ELECTRONIC AND INFORMATION TECHNOLOGY (EIT)

PROCUREMENT POLICY AND PROCEDURES

UNIVERSITY OF NEVADA, RENO

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Contents

EIT Procurement Policy

The University purchases Electronic Information Technology that is universal in design and accessible to individuals with disabilities. In the event this is technically unfeasible, the procedures must require the University to provide equally effective alternate EITs. All EITs must meet the applicable accessibility standards set forth in the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, Section 508 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.

EIT Procurement Procedure

EIT purchases must follow the established NSHE General Purchasing Guidelines. Additionally, when making EIT purchases or renewals the Purchase Requestor or the Department Buyer must ensure a compliant Voluntary Product Accessibility Template (VPAT) or an acceptable alternative must accompany the P-Card, Request for Check paperwork or Requisition before the purchase can be paid/made. The only time the BCN Purchasing Department will obtain the VPAT is when conducting a formal bid. Only vendors with a compliant VPAT (or acceptable alternative) will be evaluated and awarded the bid. The Accessibility Review Committee will review and approve accessible alternatives.

The vendor must ensure all EIT conforms to accessibility standards as defined above. This includes any student-, faculty-, or staff-facing portions of the proposed product. Vendors must submit a completed VPAT as part of the response/proposal. Vendors must declare if any portion of the proposed product under consideration does not fully conform to the accessibility standards, the ways in which the proposed product is out of compliance and a remediation plan or acceptable alternative.

VPATs will be kept on file at the University for the duration of the product's or service's life cycle. If, at any time, the product or service no longer conforms to the guidelines and laws defined above, the vendor will notify the original Purchase Requestor or the Department Buyer in writing within fourteen calendar days explaining the justification of the change which rendered the product or service noncompliant and the proposed remediation plan or acceptable alternative. If vendor is unable or unwilling to bring the product or service back into compliance with the guidelines and laws defined above without making technically unfeasible modifications, the vendor may supply the University with an accessible alternate EIT that

provides an equal experience for the user at no additional expense to the University. Failure to notify the University of such a variance or failure to provide an acceptable alternative in a timely manner, not to exceed thirty calendar days, shall be considered a breach of contract.

EIT Purchasing Request Process

   a. Needs Analysis - Determine needs/requirements for the products/services to be purchased.
      i. Research which products/services are available for that need.
      ii. Check to see if a product is on the UNR Pre-Approved List.
   b. Request the related accessibility documentation from vendor (e.g. Vendor Product Accessibility Template) if possible.
2. Submit for EIT Review
   a. Complete the EIT Procurement Review Form. See Technology Procurement Request Instructions.
   b. Complete gathering of documentation on accessibility if required (i.e. VPAT for products, 508 Acknowledgement Statement for services, caption information for videos, etc.) from vendor and email documentation to the Accessibility Review Committee.
   c. Depending on the product/service being requested and its level of impact, approval may be required from one or more of the following reviewers: the Accessibility Review Committee, the Information Security Office, and/or other IT reviewing offices.
   d. After the EIT review has been completed, the requestor will receive a final determination statement by email from the Accessibility Review Committee.
3. Upon final approval, complete purchase according to NSHE BCN General Purchasing Guidelines.
4. If request is not approved, proceed with one of the following options:
   a. Complete the Equally Effective Alternate Access Plan (EEAAP) for submission to the Accessibility Review Committee
   b. Refer to 1.a.i and find a more accessible solution.

EIT Procurement Review Form

Requestor Information

Requestor name: _____

Department: _____

Division: _____

Product Information

Product name & model/version: _____

Product vendor: _____

Product description: _____

_____

_____

Describe how and where this product will be used: _____

_____

_____

Dollar Amount: _____

Is this product/service previously reviewed?   ☐ YES ☐ NO

(Same version of the product previously purchased and reviewed remains compliant. Documentation is on file. Can be found in the product's previous EIT approval.)

Product Types (Check all that apply):
- ☐ Software/Applications
- ☐ Multimedia or Video Content
- ☐ Classroom Equipment
- ☐ Web (software, hardware, services)
- ☐ Office Equipment (e.g., fax, kiosk, etc.)
- ☐ Telecommunications (software, hardware, services)
- ☐ IT Consulting or IT Services
- ☐ Network or Datacenter Equipment (e.g., firewall, router, wireless access point, etc.)
- ☐ Printers/Copiers/All-In-Ones
- ☐ Computers (Desktop or Laptop)
- ☐ Mobile Device (Smartphone, Tablet)
- ☐ Other Electronic Information Technology

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EIT Impact Criteria

Will this product be <u>required</u> by students? ☐ YES ☐ NO
Will this product be used by more than 100 users? ☐ YES ☐ NO
Who are the users of this product/service (Select all that apply)?
  ☐ Students
  ☐ IT Staff – Maintenance or Monitoring Staff Only
  ☐ General Public
  ☐ Faculty/Staff

Information Security

Will this product process/transmit information covered under FERPA*? ☐ YES ☐ NO
*The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal
 law that protects the privacy of student education records. The law applies to all schools that
receive funds under an applicable program of the U.S. Department of Education.*

Will this product process/transmit business use information? ☐ YES ☐ NO
If authentication is required to use this product, will it use an account ☐ YES ☐ NO
other than a NetID?
Will this purchase offer the following services: an authentication service, ☐ YES ☐ NO
domain service, email hosting, DNS, DHCP, file share services, systems
which support health and safety, regulated services such as credit card
handling, medical data, etc.?

