



Procurement of Accessible Electronic & Information Technology

Oklahoma's EIT Accessibility
Law and Standards

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What is Electronic and Information Technology (E&IT)?

General Definition: Electronic and information technology includes products that store, process, transmit, convert, duplicate, or receive electronic information

Information technology includes:

- computers;
- websites;
- hardware and software;
- operating systems;
- distance learning and digital media;
- telecommunication products.
- Email, chat, E-books, instructional software
- Applies to IT services, e.g. contracted desktop computing needs; help desks etc.



Oklahoma Law



- 2004 (HB 2197) – Title 62 34.28 - 34.30
 - Requires agencies to ensure that the development, procurement, and maintenance of electronic information technology (EIT) takes into account the needs of all end users including people with disabilities, unless it would pose an undue burden to the agency
 - Defines “agency” – includes Higher Education & Career Tech
 - Mandatory Procurement clause – 74 O.S. 85.7(d) – required in every EIT solicitation or contract
 - Authorizes DCS & OSF to promulgate rules to ensure compliance
 - Creates Electronic & Information Technology Accessibility Advisory Council

OK Information Technology Accessibility Standards

Standards provide direction for complying with Oklahoma law regarding electronic and information technology accessibility.

6 broad product categories:

1. Software Applications and Operating Systems
2. Web-based Intranet and Internet Information and Applications
3. Telecommunications Products
4. Video and Multimedia Products
5. Desktop and Portable Computers
6. Information, documentation, and support

Acquisition Process Summary



- Determine functional requirements of proposed EIT purchase
- Review IT Accessibility Standards to determine technical provisions applicable to the purchase
- Perform market research to determine availability of products/services that meet applicable technical provisions. Consider, among other things, information on vendor web sites and the federal government's Section 508 web site (www.section508.gov)

Acquisition Process Summary



- Does product fall under an exception? Draft appropriate documentation for acquisition file using DCS/Central Purchasing forms.
- Develop technical specifications and minimum requirements with consideration of the results of market research and agency needs. Submit to CPO along with documentation of nonavailability, exceptions or undue burden.
- Review Procurement Checklist - Sign-off form, draft and issue solicitation, which includes mandatory Accessibility Contract Clause, to receive offers from interested suppliers.
- Evaluate offers; Accessibility determination will be conducted as part of the evaluation and is considered among the general, technical and functional requirements of the procurement specifications.

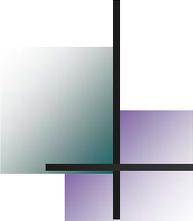
Review DCS/Central Purchasing Forms



- 53 - Voluntary Product Accessibility Template (VPAT) – designed for each category in IT Standards
- 55 - Procurement Checklist and Exceptions
- 56 - Undue Burden – difficult to determine
- 57 - Application Information System Checklist e.g. custom designed website
- Accessibility contract clause

EITA Solicitation Considerations

- Draft specifications in a way to accept a product/service that partially meets applicable provisions if no product is available that meets all applicable technical provisions.
- Draft solicitations so that products offering equivalent facilitation are considered along with those that strictly meet the technical provisions of the IT Standards.

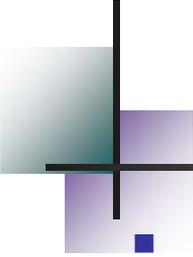


Additional EITA Procurement Information

- EIT acquired through another agency's contract – acquiring agency is responsible for accessibility compliance
- Agencies are required to comply with EITA laws, not suppliers. Suppliers must provide products/services that meet (either directly or through equivalent facilitation) an agency's stated requirements.
- Agencies are responsible for making determinations regarding whether their EIT acquisitions are consistent with accessibility law and/or whether any exceptions apply.
- Whenever an EIT product is a deliverable under a contract, it must conform to applicable IT standards regardless of the mix of labor used to produce it.

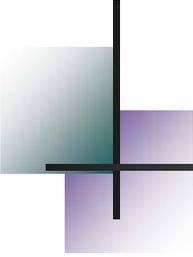
Summary

- EIT Procurement does not have to be complicated.
- EIT procurement of products and/or services must be evaluated on a case-by-case basis, taking first into consideration the purpose of the purchase and its intended end users. ASK FIRST: WHO IS MY AUDIENCE?
- Accessibility is a mandatory consideration to ensure all end users have comparable access. Review accessibility prior to and at time of purchase.
- Develop internal purchasing procedures that include appropriate review and approval individuals.
- Identify and designate agency individuals qualified to assist with accessibility evaluation and technical knowledge.
- Consistent EIT procurement processes protect the agency.



www.accessibility.ok.gov

- OSF Standards
- Department of Central Services links
- Web Standards Technical Assistance Document
- WebAIM Free Online Web Accessibility Training Tool
- ABLE Tech – <http://okabletech.okstate.edu>
- Section 508 Standards- www.access-board.gov
- Products and Services



Federal Assistance

- Buy Accessible Wizard
- www.section508.gov