

## Year 2 Procurement Annual Report - Due August 15, 2008

In compliance with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the 1973 Rehabilitation Act (as amended in 1998), and California State University Coded Memorandum AA-2007-04, annual reporting of the implementation of the Accessible Technology Initiative is required of all CSU campuses. This report focuses on Priority Three: Accessible Electronic and Information Technology (E&IT) Procurement, due August 15, 2008.

The topics identified in this form address your original plan from 2007 and provide a narrative description of your progress as well as obstacles in achieving your goals. Please provide updates to your original plan, reporting on significant tasks that were completed; what you expect to accomplish next year; areas of difficulty and barriers to completion; and any comments on your observations and discoveries. You may provide any attachments that you believe are relevant to this report.

<b>1. Have you refined or changed your procedures from those you described in your 2007 plan? If so, please explain.</b>	
1a. Accomplishments in 2007/2008	Cal Maritime has not refined, changed or updated the Procurement Plan established in 2007. This is in part because Cal Maritime has not made many large acquisitions where ATI would be applicable during the past year.
1b. Plans for 2008/2009	
1c. Barriers to completion	Cal Maritime's current Procurement Plan needs to be reexamined to determine if it can be streamlined to facilitate adoption on campus.
1d. Observations/discoveries	
<b>2. Please describe briefly the team involved in your 508 procurement process, and the roles and responsibilities of team members, especially if they have changed since you submitted your plan. If you have had trouble identifying team members, please explain why and include your suggestions of solutions at the campus or Chancellor's Office level.</b>	
2a. Accomplishments in 2007/2008	Limited resources at Cal Maritime have prevented the ATI team to establish a heightened awareness of the 508 requirements or encourage participation during the past year.

2b. Plans for 2008/2009	
2c. Barriers to completion	
2d. Observations/discoveries	Cal Maritime does not have a 508 Compliance Officer but a recent hire - Director, Center for Engagement, Teaching and Learning will spearhead this effort and be a crucial member of the ATI Team.
<b>3. Please list the other significant roles of individuals involved in the 508 procurement process. Please briefly list the 508 procurement responsibilities of each.</b>	
3a. Accomplishments in 2007/2008	Director of Procurement & Risk Management is the only individual involved in the 508 procurement process. Procurement is staffed by a total of 1 full-time position (one half-time Director and one half-time Assistant). Procurement personnel are able to do only a cursory review of the requisitions.
3b. Plans for 2008/2009	
3c. Barriers to completion	
3d. Observations/discoveries	
<b>4. How many procurements over \$50,000 were made on the campus? Were you able to incorporate Section 508 requirements in all of them? If not, why not?</b>	
4a. Accomplishments in 2007/2008	One procurement exceeded the \$50,000 threshold during the past year. It was for customized simulation software for majors that have to meet STCW standards for vision and hearing, therefore 508 compliance was not applicable.
4b. Plans for 2008/2009	
4c. Barriers to completion	
4d. Observations/discoveries	

<b>5. Of the procurements that did incorporate Section 508 requirements, how many resulted in an exception from the 508 requirements? Which exceptions have been used? Please provide an example or two, if you have any.</b>	
5a. Accomplishments in 2007/2008	See above
5b. Plans for 2008/2009	
5c. Barriers to completion	
5d. Observations/discoveries	
<b>6. If there were exceptions, how many included a procedure to provide equally effective alternative access? Please attach one as an example.</b>	
6a. Accomplishments in 2007/2008	Not applicable
6b. Plans for 2008/2009	
6c. Barriers to completion	
6d. Observations/discoveries	
<b>7. What 508 procurement communication activities took place during the past year? Please describe the activities and attach any relevant documents or materials.</b>	
7a. Accomplishments in 2007/2008	None were initiated by Office of Procurement during the past year.
7b. Plans for 2008/2009	
7c. Barriers to completion	
7d. Observations/discoveries	The campus made the decision this past summer to focus its ATI Instructional Materials efforts on learning disabilities. This was predicated by the fact that special requirements of the United States Coast Guard and the Federal Maritime Administration for seamanship require early medical screening of admitted students at Cal Maritime. Under the auspices of the campus ATI Oversight Committee, the E&IT and Instructional Materials committees will communicate this focus to the campus community and in the process raise awareness of the ATI Procurement priority.

<b>8. What 508 procurement communication activities took place during the past year? How many people were trained? What roles were they in? Please describe the activities and attach any relevant documents or materials.</b>	
8a. Accomplishments in 2007/2008	A website for ATI issues was created this past summer to inform the campus community of ATI efforts and improvements. In addition to the other two priorities, it includes a information pertaining to E&IT Procurement.
8b. Plans for 2008/2009	
8c. Barriers to completion	
8d. Observations/discoveries	
<b>9. What activities took place to evaluate the implementation of 508? Please describe. What were the results?</b>	
9a. Accomplishments in 2007/2008	Minimal Procurement participation in any implementation was achieved during the past year predicated by the fact that purchases requiring the implementation of the plan were not made.
9b. Plans for 2008/2009	Cal Maritime's current Procurement Plan needs to be reexamined to determine if it can be streamlined and/or simplified to facilitate adoption on campus.
9c. Barriers to completion	
9d. Observations/discoveries	
<b>10. In what ways did implementation of your 508 Procurement Plan differ from what had been planned? Why?</b>	
10a. Accomplishments in 2007/2008	
10b. Plans for 2008/2009	The lower threshold for expenditures now increases the likelihood that the campus will need to implement its E&IT plan. Raising the campus community's level of awareness about the ATI issues (particularly as they pertain to learning disabilities) as well as about this plan will help insure that the process is followed when it is needed.

10c. Barriers to completion	
10d. Observations/discoveries	
<b>11. What additional resources would assist your campus in implementing 508 procurement objectives?</b>	
<p>Barriers in most the questions above are:</p> <ul style="list-style-type: none"> <li>• Small Procurement staff and competing priorities.</li> <li>• ATI awareness must be raised and maintained at the highest level of management for ALL constituencies in a consistent and informed manner.</li> <li>• Ultimately, lack of explicit funding limits success in marketing, maintaining and improving this (or any other) effort.</li> </ul> <p>Efforts that will help to move forward the E&amp;IT initiative include:</p> <ul style="list-style-type: none"> <li>• Raising the campus community’s awareness of accessibility issues, particularly in the areas of Instructional Materials and E&amp;IT Procurement.</li> <li>• Regular meetings of Cal Maritime’s newly formed ATI Oversight Committee. Members of the three ATI priorities comprise the membership of this broader committee.</li> <li>• More frequent discussions between the Purchasing personnel and the ATI Executive Sponsor about E&amp;IT plans.</li> <li>• Attendance at the regional meeting this fall.</li> </ul>	