

Information Communication Technology (ICT) Procurement Process

PURCHASE Request

Step One

Identify desired Information Communication Technology (ICT) to be procured.

Step Two

Request a Voluntary Product Assessment Template (VPAT) from vendor. If no response after two attempts, proceed to next step.

Step Three

Complete online ICT form. Attach VPAT, Accessibility Statement link and tech standards/essential functions, if available.

Step Four

Submit the ICT form. After submission, system will send the request directly to the Accessibility Specialist.

TESTING & Reporting

Step One

The Accessibility Specialist reviews the request and ICT documentation.

Step Two

The Accessibility Specialist performs automated and manual testing of the technology product.

Step Three

An accessibility assessment of the product is created and shared with the Universal Access Task Force (UATF) ICT Workgroup.

Step Four

The assessment and vendor product documentation is added to our repository and dashboard.

UATF ICT Workgroup

Step One

The UATF ICT Workgroup reviews the request and the accessibility assessment.

Step Two

An approval or denial is assigned to the request.

Step Three

The workgroup notifies the requester and the manager with the decision to approve, approve with conditions, or deny the procurement.

**The requester may submit a requisition or RFC form, along with all supporting documentation, to Purchasing prior to the accessibility review and approval. However, please note that Purchasing will not initiate a contract or process a requisition until the accessibility review has been completed.*

BEYOND Approval

Step One

Requester submits the ICT approval to Purchasing for product procurement.

Step Two

Implementation can be scheduled and commence.

Step Three

The Accessibility Specialist may require additional testing during the implementation of the ICT. The development of an Equally Effective Alternative Access Plan (EEAAP) may also be a necessity depending on the ICT's level of accessibility.

Step Four

The accessible technology review and testing process occurs upon the initial procurement and during renewal or every two years (whichever is soonest).