

Year 2 Procurement Annual Report - Due August 15, 2008

In compliance with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the 1973 Rehabilitation Act (as amended in 1998), and California State University Coded Memorandum AA-2007-04, annual reporting of the implementation of the Accessible Technology Initiative is required of all CSU campuses. This report focuses on Priority Three: Accessible Electronic and Information Technology (E&IT) Procurement, due August 15, 2008.

The topics identified in this form address your original plan from 2007 and provide a narrative description of your progress as well as obstacles in achieving your goals. Please provide updates to your original plan, reporting on significant tasks that were completed; what you expect to accomplish next year; areas of difficulty and barriers to completion; and any comments on your observations and discoveries. You may provide any attachments that you believe are relevant to this report.

1. Have you refined or changed your procedures from those you described in your 2007 plan? If so, please explain.	
1a. Accomplishments in 2007/2008	During 07-08, the plan was implemented as designed.
1b. Plans for 2008/2009	Revise the procedures and forms to address RFP/IFB processes.
1c. Barriers to completion	The procedure didn't work well for RFPs/IFBs.
1d. Observations/discoveries	508 compliance didn't work as a weighted criteria.
2. Please describe briefly the team involved in your 508 procurement process, and the roles and responsibilities of team members, especially if they have changed since you submitted your plan. If you have had trouble identifying team members, please explain why and include your suggestions of solutions at the campus or Chancellor's Office level.	
2a. Accomplishments in 2007/2008	Our team consisted of representatives from Procurement, I&IT, Diversity & Compliance and Disability Resource Center. Our team reviewed VPATs, provided ATI approval, & discussed and designed equal & effective access plans. The team and/or team roles did not change from what was submitted in our plan.
2b. Plans for 2008/2009	No plans to change our team.

2c. Barriers to completion	Time required & learning curve.
2d. Observations/discoveries	The diversity & broad representation of the team was an important attribute. It helped enlightened the entire team regarding all aspects.
3. Please list the other significant roles of individuals involved in the 508 procurement process. Please briefly list the 508 procurement responsibilities of each.	
3a. Accomplishments in 2007/2008	n/a
3b. Plans for 2008/2009	Education & outreach.
3c. Barriers to completion	Requestor does not have 508 expertise. Our ATI team doesn't have expertise in the E&IT item being purchased.
3d. Observations/discoveries	Lots of education, hand-holding, & outreach to vendors & CSU personnel is critical to success.
4. How many procurements over \$50,000 were made on the campus? Were you able to incorporate Section 508 requirements in all of them? If not, why not?	
4a. Accomplishments in 2007/2008	For those E&IT items that were bid or over \$50k, 7 items, 508 requirements were included.
4b. Plans for 2008/2009	Earlier involvement in construction projects. Improve 508-related RFP language. Develop guidelines and/or checklist materials to assist vendors and campus requesters.
4c. Barriers to completion	Construction projects equipment that began prior to the AIT implementation.
4d. Observations/discoveries	Resellers & campus requesters are selecting vendors that don't require bidding (e.g., GSA, MEA, etc.). These state contracts do not currently include 508 due to when they were initially awarded.
5. Of the procurements that did incorporate Section 508 requirements, how many resulted in an exception from the 508 requirements? Which exceptions have been used? Please provide an example or two, if you have any.	
5a. Accomplishments in 2007/2008	4 of the 7 450k+ procurements required exemptions including PBX upgrade, library booksorter, network switching equipment.

5b. Plans for 2008/2009	Develop guidelines and/or checklist materials to assist vendors and campus requesters.
5c. Barriers to completion	Knowledge of the vendor & requester regarding accessibility. Knowledge of the ATI team about the request and context for use.
5d. Observations/discoveries	Many are not knowledgeable. Many have difficulty with "change". Limited expectation of those with disabilities.
6. If there were exceptions, how many included a procedure to provide equally effective alternative access? Please attach one as an example.	
6a. Accomplishments in 2007/2008	2 required Equal & Effective access plans (Booksorter and Avaya PBX upgrade)
6b. Plans for 2008/2009	
6c. Barriers to completion	Knowledge of the vendor & requester regarding accessibility. Knowledge of the ATI team about the request and context for use.
6d. Observations/discoveries	
7. What 508 procurement communication activities took place during the past year? Please describe the activities and attach any relevant documents or materials.	
7a. Accomplishments in 2007/2008	Procurement 101 training incorporated 508 information, various department meetings, and 508 Overview workshops.
7b. Plans for 2008/2009	More of the same Develop guidelines and/or checklist materials to assist vendors and campus requesters.
7c. Barriers to completion	The barriers are the same with providing any training.
7d. Observations/discoveries	

8. What 508 procurement communication activities took place during the past year? How many people were trained? What roles were they in? Please describe the activities and attach any relevant documents or materials.	
8a. Accomplishments in 2007/2008	in the past year we have conducted Procurement 101 training incorporated 508 information and ATI outreach to the following departments and training events: Academic Affairs, Graduate Studies, Grant and Contracts, Art Department, Tech Group, Academic Senate, CLASS, Foundation, Career Center, Summer Institute, Catch the Wave and Facilities Design. We have communicated to date with over 300 faculty and staff members.
8b. Plans for 2008/2009	More of the same Develop guidelines and/or checklist materials to assist vendors and campus requesters.
8c. Barriers to completion	Time required & learning curve.
8d. Observations/discoveries	Departmental procurement communication activities have been more successful than one on one communication settings.
9. What activities took place to evaluate the implementation of 508? Please describe. What were the results?	
9a. Accomplishments in 2007/2008	Steering Committee meets bimonthly. ATI Procurement team meets weekly. CSU CoPs. See above for results.
9b. Plans for 2008/2009	More of the same.
9c. Barriers to completion	Time required & learning curve.
9d. Observations/discoveries	CoPs have not been useful. Our campus seems to be more advanced than other campuses.
10. In what ways did implementation of your 508 Procurement Plan differ from what had been planned? Why?	
10a. Accomplishments in 2007/2008	No difference.
10b. Plans for 2008/2009	

10c. Barriers to completion	
10d. Observations/discoveries	
11. What additional resources would assist your campus in implementing 508 procurement objectives?	
<p>CSU ATI to provide more cohesive & holistic best practice which should include business process, universal design, etc. Other items include: consistency, templates, vendor outreach, more CSU ATI involvement with state contracts, more help with interpreting VPATs consistently,</p>	