

# 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 <a href="mailto:purch@csun.edu">purch@csun.edu</a> and <a href="mailto:udc.procurement@csun.edu">udc.procurement@csun.edu</a>.
- 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.

# Select type of purchase\* New Purchase Renewal Purchase 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).

# **Section 4: Location and Useage**

A.	Public facing website. Website Address *: Student facing website or application. Website Address*: One Department/ College or Division Multiple Departments, Colleges or Divisions Classroom Computer labs Research Lab Individual Workstations Other (please explain*)					
B. Who will be using the product or service?* Check all that apply and enter the estimated maximum total users annually from each group.						
	Students <sup>[1]</sup>	Faculty				
	Staff	Student Assistants (Including Instructional SA's)				
	General Public/Visitors	All campus users				
	Other (please explain)*					
[1] If students are using this product or service in a classroom setting, the total number of student users is determined as: <i>number of student users</i> X <i>number of sessions</i> X <i>number of semesters per year</i> .						
Se	ction 5: Accessible Technology Initiative	e (ATI) Information/Impact				
		ct or service? * Briefly explain how the product will be used.  ne examples, please refer to the ICT Procurement Form page.				
В.	Will this product or service be used to develop Yes	o or publish a website or mobile application? No				
	If yes, who will be the audience for the finish					

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 <u>Information Technology Industry Council (ITIC)</u> 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 <u>blank VPAT</u> 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 AND udc.procurement@csun.edu.

Please allow up to <u>15 business days</u> 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.

Inter	office Use (	nıy – ımpa	ct Review (UDC)					
Date	e of Impact Rev	iew						
	Impact:	High	Medium	Low				
Additio	onal recomme	ndations/comr	nents:					
Inter	office Use (	Only – Acce	ssibility Review (UD	C)				
Select	the category or	categories of t	the product.					
	Hardware [C	204, Chapter 4	]					
	Software [C2	05, Chapter 5]						
	Web (availab	le on the Inter	net and/or providing a bro	wser interface)				
	Functional Pe	erformance Cri	teria [C202, Chapter 3]					
	Electronic Co	ntent [C203]						
	Support Doc	umentation an	d Services [C206, Chapter	6]				
Is this	a previously re	viewed renew	al?					
	Yes		No					
	Renewal Stat	cus:						
	No further action for this renewal cycle.							
	To undergo an accessibility review.							
	Hold	. Documentati	on not yet received.					
Will ac	ccessibility com	pliance testing	g be conducted?					
	Yes	Testing pre	viously conducted	No (Explain):				
Access	sibility Review	Гуре:						
	Basic Assessr	nent	VPAT Review	Accessibility Test				

Final recommendations/comments: