ATI Procurement Report AY 11/12

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 11/12	Key Plans 12/13
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.	Defined	The campus participated in system-wide ATI Procurement Community of Practice conference calls, system-wide ATI Procurement Standardization Group conference calls (to a more limited extent).	SI 1.4 - Development of flowchart or other similar documentation which will provide guidance to end-users as to the process that needs to be followed for Section 508 compliance determinations (e.g. cursory evaluations, in-depth, hands-on testing) The ATI committee will continue to advocate that the campus hire a dedicated Section 508 Compliance Officer position to allow for the full development and implementation of a campus-wide Section 508 program.
Comments			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
1.1 Developed and published an Accessible ATI E&IT Procurement Plan	Established	2007	No	Yes ~~No~~	Updated plan required: While information and recommendations will be gathered in 12-13 , r~~R~~equires Section 508 Compliance Officer role to be filled before any further progress can be made in this area
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements	Initiated	2007	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area
1.3 Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold	Initiated	2007	No	No	N/A – Obsolete SI (The CSU has moved away from an arbitrary dollar threshold model to one of impact and risk assessment)
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	See Key Plans 12/13 comment, above.

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Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance	Defined	2007	No	No	Requires Section 508 Compliance Officer role to be filled before any further progress can be made in this area
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance	Initiated	2011	Yes	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance	Not Started	N/A	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs)	Initiated	2007	Yes	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area

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	Information was gathered from other CSU groups about their efforts for compliance to the ATI procurement requirements. Information about the individuals involved in the process and resources available were gathered though not complete.
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 11/12	Key Plans 12/13
ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements.	Initiated	The campus ATI committee created a proposal to the Cabinet to identify challenges in fulfilling the requirements of the ATI and the resources needed – minimal resources provided at that time. presented recommendations and a made a formal presentation to the Senior Technology Leadership Group about the business case and need for the hiring of a Section 508 Compliance Officer.	SI 2.3 - Development of documentation that identifies each of the necessary roles, along with specific staff assigned work in these roles, for the E&IT procurement process. Fall 2012 ATI Steering members will present recommendations and make a formal presentation to the Senior Technology Leadership Group about the business case and need for the hiring of a Section 508 Compliance Officer.
Comments			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics	Defined	2007	Yes	Yes	The ATI-Procurement subcommittee will continue to meet regularly to discuss accessible procurement topics. The subcommittee will also participate in the monthly System-wide Community of Practice teleconferences. The Chair of the subcommittee will continue to participate in the System-wide ATI Standardization Group.
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements	Initiated	2007	No	~~No~~ Yes	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area. Completion of these efforts will be dependent on the response from the campus Leadership. Temporary efforts are being made on a case by case basis to document good faith efforts in complaince of Section 508.
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	See Key Plans 12/13 comment, above.

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	Potential collaboration in sharing compliance officer may be considered, but early stages of discussion in fall 2012.
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 11/12	Key Plans 12/13
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 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
3.1 Established a process for granting exemptions	Initiated	2007	No	No	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus	Not Started	N/A	No	No	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area
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	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area
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	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area

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 11/12	Key Plans 12/13
Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant.	Not Started	The Chair of the ATI Procurement subcommittee participated in the System-wide ATI Standardization Groups' monthly teleconferences. This group's efforts have focused a fair amount of time on the development of a common EEAP template for all campuses to use.	SI 4.1 - Development of criteria for when and for what risk threshold the campus will perform an in-depth evaluation of accessibility; development of process to document area(s) of partial or non-compliance to 508 standards and documenting how the campus will provide an individual accommodation (e.g. EEAP plan)
Comments			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
4.1 Documented a process that outlines when an equally effective access plan is necessary	Initiated	2007	Yes	Yes	See Key Plans 12/13 comment, above.
4.2 Established a process with roles assigned for all parts of creating an equally effective access plan	Not Started	N/A	No	~~No~~Yes	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area. Proposal submitted to STLT in fall 2012
4.3 Established a process that tracks how many equally effective access plans have been created	Not Started	N/A	No	No	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area
4.4 Established a process to ensure that accommodations were provided	Not Started	N/A	No	~~No~~Yes	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area. Proposal submitted to STLT in fall 2012

