ATI Procurement Report

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	Key Plans
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 ATI Procurement Chair worked extensively with the system-wide ATI Procurement Standardization group to work on standardizing procurement procedures throughout the CSU system. The work done by this group in the past AY (2012-13) has laid the foundation for many of the key plans in the current AY (2013-14).	The newly appointed ATI Procurement ATI Program Manager is a member of two key CSU system-wide groups (ATI Procurement Standardization, CSU Accessible Technology Network (CSUATN)). The work done by both groups will be invaluable to the development of the Section 508 program at the University. The new Assistive Technology Coordinator will also provide invaluable feedback to the development of the Section 508 program. Marvin Williams' high-level of expertise, and his feedback, especially related to the likely impact of accessibility gaps for individuals with disabilities, will be key. The efforts made at the CSU system level will result in significant progress, especially in the area of Goal 1 (Procurement Procedures.) The campus will move, at a minimum, from a status of "Defined" to "Established" in the 2013/14 AY.
Comments			

Success Indicator	Status	Year Started	Worked on? (Yes/No)	Will work on? (Yes/No)	Comments
1.1 Developed and published an Accessible ATI E&IT Procurement Plan	Established	2007	No	Yes	The campus will make substantial updates to the campus' original 2007 E&IT Procurement plan.

Success Indicator	Status	Year Started	Worked on? (Yes/No)	Will work on? (Yes/No)	Comments
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 create and publish this document on our campus' ATI website
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 Success Indicator (CSU has moved away from arbitrary dollar thresholds 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	The campus will create and publish documentation to describe the type of 508 evaluations that will take place for each of the defined risk levels (High, Medium, Low.)
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance	Defined	2007	No	Yes	The campus will re-define the existing (informal) process used for competitive bid procurements. The new process will define specific accessibility requirements that are to be included in formal bid documents, specify bid submittal requirements related to accessibility conformance and documentation, and recommended accessibility-related verbiage to be included in subsequently issued contracts.
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance	Initiated	2011	No	Yes	The campus will document the Section 508 evaluation process for non-competitive bid procurements.
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance	Not Started	N/A	No	No	Purchase card ("P-Card") purchases of E&IT will, for the most part, continue to be prohibited until such time as the campus is able to put in place a pre-approval process to allow for select E&IT purchases to be made using a departmental purchase card ("P-Card"), after review and express-approval, on a case-by-case basis by the ATI Procurement Program Manager.
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs)	Initiated	2007	No	Yes	The campus will document a process that describes the role and function of the VPAT form in the E&IT procurement process.

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				

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2.0   Staffing or role definition

Goal	Goal Status	Key Accomplishments	Key Plans
ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements.	Initiated	The ATI Steering committee was, working closely with the Senior Technology Leadership Team (STLT), able to successfully advocate for the establishment of an individual to lead Section 508 efforts for the campus. The establishment of a dedicated ATI Procurement Program Manager will be key to the development of a meaningful and effective Section 508 program at the University. The newly appointed ATI Procurement Program Manager is also a member of two key CSU system-wide groups (ATI Procurement Standardization, CSU Accessible Technology Network (CSUATN)). The work done by both groups will be invaluable to the development of the Section 508 program at the University.	The ATI Procurement Program Manager will continue to help shape / form system-wide E&IT procurement-related processes, forms, and practices by participation in the ATI Procurement Standardization and CSUATN groups. The efforts made at the CSU system level will result in significant progress, especially in the area of Goal 2 (Staffing or role definition.) The campus will move, at a minimum, from a status of "Initiated" to "Established" in the 2013/14 AY.
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? 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 will expand the frequency of meetings related to accessible procurement topics. At a minimum, there will be two monthly meetings: 1) System-wide ATI Procurement Community of Practice (CoP); and 2) Campus-specific ATI Procurement subcommittee.
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements	Defined	2007	Yes	Yes	The campus will formalize the current practice (documented on a public-facing website): Tom Siechert informally served in this capacity throughout the 2012-13 AY.

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
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 establish, document and publicize the Roles and Responsibilities for each components of the accessible procurement process.

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				
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3.0   Exemptions Process

Goal	Goal Status	Key Accomplishments	Key Plans
A well-documented process has been established and is used for exemptions to E&IT procurements.	Initiated	The campus developed an informal practice of providing feedback to vendors for procurements of E&IT where gaps in accessibility have been discovered. In some cases, this has led the vendor to remediate or commit to remediate identified areas of partial / non-compliance. Also, the campus has successfully been able to work with one vendor to establish a well-developed Accessibility Roadmap to document how the company will remediate its product to achieve full compliance over a reasonable period of time.	The number of E&IT procurements that will have some manner of accessibility evaluation or impact analysis performed will increase substantially in this academic year. As a result of the increased number of evaluations and impact analyses performed, processes related to addressing gaps in Accessibility conformance will be further developed and optimized, including situations where exemptions are granted.
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
3.1 Established a process for granting exemptions	Initiated	2007	No	Yes	The campus will establish a process of granting exemptions (when deemed appropriate)