Acknowledgements

Is documentation required for this request?
  ☐ YES, Voluntary Product Accessibility Template (VPAT) provided.
  ☐ YES, Working with Vendor to Obtain VPAT
  ☐ YES, Section 508 Acknowledgement Provided VPAT
  ☐ YES, Working with Consultant to Obtain Section 508 Acknowledgement
  ☐ NO, I responded "No" to the first question in the "EIT Impact Criteria" Section
  ☐ I'M NOT SURE, I will e-mail the Accessible Review Committee for clarification

Comments: _____
_____
_____
_____

Signature: _____

Printed Name: _____ Date: _____

Equally Effective Alternate Access Plan (EEAAP)

Purpose of the Equally Effective Alternate Access Plan

In compliance with Section 508 of the Rehabilitation Act of 1973, the University must apply accessibility standards to Electronic and Information Technology (EIT) products and services that it buys, creates, uses and maintains. When systems, software or processes do not meet requirements of Section 508, an alternative access plan must be developed to address the accessibility issue. This form is used to describe the alternate access plan. Plan approval from **Accessibility Review Committee** is required before the procurement can commence.

Instructions

1. The requesting department is responsible for completing sections 1 through 3 below.

2. The requesting department must obtain the appropriate administrative approvals in section 4 and forward the signed form to the Accessibility Review Committee for review.

3. The Accessibility Review Committee will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised for compliance to Section 508.

4. The requesting department or designee is responsible for forwarding the approved original document along with all associated EIT procurement documents to the Accessibility Review Committee, providing copies to those individuals identified in section 3, number 3, Responsible Person(s).

Section 1. Plan Creator Information

Name	Title	Department
College/Division	Email	Office Extension
Office Location	Mail Code	Date

Section 2. Description of the Affected System, Software, Process or Other EIT Purchase

Affected product is a:	
Product Name:	
Product Description:	
Product Purpose:	

Section 3. How will "Equally Effective Alternate Access" be provided?

1. Description of the issue: Describe specifically what part of the system, software, or process is a known accessibility issue and is not accessible per Section 508 and the UNR EIT standards.	
2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. Groups may be specific (e.g., IT employees, Engineering students, etc.) or general (e.g., general public, visitors, students only, UNR employees, etc.).	
3. Responsible person(s): List the name(s) and titles of the campus employee(s) who will be responsible for providing equally effective alternate access for the specified known accessibility issue as described in Number 4.	
4. How will EEAA be provided? Describe in detail how the responsible department(s)/person(s) equally effective alternate access will be communicated and what will be provided. For example, "To access room availabilities, visitors can go to a different web page that contains the same information." Attach separate documentation.	
5. EEAA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide equally effective alternate access for the known issue.	
6.Repair Information: Include the following information in this section: Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date.	
7.Timeline for Unforeseen events: A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond campus policy and/or outside of the realm of the questions above.	

Administrative Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets Section 508 and UNR EIT compliance requirements.

Department Chair/Manager		Date:
Dean/Division Vice President		Date:

EEAAP Approvals

Accessibility Review Committee designee		Date:
Director of Students to Disabilities or designee		Date:

EEAAP Attachment
How will EEAA be provided?

Definitions

EIT (Electronic and Information Technology) - Information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication and delivery of data or information. The term electronic and information technology includes, but is not limited to, the internet and intranet websites, content delivered in digital form, electronic books and electronic book reading systems, search engines and databases, learning management systems, classroom technology and multimedia, personal response systems ("clickers"), classroom podiums, scientific lab equipment and office equipment such as, copiers and fax machines, It also includes any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, creation, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. This term includes telecommunications products (such as telephones), information kiosks, Automated Teller Machines (ATMs) transaction machines, computers, ancillary equipment, software, third party SAAS solutions, services (including support services), and related resources information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication and delivery of data or information. The term electronic and information technology includes, but is not limited to, the internet and intranet websites, content delivered in digital form, electronic books and electronic book reading systems, search engines and databases, learning management systems, classroom technology and multimedia, personal response systems ("clickers"), classroom podiums, scientific lab equipment and office equipment such as, copiers and fax machines, It also includes any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, creation, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. This term includes telecommunications products (such as telephones), information kiosks, Automated Teller Machines (ATMs) transaction machines, computers, ancillary equipment, software, third party SAAS solutions, services (including support services), and related resources.

Purchase Requestor - The person making the request for purchase of EIT.

Department Buyer - The department at the University that will be making the purchase with the vendor.

Vendor - The entity the University wants to purchase the EIT from.

Accessibility Review Committee – A standing committee that offers advice on the accessibility of products and services to purchasers.

Acceptable Alternative – may include plans and a timeframe for achieving conformance or an alternate workaround.

EIT Purchasing Request Procedure Flow-Chart

EIT Purchasing Request Procedure

Research

Purchase Requestor/ Department Buyer

START → Needs Analysis (e.g, scheduling software) → Research which products/services are available for that need. → Is product on Pre-Approved list?

1

Is product on Pre-Approved list? — No → Request the related accessibility documentation from vendor (e.g. VPAT), if possible → 2

YES → Proceed with Purchase

IT Dept

Accessibility Review Committee

EIT Purchasing Request Procedure

Review

Purchase Requestor / Department Buyer

2 → Complete the EIT Procurement Review Form → Forward gathered accessibility docs to Accessibility Committee → Submit documentation for IT review and approval → After the EIT review has been completed, the requestor will receive a final approval email → 3

IT Dept

Security, infrastructure, or usability review, as required. Full review could take one to eight weeks → IT Approval? —No→ 1

Accessibility Review Committee

Review documentation for completeness and compliance → Add VPAT to repository → Compliance Approval?

Yes

No

EIT Purchasing Request Procedure

Request

Purchase Requestor / Department Buyer

3 → Purchase product in accordance with NSHE General Purchasing Guidelines. Forward IT and Compliance Officer approvals with paperwork.

IT Dept

Accessibility Review Committee