



Cal Maritime Accessible Information and Communication Technology Procurement Process

Purpose

The Cal Maritime Accessible Information and Communication Technology Procurement Process is intended to provide the campus with guidance in the procurement of accessible Information and Communication Technology (ICT), aka Electronic and Information (E&IT), goods and services including the consideration of the impact to the campus. This process is outside the scope of Procurement's requirements for evaluation of general and supplemental provisions, security requirements and other procurement policies and laws.

Applicability

The Cal Maritime Accessible Procurement Process applies to purchases and adoptions of Information and Communication Technology, regardless of the cost or funding source (e.g. State, Foundation, ASCMA, Athletics, Corporation, Auxiliary, Federal and State grant funds). The requirement for Accessible Information and Communication Technology extends to "free" products or services (e.g. Open Source, Google Apps), and also includes campus developed products or services.

Law and Policy

It is the policy of the CSU to make information and communication technology resources and services accessible to all students, faculty, staff, and the general public regardless of disability. [Accessible Technology Initiative Policy](#)

The CSU Accessible Technology Initiative (ATI) was established to target the elimination of accessibility barriers, with a focus on web-based resources and materials, instructional materials, and procurement. This procurement process was developed to align with [Coded Memorandum](#), along with the [goals and success indicators](#) articulated in the coded memorandum and reported to the CSU in campus-prepared Annual Reports.

The ATI goals and success indicators are based on applicable federal and state laws and standards, but not limited to, Sections 504 and 508 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA); California Government Code 11135; the U.S. Access Board's Section 508 Standards; and the "World Wide Web Consortium's Web Content Accessibility Guidelines.

What is Information and Communication / Electronic and Information Technology?

E&IT is Electronic and Information Technology and includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation,

conversion or duplication of data or information.

Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

Electronic and information technology includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines.

E&IT Procurements

Cal Maritime is required to purchase E&IT products and services that conform to the standards established for each category of covered items, if such are commercially available, and their purchase does not result in an undue burden or fundamental alteration.

E&IT Procurements Examples Requiring ATI Procurement Review:

- Computer monitors, displays, televisions, and projectors
- Telecommunication products
- Information kiosks
- Transaction machines
- World Wide Web sites
- Software and mobile applications
- Computer operating systems
- Computers
- Multimedia
- Electronic office equipment (such as copiers, facsimile machines, scanners, printers, and multi-function devices)
- Any device or system that is used in the creation, conversion, or duplication of data or information
- Video cards and video adapters
- Software (any type, including download, cloud- use, free, or physical install)

E&IT Procurements Excluded from ATI Procurement Review:

- Computer, printer supplies (CDs, ribbons, stock paper)
- Wireless presenters
- Wired and wireless keyboards; wired and wireless mouse; wired and wireless desktop speakers
- Dongles
- Cables, except network patch cables
- USB hubs
- UPS battery backup for desktop
- Digital cameras, camera lenses and other camera accessories
- Disks, SD cards, electronic and data storage devices

E&IT Procurements requiring ATI Procurement Review Process Steps

(Note: Hyperlink to CSU's ATI Procurement Process for further definitions and general details only. Cal Maritime's process steps may differ.)

1. Gather Information:

Purchase Requestor obtains all information that is necessary for the ATI Designee in IT to perform an initial evaluation and conduct an accessibility review. For purchases that do not require a competitive bid process, the Purchase Requestor is responsible to:

- a. Complete the **Cal Maritime E&IT Pre-Purchase Information and Review** form.
 - i. Identify functional and business requirements for product/ service.
 - ii. Conduct market research to find products that meet requirements.
 - iii. Select product/service that best meets the functional and business requirements.
- b. Request VPAT(s): Obtain up-to-date Voluntary Product Accessibility Template(s) from the vendor. Use the Cal Maritime VPAT Guide and Accessibility Roadmap template when possible.

2. Review Information:

Submit Accessibility documentation to the IT Department for review (Pre-Purchase E&IT Information Form, VPAT(s) and approved IT requisition).

The ATI Designee receives Accessibility documentation from the Purchase Requester. Upon receipt of the Accessibility documentation, the ATI Designee is responsible to:

- a. Review Accessibility documentation for completeness and Section 508 applicability.
- b. Initiate the EIT Review Form:
 - i. Determine the impact of the proposed purchase; and
 - ii. Determine the type of review. Low Impact E&IT required a VPAT, but the procurement will not be delayed for a complete review.

3. Review Accessibility:

- a. Conduct the Accessibility Review.
- b. Obtain an Accessibility Roadmap from the vendor as needed.
- c. Work with Purchase Requestor as needed to develop an Equally Effective Alternate Access Plan (EEAAP) for review by EEAAP Committee.
- d. Complete the Pre-Purchase Information and ATI Review Form; and Review Summary and Recommendations.

4. Complete Procurement:

The ATI Designee or Purchase Requestor forwards the IT purchase requisition and submits it, along with Accessibility review and other supporting documentation, to the Procurement Department.

Note: General and supplemental provisions and security review are outside the scope of this process. Review of all provisions and security review will be conducted as needed.

Upon receipt of the purchase requisition and supporting documentation, the Procurement Department Buyer verifies that all Accessible Procurement process steps have been completed before processing the

order. The Buyer then places the order with the vendor and ensures that the Accessibility review and other supporting documentation are included when the Purchase Order or Contract documents are filed or imaged. The Administrative Support staff member and the Purchasing Department Buyer work together to complete the following sub-steps:

- a. Complete the purchase requisition; and
- b. Submit the purchase requisition to Procurement with all documentation.
- c. Buyer to confirm that required documents are in compliance.
- d. Place the order with the vendor; and
- e. Ensure Accessibility documents are filed/imaged with PO/Contract

About the Cal Maritime Accessible Procurement Process

The Cal Maritime Accessible Procurement Process is adapted from the CSU Accessible Procurement Process which, in turn, was developed as a collaborative effort as part of a system-wide effort to create a standardized procurement process that could be adopted or adapted by any one of the 23 CSU campuses.