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 11/12	Key Plans 12/13
All parties involved in E&IT procurement have been trained, and a continual training program is in place.	Initiated		Requires Section 508 Compliance Officer role to be filled before progress can be made in this area
Comments			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? 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~~Yes	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area. Proposal for this role submitted to STLT in fall 2012
5.2 Established and deployed training program for purchase requestors	Not Started	N/A	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area. . Proposal for this role submitted to STLT in fall 2012
5.3 Established and deployed training program for technical evaluators	Not Started	N/A	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area. Potential training is reflected as part of the new IT Strategic Plan to be implemented in Spring 2013.
5.4 Established and deployed training program for procurement staff	Initiated	2007	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area. . Proposal for this role submitted to STLT in fall 2012
5.5 Established and deployed training for all purchase card holders	Not Started	N/A	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area. . Proposal for this role submitted to STLT in fall 2012
5.6 Established and deployed training for Section 508 compliance officer	Not Started	N/A	No	No	No Section 508 Compliance Officer has been hired or assigned for our campus.- Proposal for this role submitted to STLT in fall 2012
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.)	Not Started	N/A	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process	Not Started	N/A	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area

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		yes		Training tools and resources to be shared.
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 11/12	Key Plans 12/13
All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.	Not Started	Through the work of the ATI and other technical based work groups and committees, the understanding of Scetion 508 complaince and the critical issues involved with lack of complaince are becoming a part of general discussions. There is no designated individual or work group who holds full responsibility.	While communication continues through the various groups , the application, accountablility and campus-wide understanding eRequires Section 508 Compliance Officer role to be filled before significant progress can be made in this area.
Comments			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? 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	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area. . Proposal for this role submitted to STLT in fall 2012
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	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area, . Proposal for this role submitted to STLT in fall 2012
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness	Not Started	N/A	No	No	Requires Section 508 Compliance Officer role to be filled before progress can be made in this area. . Proposal for this role submitted to STLT in fall 2012

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		Yes		Guidelines for complaince. Fall 2012, ATI work group gathered web based information from other CSU's fro review. A more focused method of sharing would be helpful.
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 11/12	Key Plans 12/13
Campus has established a continual evaluation	Initiated		Requires Section 508 Compliance Officer role to be filled before

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
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.			progress can be made in this area. Proposal for this role submitted to STLT in fall 2012
Comments			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
7.1 Evaluated the compliance and completeness of procurements that have exemptions	Not Started	N/A	NoYes	NoYes	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area. Unofficial efforts have been made by Technical Procureemnt staff member and SSD staff in challenging procurement requests to seek compliance and coordinated efforts towards evaluation and remediation. While no official policy or procedures is currently in place, these efforts continue.
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	Requires a more detailed policy and procedures and the -Section 508 Compliance Officer role to be filled before progress can be made in this area
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	Requires a more detailed policy and procedures and the Section 508 Compliance Officer role to be filled before progress can be made in this area

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 11/12	Key Plans 12/13

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
Campuses have sufficient experience and expertise in completing E&IT procurements.	Initiated	The campus was able to find an outside, 3rd party consultant to provide hands-on testing for Accessibility. The consultant was able to perform hands-on testing for four high-impact/risk E&IT procurements in AY 11/12. The Accessibility reports have been very helpful for these limited cases in identifying areas of inaccessibility and in one of the cases, the report was instrumental in the vendor being able to fully remediate their offering before the system was deployed to end-users	The campus will continue to utilize the services of the outside, 3rd party consultant for evaluating high-impact/risk E&IT procurements, to the extent possible. Requires Section 508 Compliance Officer role to be filled before substantial and sustained progress can be made in this area
Comments			

Success Indicator	Numeric value for the 2011/2012 year	Percent value for the 2011/2012 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	4	0.3% (4/1172)	
8.2 Number and percent of E&IT products on which user accessibility testing was conducted	0	0% (0/1172)	
8.3 Number and percent of verifications of Voluntary Product Accessibility Templates (VPATs) conducted	8	0.6% (8/1172)	
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

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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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