

Policy #: 425.0  
Date: March 26, 2021  
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*Next Review:*

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**Title:** **ACCESSIBLE PROCUREMENT OF INFORMATION & COMMUNICATION TECHNOLOGIES POLICY**

**Purpose:** To establish a policy and procedures to ensure that accessible procurement of Information and Communication Technologies (ICT) be implemented within University Enterprises Corporation. CSU Executive Order 1111 mandates that procurement of ICT be vetted for accessibility prior to any technological purchase, thereby promoting equal access to technology. ICT refers to electronic content, software, hardware, and support documentation and services.

This policy does not apply to computing equipment that is personal property of staff and students except to the extent that the use of personal equipment, when linked to UEC/CSUSB's computing and communications facilities, will be subject to ICT accessible procurement provisions. In all cases, applicable statutes and regulations will take precedence over this policy.

**Scope:** UEC has established the following guidelines for the Accessible Procurement of Information & Communication Technologies for all members of UEC including Sponsored Programs. These guidelines should be used in an ethical and professional manner.

**Background:** The CSU's commitment to meeting the requirements of Sections 504 and 508 of the Federal Rehabilitation Act of 1973 and California Education Code 11135 are outlined in Executive Order 1111, The CSU's Board of Trustees Policy on Disability Support and Accommodations.

These regulations mandate that, as a public institution, CSU San Bernardino must provide an equal academic and professional experience regardless of disability. To this end, CSUSB is charged with eliminating usability barriers related to ICT. Thus, all ICT products acquired/purchased by the University shall be reviewed for accessibility using federally-determined accessibility standards.

The mandate to review all ICT purchases for accessibility applies to all University groups, including auxiliaries, who frequently purchase ICT independently of central purchasing using non-state funds.

**1. Accessibility and Security Review Process:**

- a) Accessible Technology Services (ATS) and the Compliance Initiatives Office will conduct information and communication technology (ICT) product accessibility and security reviews for all UEC and Sponsored Programs technology purchases.
- b) Before an ICT purchase is made, an ICT Accessibility & Security Online Review Form must be completed and submitted for approval. Depending on the origination of the request, the UEC Executive Director or Sponsored Programs Administration will check to see if this form has been completed prior to approving the requested purchase.
- c) The University ICT review and approval process with forms can be found at [ICT Accessibility and Security Review process](#).
- d) Please note – Minimum review period is 30 days. And, depending on the level of review required and ease in communicating with the product vendor, it may take up to 90 days to receive approval for purchases that are high impact for both accessibility and security. As such, please submit ICT forms well in advance of required implementation date.
- e) The approved ICT Accessibility & Security Online Review Form must accompany the required purchase information and follow the applicable UEC Purchasing Policy guidelines.

## **2. When an ICT Accessibility & Security Review is Not Required:**

An ICT Accessibility & Security Review is not required for the following:

- Certain Hardware, Computers and Peripherals
- Software Already Site Licensed for Campus by Information Technology Services (ITS)
- Standalone Software Maintenance Agreements (Without Renewal of Software)
- Campus-Standard Web Applications and Cloud Services

The details of these exemptions may be found at: <https://www.csusb.edu/ats/procurement/pre-approved-items> or by calling the ITS Accessible Procurement Specialist at 909-537-7282.

## **Approval:**

Approved by the UEC Board of Directors on March 26, 2021