Procurement – abbreviated template

# Goal 1.0 – Procurement Procedures

| **Goal** | **Goal Status** | **What is going well?** | **What are possible solutions/strategies?** |
| --- | --- | --- | --- |
| **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.** |  |  |  |
| **Comments** |  | | |

| **Success Indicator** | **Status** | **Comments** |
| --- | --- | --- |
| * 1. Developed and published an Accessible ATI E&IT Procurement Plan. |  |  |
| * 1. Developed a procedure for procuring E&IT products based on the product/service impact criteria. |  |  |
| * 1. Developed a documented process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals. |  |  |
| * 1. Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance. |  |  |
| * 1. Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance. |  |  |
| * 1. Documented a process used to verify Voluntary Product Accessibility Templates (VPATs). |  |  |

# Staffing or role definition

| **Goal** | **Goal Status** | **What is going well?** | **What are possible solutions/strategies?** |
| --- | --- | --- | --- |
| **ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements** |  |  |  |
| **Comments** |  | | |

|  | **Status** | **Comments** |
| --- | --- | --- |
| * 1. established a group that meets on a regular basis to discuss accessible procurement topics. |  |  |
| * 1. Identified contact person(s) and process for E&TI product/service provider, purchase requestors, and staff to ask questions about procurements. |  |  |
| * 1. 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 EIT product/service provider on accessibility questions? Who does the accessibility evaluation of the product?). |  |  |

# Equally Effective Access Plans

| **Goal** | **Goal Status** | **What is going well?** | **What are possible solutions/strategies?** |
| --- | --- | --- | --- |
| **Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant** |  |  |  |
| **Comments** |  | | |

| **Success Indicator** | **Status** | **Comments** |
| --- | --- | --- |
| * 1. Documented a process that outlines when an equally effective alternate access plan is necessary. |  |  |
| * 1. Established a process with roles assigned for all parts of creating an equally effective alternate access plan. |  |  |
| * 1. Established a process to ensure that accommodations were provided. |  |  |

# Training Process

| **Goal** | **Goal Status** | **What is going well?** | **What are possible solutions/strategies?** |
| --- | --- | --- | --- |
| **All parties involved in E&IT procurement have been trained, and a continual training program is in place.** |  |  |  |
| **Comments** |  | | |

| **Success Indicator** | **Status** | **Comments** |
| --- | --- | --- |
| * 1. Established and deployed new employee orientation training materials that provide overview of Section 508 requirements and where to get more information. |  |  |
| * 1. Established and deployed training program for purchase requestors and administrative support staff. |  |  |
| * 1. Established and deployed training program for Information Technology Staff. |  |  |
| * 1. Established and deployed training program for Buyers (procurement staff). |  |  |

# Outreach (Communications)

| **Goal** | **Goal Status** | **What is going well?** | **What are possible solutions/strategies?** |
| --- | --- | --- | --- |
| **All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.** |  |  |  |
| **Comments** |  | | |

| **Success Indicator** | **Status** | **Comments** |
| --- | --- | --- |
| * 1. Established a process for working collaboratively with vendors during the procurement process to assess and improve the accessibility of their product (i.e. VPAT review process, Accessibility Roadmap). |  |  |
| * 1. Established an ongoing general campus communication that promotes E&IT procurement awareness. |  |  |