

DRAFT EIT Procurement Plan

The following is Cal Poly Pomona's plan for achieving the goals of the Accessible Technology Initiative (ATI) in the area of Accessible E&IT Procurement. We are pleased that the coded memorandum permits campuses to phase in 508 compliance, beginning with the largest purchases and those that involve formal solicitations, and moving in stages to full implementation for all E&IT purchases. Accordingly, Cal Poly Pomona has taken the approach of developing procedures for the largest purchases, implementing these procedures beginning on September 1, 2007, and evaluating them carefully as we develop procedures for the next implementation phase. We do not believe that Phase I will require additional resources or significant user training. We recognize that subsequent phases will require additional personnel and the training of users. The ATI Steering Committee will be responsible for ensuring that the steps in this plan are completed. Key resources on the Steering Committee will be from Instructional & Information Technology, the Disability Resource Center, the Office of Diversity and Compliance as well as Procurement. The procedures to be implemented on Sept

Date	Task	Elements of Plan
Aug. 10, 2007	Develop a plan for E&IT	COMPLETED - Draft plan has been developed and approved by the ATI Steering Committee. The following documents have been developed and are attached to this plan: Procedures for formal solicitations and acquisitions greater than \$50,000; an E&IT form; an E&IT exemption form; and a Roles and Responsibilities document that we believe will contribute to understanding of the process and help members of the campus community to meet their responsibilities.
Sept. 1, 2007	Implementation for formal solicitations and acquisitions greater than \$50,000	Procedures for formal solicitations & acquisitions greater than \$50,000 have been developed and approved by the ATI Steering Committee. During the remainder of August we will provide information (informal training) on the new procedures to ensure that all those initiating procurements of this type will be prepared to follow the procedures.

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<p>Aug. 15, 2008</p>	<p>Submit progress report to the Chancellor's Office</p>	<p>Report will be prepared by ATI coordinator, reviewed by Procurement Services and the ATI Steering Committee, and submitted to the Office of the Chancellor by the deadline. Data for the report will be collected beginning in May 2008. Data will include number of qualifying purchases, number of purchases for which new procedures were followed, and number for which Section 508 standards were met, number and type of exemptions granted. Explanations of the exemptions and procedures for providing equally effective alternative access will also be provided. Staff workload data will be collected to determine whether resources applied to the procedures are adequate. Data will also include results of a stakeholder survey designed to identify any difficulties with procedures and suggestions for improvement.</p>
<p>Sept. 1, 2008</p>	<p>Implementation for purchases greater than \$2500, excluding procurement card purchases</p>	<p>The procedures will be enhanced and extended to include purchases greater than \$2500 (excluding procurement card purchases), based on the analysis of the data gathered for the August 15, 2008 report. Once procedures are approved by the ATI Steering Committee they will be provided to the President's Cabinet, along with a request for resources required to implement these procedures. Because the volume of procurements to which these procedures will apply, we anticipate that additional resources will be required for accessibility review and documentation, and for training users to follow the new procedures. Formal in-person and online training will be provided to ensure that the new procedures are well understood.</p>

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Aug. 15, 2009	Submit progress report to the Chancellor's Office	Report will be prepared by ATI coordinator, reviewed by Procurement Services and the ATI Steering Committee, and submitted by the deadline. Data will include number of qualifying purchases, number of purchases for which new procedures were followed, and number for which Section 508 standards were met, number and type of exemptions granted. Explanations of the exemptions and procedures for providing equally effective alternative access will also be provided. Staff workload data will be collected to determine whether resources applied to the procedures are adequate. Data will also include results of a stakeholder survey designed to identify any difficulties with procedures and suggestions for improvement.
Sept. 1, 2009	Implementation for all purchases greater than \$2500, including procurement card purchases	Data for the Aug. 15, 2009 report will be collected beginning in May 2009. The procedures will be enhanced and extended to include procurement card purchases greater than \$2500, based on the analysis of the data gathered. Refresher training, and training for employees new to their positions, will be provided.
Aug. 15, 2010	Submit progress report to the Chancellor's Office	Report will be prepared by ATI coordinator, reviewed by Procurement Services and the ATI Steering Committee, and submitted by the deadline.
Sept. 1, 2010	Implementation for all purchases	Data for the Aug. 15, 2010 report will be collected beginning in May 2009. Data will include number of qualifying purchases, number of purchases for which new procedures were followed, and number for which Section 508 standards were met, number and type of exemptions granted. Explanations of the exemptions and procedures for providing equally effective alternative access will also be provided. Staff workload data will be collected to determine whether resources applied to the procedures are adequate. Data will also include results of a stakeholder survey designed to identify any difficulties with procedures and suggestions for improvement. The procedures will be extended to include all purchases, based on the analysis of the data gathered.

California State Polytechnic University, Pomona

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Aug. 15, 2011	Submit progress report to the Chancellor's Office	Report will be prepared by ATI coordinator, reviewed by Procurement Services and the ATI Steering Committee, and submitted by the deadline.
Aug. 15, 2012	Procurement Final Report due to the Chancellor's Office	Report will be prepared by ATI coordinator, reviewed by Procurement Services and the ATI Steering Committee, and submitted by the deadline.