Technology Procurement- What you need to know

To: All Departments

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<u>ACCESSIBILITY COMPLIANCE IS NOT OPTIONAL</u>

WHY: In compliance with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973, California Government Code §7405, and Government Code §11546.7, the San Jose Evergreen Community College District is committed to ensuring equal access to instructional materials and Information and Communication Technology (ICT) for all individuals, particularly those with disabilities.

In coordination with the Information Technology Support Services (ITSS) and Student Accessibility Services (SAS) as applicable, all departments are responsible for ensuring that an ICT analysis has been completed and that the product or service meets all accessibility requirements in accordance with AP 3725 & 6365. To assist in this process, the Higher Education Community Vendor Assessment Tool (HECVAT) has been implemented to ensure vendor attestation on accessibility compliance, including their cyber security compliance. A completed and approved HECVAT document shall be required before submitting a purchase requisition.

WHAT PRODUCTS ARE CONSIDERED ICT? Examples of ICT include, but are not limited to, computers, information kiosks, transaction machines, telecommunications equipment, multifunction office machines, software, websites, and electronic documents.

As the requestor of this software/equipment, please contact the salesperson to provide ITSS with the following:

- **Current HECVAT lite version**- this is a standard Higher Ed certification on cyber security practices and software used to assess vendor accessibility and cyber security preparedness and compliance. Download the template at this link and provide to your vendor: https://www.sjeccd.edu/AdministrativeServices/Documents/HECVAT.xlsx

- To request review and approval of your vendor's HECVAT, submit a ticket at this link: [Service - HECVAT Approval Request (sjeccd.edu)](#)

AUTHORITY: In accordance with AP 3725 and AP 6365, vendors shall certify that the products comply with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement applies to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

GENERAL INFORMATION: It is important to note that all technology procurement projects must be prioritized and ITSS and Procurement must be notified of future needs in a timely manner. Additionally, it

is crucial to consider the Total Cost of Ownership, which includes purchase, installation, maintenance, obsolescence, and data backup. The current global economic climate may also impact technology procurement, with increased costs and longer lead times for products manufactured in China, laptops, hotspots, cameras, and other technology products. Furthermore, software subscriptions are subject to rising costs, with an average increase of 10% or more per year.

In addition to the above considerations, it is important to note that ITSS will be impacted by new software in terms of security implications, installation, drivers, patches, updates, training, and interfacing with other systems. Whenever possible, it is advisable to utilize existing software that fulfills the same function.

Please see ICT Purchase Approval Flow Chart on the next page and do not hesitate to contact ITSS for any questions or concerns regarding technology procurement.

ICT PURCHASE APPROVAL FLOW CHART
INFORMATION & COMMUNICATION TECHNOLOGY

SAN JOSÉ · EVERGREEN
Community College District

ICT Purchase Request
Examples of ICT include Computers, Information Kiosks, Transaction Machines, Telecommunications Equipment, Multifunction Office Machines, Software, Websites, and Electronic Documents.

NEW

EXISTING

*Obtain HECVAT from Vendor

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Submit a TDX Ticket for Evaluation

Are there changes from previous HECVAT?

YES

NO

APPROVED

NOT APPROVED

Submit to Purchasing with Requisition

Submit to Purchasing with Requisition

Determine Business neccessity and seek appeal with ITSS with approval of VPAS

*If your ICT vendor does not have a HECVAT, a template can be downloaded here:
HECVAT Template

APPROVED

NOT APPROVED

Submit to Purchasing with Requisition

PURCHASE NOT ALLOWED

*To check if a Vendor has an existing HECVAT, see the Community Broker Index (CBI) here:
HECVAT CBI: Research Education Networking Information Sharing &