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus	Not Started	N/A	No	Yes	The campus will document, publicize and post on a public website the process for requestors to request, and for the campus to evaluate and grant exemptions (when deemed appropriate)
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted	Not Started	N/A	No	Yes	The campus will establish, document, and publicize a process to ensure supplementary accommodations can be put in place when exemptions are granted. The primary tool that will be used will be the Equally Effective Alternate Access Plan form and related process.
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	Defined	2012	Yes	Yes	The campus informally began a follow-up process for select high-impact procurements in early 2012. The current process has improved over the past year, starting with solely providing feedback to vendors when accessibility gaps were identified, and subsequently adding a new step of establishing a vendor Accessibility Roadmap that describes, in detail, how the vendor will achieve full compliance over a reasonable period of time.

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	Key Plans
Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant.	Initiated	The Chair of the campus ATI Procurement subcommittee worked extensively with the system-wide ATI Procurement Standardization committee to finalize the first draft of the CSU EEAAP form and the accompanying guidelines for its use and development.	The campus will post the EEAAP form and guidelines for its use and creation on a public-facing website.
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
4.1 Documented a process that outlines when an equally effective access plan is necessary	Initiated	2007	Yes	Yes	The campus will establish, document, and publicize a process to ensure supplementary accommodations can be put in place for all procurements that are evaluated for Section 508 conformance. The primary tool that will be used will be the Equally Effective Alternate Access Plan (EEAAAP) form and related process.
4.2 Established a process with roles assigned for all parts of creating an equally effective access plan	Initiated	2013	Yes	Yes	The soon to be disseminated EEAAP guidelines will describe the roles of each person involved in the creation of an Equally Effective Alternate Access Plan (EEAAP.)
4.3 Established a process that tracks how many equally effective access plans have been created	Not Started	N/A	No	Yes	The campus will establish a process to track the number of Equally Effective Alternate Access Plans (EEAAP) created.
4.4 Established a process to ensure that accommodations were provided	Not Started	N/A	No	No	

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	Key Plans
All parties involved in E&IT procurement have been trained, and a continual training program is in place.	Initiated	The Chair of the campus ATI Procurement subcommittee continued to work extensively with the system-wide ATI Procurement Standardization group. Efforts to standardize the Procurement process system-wide will be instrumental for the development and roll out of E&IT procurement-related training for our campus.	The campus will begin offering training for all parties involved in E&IT procurements, and training will be provided on an ongoing basis, utilizing an in-person and self-service delivery model.
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? 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	Yes	The campus will establish and deploy Section 508 training materials which can be used for new employee orientation.
5.2 Established and deployed training program for purchase requestors	Not Started	N/A	No	Yes	The campus will establish and deploy Section 508 training materials for requestors.
5.3 Established and deployed training program for technical evaluators	Not Started	N/A	No	Yes	The campus will establish and deploy Section 508 training materials for technical evaluators.
5.4 Established and deployed training program for procurement staff	Initiated	2007	No	Yes	The campus will establish and deploy Section 508 training materials for procurement staff.
5.5 Established and deployed training for all purchase card holders	Not Started	N/A	No	No	
5.6 Established and deployed training for Section 508 compliance officer	Initiated	N/A	Yes	Yes	The role of Section 508 compliance officer was established in June 2013. Initial training started in June and will continue on an ongoing basis.
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.)	Not Started	N/A	No	No	
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process	Not Started	N/A	No	No	

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				
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6.0   Outreach (Communications)

Goal	Goal Status	Key Accomplishments	Key Plans
All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.	Not Started	Accessibility and implications to the Procurement process is starting to be discussed more frequently in the planning stages of planned E&IT purchases.	Communications related to Section 508 and E&IT procurements will be a key focus in the upcoming year, especially given efforts by the newly formed ATI Communications subcommittee, training offerings that will begin to be offered, and a concerted effort by the new ATI Procurement Program Manager to increase awareness across many groups at the University.
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? 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 campus will document a process to request exemptions in the E&IT procurement process. However, requesting exemptions will be de-emphasized and requests will not be considered except for limited circumstances.
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	
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness	Not Started	N/A	No	Yes	The campus established an ATI Communication subcommittee which will work to provide general campus communications, thereby increasing awareness of the ATI (and will include communications related to E&IT procurement.)

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	Key Plans
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.	Initiated		The ATI Procurement Program Manager will begin to track and evaluate progress and collect feedback about the rollout of the Section 508 program at the University.
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? 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	Key Plans

Goal	Goal Status	Key Accomplishments		Key Plans
Campuses have sufficient experience and expertise in completing E&IT procurements.	Initiated			The number of E&IT procurements that will have some manner of accessibility evaluation or impact analysis performed will increase substantially in this academic year.
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	0	0% (0/1201)	
8.2 Number and percent of E&IT products on which user accessibility testing was conducted	0	0% (0/1201)	
8.3 Number and percent of verifications of Voluntary Product Accessibility Templates (VPATs) conducted	7	0.5% (7/1201)	
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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