

## INFORMATION AND COMMUNICATION TECHNOLOGY PROCUREMENT FORM

### Introduction

CSUN has an Accessible Technology Initiative (ATI) Procurement Process in place that measures the accessibility impact of all Information and Communication Technology (ICT) programs, services or activities procured at CSUN regardless of the value. The ICT Procurement Form **must be completed by requesting departments for all technology purchases**. This form will be an initial review by CSUN's ATI Procurement Group to determine the accessibility impact of an ICT purchase.

Regardless of the outcome of the impact review, departments are expected to reasonably accommodate an individual's request for a disability-related accommodation. Information about the university's process of reasonable accommodation can be found at [Equity and Diversity](#).

### Instructions

- This form must be completed for all ICT purchases at CSUN except for products noted in the [FAQ's](#).
- Download and save this form to your computer before filling it out.
- Please respond to this form as accurately as possible. **Incomplete responses may result in delays to the approval of your purchase order or p-card waiver.**
- All fields marked by an asterisk (\*) are required. **Forms with incomplete required fields will be returned to the requester for resubmittal of a complete form.**
- Once the form is filled out, save and attach the form to an email to [purch@csun.edu](mailto:purch@csun.edu) and [udc.procurement@csun.edu](mailto:udc.procurement@csun.edu).
- If additional documents need to be sent along with this form for approval, please attach them to the email.
- Please allow up to 15 business days to process this initial request. Please note, if your form is sent back for revisions, the 15 day review window will begin again at the time any issues with the form are resolved.
- As soon as your request has been reviewed, your purchase order or p-card waiver will be processed by the campus Purchasing & Contract Administration department.

### Section 1: Purchase Request

Select type of purchase\*

New Purchase	Renewal Purchase
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Requisition #/ P-Card Case #/ Other<sup>[1]</sup> \*

Date\*

[1] Other includes non-state request and/or zero dollar value request

## Section 2: Requester Information

Please provide the name, phone extension, email and department/unit of both the person requesting the product ("Requester") and the person completing the ICT Procurement Form ("Contact").

**Requester \*** (person requesting the product)

Requester Name*	Requester CSUN Email*
Requester Phone Extension*	Department*

**Preferred Contact \*** (person completing the form)

same as requester

Contact Name	Contact CSUN Email
Contact Phone Extension	

## Section 3: Product Information

Product Name\*

Product Version

Vendor/Company Name\*

Vendor/Product Website/URL

Vendor Contact Information (email/phone number, etc.)\*

What will this product or service do? \* Brief explanation of what the product does (i.e., functionality).



C. Please select all that apply\*:

Students and/or faculty are required to use this product for an academic course.

This product will be used for academic research only.

Students/faculty/staff are required to use this product for an academic or professional activity, campus program, or process/procedure.

This product is a resource for students, faculty or staff to use as desired.

None of the options above apply

D. If students are using this product for a course, please include the course name and information.

## Section 6: Voluntary Product Accessibility Template\* *At least one is required*

A completed VPAT is a report provided by the [Information Technology Industry Council \(ITIC\)](#) that documents information related to the accessibility features of an ICT product or service. When conducting business at CSUN, ICT vendors must provide a VPAT of their product and ***it is the responsibility of the requester to obtain the most up-to-date VPAT from the vendor.***

If the vendor(s) is unable to provide a VPAT, the requester must supply a [blank VPAT](#) to the vendor(s) to complete. For more information on this process, please go to [ATI Procurement](#).

VPAT is available online. Website address\*:

VPAT is attached.

VPAT for this product is unavailable.

If vendor cannot provide a VPAT, please state why.\*

**Thank you for completing this Information and Communication Technology Procurement Form.**

**PLEASE SAVE THIS COMPLETED FORM AND SEND IT AS AN ATTACHMENT TO AN EMAIL ADDRESSED TO: [purch@csun.edu](mailto:purch@csun.edu) AND [udc.procurement@csun.edu](mailto:udc.procurement@csun.edu).**

Please allow up to **15 business days** to process your request. If additional documents need to be sent along with this form for approval, please attach them to the emails. If the form is incomplete, the 15 day review window will begin again at the time any issues with the form are resolved. As soon as your request has been reviewed, your purchase order or p-card waiver will be processed by the campus Purchasing & Contract Administration department.

