



E&IT Procurement Checklist - Appendix A

for Section 508 Compliance

Introduction

Under California Government Code 11135, Sacramento State must give students, employees and members of the public with disabilities access to electronic and information technology that is comparable to the access available to others. Section 508 of the Rehabilitation Act (amended 1998) was enacted to eliminate barriers in electronic and information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The ATI Compliance Specialist and/or E&IT Exception Review Committee will evaluate all requests regarding procurement of E&IT products and services at Sacramento State.

Instructions

1. Fill out top portion of the E&IT Checklist.
 - a. One Checklist for each E&IT product on the Requisition
2. Attach VPAT (Voluntary Product Accessibility Template) from the Vendor for the E&IT Product
 - a. One VPAT for each E&IT product on the Requisition
3. Submit documentation
 - a. Add this document as an attachment to the requisition in CMS or
 - i. Signature for electronic submit should be name/email.
Example: your name/yourname@csus.edu
 - b. Sent E&IT Checklist(s) and VPAT(s) to ATI Procurement
 - i. ati@csus.edu
 - ii. On campus fax: x86928
 - iii. IRT mail zip: 6065
4. An Alternate Plan of Access may be required to address areas of concern for accessibility of a product.

* Department purchasing product may be responsible for providing alternate access which may include financial accountability. Campus Accommodation Policy: <http://www.csus.edu/umannual/hr/umd03184.htm>



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Section A: For the requestor to fill out (One for each product component/VPAT):

Requestor _____ Requisition Number _____

Department/Unit _____ E&IT Officer Review _____

Product Name _____

Product Description and location of use

Cost _____

Indicate % of users
Must total 100% Students _____ % Faculty/Staff _____ % General Public _____ % Back Office _____ %

Note: For an E&IT procurement to be awarded it must have a completed procurement checklist and the vendor supplied VPAT (product accessibility template). Exempt and previously purchased (unchanged versions) products only require a procurement checklist. Section 508 Technical standards can be found online at www.section508.gov/inccx.cfm.

Requestor's Signature: _____ Date: _____

Section B: For ATI Compliance Officer to fill out:

Pre-Award Action for E&IT Procurements

Initial all appropriate boxes

General Exemptions to Section 508

Note: If an Exception is granted an Alternate Plan of Access will still need to be provided for section 508 compliance.

Back-Office (Includes mostly data centers and comm. Closets type-equipment) _____

Fundamental Alteration (e.g., cell phones, PDAs, pagers, hand-held devices) _____

Subparts and Categories for Section 508 Compliance (Based on the VPAT from the Vendor)

Subpart B: Technical categories for standards (may require more than one) _____

Software applications and operating systems (36 CFR part 1194.21) _____

Web-based internet and intranet information and applications (36 CFR part 1194.22) _____

Telecommunication products (36 CFR part 1194.23) (phone systems, voice mail systems) _____

Video and multimedia products (36 CFR part 1194.24) (videos, TV tuners & displays) _____

Self-contained, closed products (36 CFR part 1194.25)(printers, fax machines, kiosks, ITM's) _____

Desktop and portable computers (36 CFT part 1194.26) _____

Subpart C: Functional performance criteria _____

Subpart D: Information, documentation and support documentation (always required) _____

Market Analysis for Section 508 Compliance

All products that meet the functional requirements are 508 conformant _____

One product meets more 508 standards than the others (attach supporting analysis) _____

Product previously purchased and is still conformant (e.g. desktop computer contract) _____

Only one product meets functional specifications (attach justification) _____

508 Compliance Officer _____ Date: _____