The California State University
OFFICE OF THE CHANCELLOR

Academic Affairs
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

www.calstate.edu

Keith Boyum
Associate Vice Chancellor
Academic Affairs

562-951-4712
Fax 562-951-4981
E-mail kboyum@calstate.edu

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M E M O R A N D U M

TO: Presidents

FROM: Keith Boyum, Associate Vice Chancellor, Academic Affairs
            David Emst, CIO, Assistant Vice Chancellor, Information Technology Services

RE: Accessible Technology Initiative: Changes to Planned Submission Dates for
            Procurement Plans and Timeline. *Note modification to Coded Memo AA-2007-04*.

As implementation of the Accessible Technology Initiative has proceeded on the CSU campuses, requests have been made by the Executive Sponsors for modifications to Priority Three: Accessible Electronic and Information Technology (E&IT) Procurement.   Executive Vice Chancellors Reichard and West set the initial expectations and timeline for this at page 4 in Coded Memorandum AA-2007-04.

- One request is to raise the threshold for implementation of an accessible procurement process for E&IT for the 2008 timeline so that the increase in the number of purchases impacted will be more manageable.
- Another request is for the campuses to be able to develop and apply criteria related to the expected impact of a purchase in order to apply the most resources to higher impact purchases. For example, a higher impact purchase might require a product evaluation for accessibility, in addition to a review of VPAT's (Voluntary Product Accessibility Template), or might require consideration of 508 compliance even if the amount of the purchase is under the $15,000 threshold.

This memo announces our approval of the following modifications:

Procurement Plan
In addition to the seven elements specified in Coded Memo AA-2007-04 on pages 4 and 5, element 8 is added:

8. Criteria related to the impact of a procurement (i.e., number of expected users; whether use of the E&IT product will be necessary for important student, faculty or staff functions;

etc.) and a description of how they will be used. They cannot be used to establish new exemptions or to raise the threshold.

Please note that we agree to raise the threshold amount from $2,500 to $15,000. The following language therefore replaces that found in AA-2007-04, at page 5.

Timeline

> **September 1, 2008:** Implementation of an accessible procurement process for E&IT acquisitions greater than **$15,000**. All procurement card purchases are exempt from the accessible procurement process at this point in time.

Questions about these changes can be directed to Deborah Kaplan, Director of the Accessible Technology Initiative, at dkaplan@calstate.edu.