SAN DIEGO STATE UNIVERSITY

ELECTRONIC & INFORMATION TECHNOLOGY PROCUREMENT SECTION 508 ACCESSIBILITY CHECKLIST

E & IT Officer Review: Kent McKelvey, ETS Senior Director

Requestor: _____   **Requisition Number:** _____

Department / Unit: _____   **Cost:** _____

Product Description: _____

Product Users (who): _____

Product Usage (how/where): _____

Pre-Award Action for E & IT Procurements

Part A – General exemptions to Section 508 – Only an E & IT Officer can authorize an exemption. Refer to the Interim Policy for E & IT 508 Checklist Processing, sent by Chris Xanthos, dated December 12, 2014. All E & IT purchases must have a completed and approved 508 checklist unless they fall under the general exemptions. The 508 checklist must be submitted with a VPAT (Voluntary Product Evaluation Template) or EEAP (Equally Effective Alternative Plan) if the product usage is considered high impact, such as those for instructional or other use in a classroom, lab, or facility that students and/or the general public have direct access to. The forms should be submitted to Riny Ledgerwood via e-mail (rledgerw@mail.sdsu.edu) for review prior to submitting a requisition. Once the forms are approved they can be attached to your requisition and submitted to Contract & Procurement Management.   Questions regarding the E & IT requirements should be directed to Riny at x44952.

Subparts and Categories for Section 508 Compliance

Subpart B – Technical categories of standards (may require more than one.)   _____
  Software applications and operating systems (36 CFR part 1194.22)   _____
  Web-based internet and intranet information and applications (36 CFR part 1194.22)   _____
  Telecommunication products *(phone systems, voice mail systems)* (36 CFR part 1194.23)   _____
  Video and multimedia products *(videos, tv tuners & displays)* (36 CFR part 1194.24)   _____
  Self-contained, closed products *(printers, fax machines, kiosks, ITMs)* (36 CFR part 1194.25)   _____
  Desktop and portable computers (36 CFR part 1194.26)   _____

Subpart C – Functional performance criteria   _____
Subpart D – Information, documentation, and support documentation (always required)   _____

Market Analysis for Section 508 Compliance

  All products that meet the functional requirements are 508 conformant   _____
  One product meets more 508 standards than the others (attach supporting analysis)   _____
  Product previously purchased and is still conformant (e.g., desktop computer contract)   _____
  Only one product meets functional specifications (e.g., sole source) (attach justification)   _____

Note: For an E & IT procurement to be awarded it must have a completed procurement checklist and the vendor supplied VPAT. This includes sole source procurements.   Exempt and previously purchased products only require a procurement checklist.

Requestor Signature _____   **Date**_____
Signature required to certify accuracy and completeness of the checklist and Section 508 compliance.

E & IT Officer Signature _____   **Date** _____
Kent McKelvey, ETS Senior Director, BFA x43245