California State University San Marcos
Information Technology Review (ITR) Process

Campus Training Guide

Agenda

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- What is Accessible Technology and Section 508
- What is Information Security at CSUSM
- What Purchases Require an ITR review
- What are my Roles and Responsibilities
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Purpose for Training

The Information Technology Review (ITR) process is part of CSUSM's commitment to making the resources and tools used on campus accessible, secure, and compatible with our IT infrastructure.

What is Accessible Technology and Section 508

- The CSU system has launched a system-wide Accessible Technology Initiative (ATI) to ensure that each CSU campus follows state and federal laws mandating access to technology.
- CSU's are required to purchase Information and Computer Technology (ICT) products that meet Section 508 Accessibility requirements.
- CSU Chancellor's Office Policies can be accessed at https://www.csusm.edu/accessibility/ati/policies/chancellor/index.html

What is Accessible Technology and Section 508

- Systems and applications that are not accessible pose a risk to the campus if a student, faculty member, staff member, parent, or member of the public is unable to access or use them.

- A list of higher education lawsuits can be found at: https://www.csusm.edu/accessibility/ati/lawsuits/index.html

What is CSUSM's Information Security Program?

- The campus information security program is composed of a collection of policies, guidelines and standards.

What Purchases Require an ITR?

- Any electronic or information technology purchase
- “any piece of equipment, interconnected system or subsystem including software that stores, manages, controls, manipulates, or retrieves information for human interaction”

What Purchases Require an ITR?

Categories of ITR Purchases:

- Software application and operating systems
- Web-based information and applications
- Telecommunications products
- Video and multimedia products
- Self-contained, closed products like kiosks

What are my Roles and Responsibilities?

If you are the individual who is requesting the purchase of an ICT product or service you will need to:

- Determine the requirement for the requested product or services;
- Look for sources that can supply the requirement (work with Procurement Operations to obtain quotes and assess the need for an RFP);
- Request a VPAT from the supplier
- Complete the ITR Form
- Once the ITR Form is approved, continue to work with Procurement Operations to satisfy contracting requirements and complete the purchase (agreement, requisition, etc.).

What is a VPAT?

- Voluntary Product Accessibility Template
- Vendors complete the VPAT to document their level of compliance with Section 508 standards.
- If the vendor will not provide a VPAT then full product testing may be required before purchase.
  - Testing process includes screen reading, voice recognition, keyboard control, color evaluation, etc.
  - An Equally Effective Alternate Access Plan (EEAAP) may be created.

Process Tips

- Plan ahead – request a VPAT or bring up accessibility from Day 1.
- Communicate with IITS and Procurement early in the process.
- The ITR process applies to gifts, donations, free products or apps, and state and auxiliary funding sources.
- Consult with IITS to purchase standard hardware or software that have already completed the ITR review.

Contacts

- Procurement
  - Lindsay Swensen – lswensen@csusm.edu and procurementservices@csusm.edu.
- IITS
  - Colin McDonell – cmcdonel@csusm.edu
  - Mike Irick – irick@csusm.edu