 REVISED Established and deployed training program for Information Technology Staff.	Not Started	N/A		X	
*5.4 REVISED Established and deployed training program for Buyers (procurement staff).	Initiated	2007			Training materials for Buyers will be established and deployed as a part of the CSU Accessible Procurement Pilot
5.5 Established and deployed training for all purchase card holders.	Not Started	N/A			
*5.6 REVISED 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.	Defined	2013		X	Since 2013, the campus has provided resources for the ATIPPM to participate in numerous professional development and continuing education opportunities.
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.).	Not Started	N/A		X	Feedback will be collected for all training that is deployed during the CSU Accessible Procurement Pilot.
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process.	Not Started	N/A			

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 14/15 (Please list 3 to 5)

Accomplishment 1 : The campus continued its practice of sharing accessibility gap findings with vendors. Vendors continued to welcome the information, and information we provided was able to influence product development plans on multiple occasions.

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Outreach efforts and communications will be developed related to the CSU Accessible Procurement Pilot, in addition to any ongoing ATI awareness communications which are planned to be developed by the ATI Communications subcommittee.

Comments

6.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
*6.2 REVISED 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	2014	X	X	Resources have not yet been firmly identified or allocated for person(s) to assess the accessibility of products. The campus will evaluate the CSU Accessible Procurement recommended Roles and Responsibilities and will work to address any gaps identified.
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness.	Initiated	2014		X	The ATI Procurement subcommittee will work with the ATI Communications subcommittee to develop a plan for ongoing campus communications to promote awareness of ATI procurement.

Collaborating on Goal 6 - Outreach (Communications)

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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&IT procurements.

7.0 Goal Status - Required

Not Started

Key Accomplishments AY 14/15 (Please list 3 to 5)

Accomplishment 1 : N/A

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Given that many new ATI-related procurement processes and training activities are scheduled to take place beginning in 15-16, establishing metrics to evaluate the effectiveness of these processes will be addressed at a later date.

Comments

7.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in 15/16	Comments
			Yes	Yes	
*7.4 NEW Established metrics to evaluate the effectiveness of the ATI procurement process and procedures process.	Not Started				
*7.5 NEW Established metrics to evaluate the effectiveness of the Equally Effective Alternate Access process.	Not Started				
*7.6 NEW Established metrics to evaluate the effectiveness of campus training process.	Not Started				
*7.7 NEW Establish metrics to evaluate the effectiveness of campus outreach process.	Not Started				

Collaborating on Goal 7 - Evaluation and Monitoring

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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 14/15 (Please list 3 to 5)

Accomplishment 1 : The campus gained more experience and expertise in reviewing E&IT procurements.

Accomplishment 2 : The E&IT review process was expanded (beyond ATI-related considerations) to address other IT-related factors.

Key Plans 15/16 (Please list 3 to 5)

Plan 1 : Practices are not yet consistent. Documentation is generally absent.

Plan 2 : Long-term funding has generally not yet been allocated or identified.

Comments

8.0 Success Indicators 8.1-8.3

	Response for AY 14/15 - Required	Comments
*8.5 NEW What is the total number of E&IT reviews?	21	There were an estimated 700 purchases that were classified as E&IT in CY2014; 203 of which would likely have warranted an "E&IT review"
*8.6 NEW What is the total percentage of EEAAP's?	0%	
*8.7 NEW What is the total number of exemptions/exceptions?	0	Purchases were moved forward without full accessibility; however, no formal approval or process were followed to deem any of these purchases as exemptions/exceptions.

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
1	Tom	Siechert	ATI Procurement Program Manager	tsiechert@csufresno.edu	559-278-5023
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Required - Updated Campus Plan Declaration

Yes

Request for Submission Notification

Please send an email verifying submission of this report to:

Name:

Janice Brown

Email:

janicebrown@csufresno.edu

Request for PDF Copy of Responses

Please send a PDF copy of this report to:

Name:

Janice Brown

Email:

janicebrown@csufresno.edu

Required - This report has been approved by Campus Sponsor:

Dennis Nef, Assoc. ProVost