DRAFT PROCUREMENT POLICY/PROCEDURE #6
DATE: MARCH 2019
FROM: DIVISION OF FINANCE AND TREASURY - PROCUREMENT SERVICES
SUBJECT: INFORMATION TECHNOLOGY PURCHASES

The purchase or lease of information technology equipment, software, or services must receive the prior review and approval of the Vice President for the Office of Information Technology or designee (“OIT”). All procurement requests or requisitions for the purchase or lease of such equipment, software, or services received by Procurement Services without evidence of prior OIT review and approval will be forwarded to OIT for such review prior to any processing by Procurement Services.

The purchasing unit is also required to confirm that any product or service that provides access to on-line courses and programs, communications, services and other activities through the University website, webpages, subordinated intranet pages and web accessible applications is accessible by persons with disabilities in accordance with the University’s Digital Accessibility Policy and applicable laws. The purchasing unit must request the information technology seller to provide an audit, a Voluntary Product Assessment Template (“VPAT”), or other documentation of the seller’s testing methodology that verifies the product or service is accessible by persons with disabilities. The audit, VPAT or other documentation may demonstrate testing was conducted by the seller or an independent third party auditor. The audit, VPAT or other documentation must be retained by the purchasing unit as part of the procurement process in accordance with the University’s record retention obligations.

Each purchasing unit of the University must verify information technology meets the University’s Digital Accessibility Policy. Specifically, before a contract will be awarded by Procurement Services, each purchasing unit must verify that bidders and vendors have demonstrated the information technology products or services conform to the World Wide Web Consortium’s Web Content Accessibility Guidelines (WCAG) 2.0, Level AA criteria by providing any of the following:

- information from the bidder or vendor providing a comprehensive understanding of the accessibility of the product or service;
- an independent third party evaluation from a consultant demonstrating the information technology is accessible by persons with disabilities
- A Voluntary Product Accessibility Template (VPAT) using the VPAT 2.0 template which is based on WCAG 2.0 Level AA. For example, WCAG 2.0 Level AA requires:
  - information technology to be:
    - Perceivable (i.e., alternative text is available for those with a visual impairment, color contract, keyboard accessible for those with a physical impairment, closed captioning is available for those with a hearing impairment)
    - Operable (i.e., navigable through use of only a keyboard and does not require the use of a mouse for those with visual or physical impairments)
    - Understandable (i.e., readable through the use of assistive technology for those with a visual impairment)
    - Robust (i.e., accessible using wide range of assistive technologies)

To ensure compliance with WCAG 2.0 Level AA, a contract to purchase information technology may not be
awarded or authorized by Procurement Services, if it does not meet the required specifications.

In addition, the following contractual language must be included in all contracts for the purchase of information technology that provides on-line courses and programs, communications, services, and other activities for the University through its website, webpages, subordinated intranet pages, and web-accessible enterprise applications:

1.4 AMERICANS WITH DISABILITIES ACT - The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. 12101 et seq. 1.4. Accessibility of online content and functionality will be measured according to the W3C’s Web Content Accessibility Guidelines 2.0 Level AA (“Benchmarks for Accessibility”). Contractor shall ensure that content and functionality meet the Benchmarks for Accessibility or that equally effective alternate access can be provided that would ensure, to the maximum extent possible, individuals with disabilities receive the same benefits and services as their nondisabled peers.