CSUB™

M E M O R A N D U M

DATE: August 28, 2008

TO: Campus Community

FROM: Michael Chavez
                   Director, Procurement & Contract Services

RE: **CAMPUS NOTICE:**
                   UPDATE REGARDING CSU ACCESSIBLE TECHNOLOGY INITIATIVE (ATI):
                   ELECTRONIC & INFORMATION TECHNOLOGY (E&IT) PROCUREMENT PROCESS FOR
                   CAMPUS PURCHASES GREATER THAN $15,000

On June 12, 2008, the Chancellor's Office issued a revision to the original coded memorandum (Coded Memorandum AA-2008-21) that makes two changes with respect to the procurement of Electronic & Information Technology (E&IT) purchases:

(1) The threshold for purchases that are required to take Section 508 (of the Rehabilitation Act) into account will be **$15,000 as of September 1, 2008**. (In the original Coded Memo, that threshold was to be $2,500.)

(2) Campuses are instructed to add a new element to their E&IT Procurement Plans: to develop criteria related to the impact of an E&IT procurement and a description of how that criteria will be used in the procurement process. (The intent is for campuses to apply the most resources in the most critical purchases.)

As it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public, regardless of disability, we ask that you consider the potential impact of your E&IT acquisitions regardless of source or costs when these products or services are expected to be used by a significant portion of the campus community. This includes acquisitions that do not involve the exchange of monies (open source software) or that are below the $15,000 threshold (such as survey instruments that will be used by a significant percentage of students).

Thus, this campus-wide memorandum is to provide notification to the Campus community that all E&IT Procurements **$15,000 and above** should be reviewed by the CSUB E&IT Procurement Steering Committee. This committee is comprised of representatives from the CSUB departments: Office of Procurement, Services for Students with Disabilities Department, and the Information Technology Services Support (ITSS) Department.

E&IT is defined by federal regulations as any equipment or interconnected system of equipment that is used in the creation, conversion, or duplication of data or information, or used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

Rule of Thumb for Determining if a Product is E&IT Related:
- Is it electronic? And/or does it fit in one of the legal definitions as previously mentioned?
- Does it have a display and/or keypad that humans interact with?
- Does that display have information about creating, converting, sending, receiving, or duplicating any sort of data or information?
- Is it software, or does it use software?
- If you answer yes to any, or all of these, you are dealing with E&IT.

Common Types of E&IT Products Include:
Fax Machines, Scanners, Printers, Copiers, PDA's, Computers, Computer Software, Computer Operating Systems, Desk Phones, Cell Phones, Information Kiosks, ATMs, Multimedia, Videos, World Wide Web (web-sites).

For more information regarding the Accessible Technology Initiative, please visit the following web-sites:

CSU ATI Web-Site:
http://www.calstate.edu/accessibility/

California State University, Bakersfield, ATI Web-Site:
http://www.csub.edu/ati/

If you have any questions regarding future purchases that may be E&IT related, with a purchase price that may exceed $15,000, please contact the CSUB Office of Procurement at extension 3181.

Thank you,

Michael Chavez
CSUB - Director of Procurement & Contract Services

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