

# Electronic and information technology (EIT) accessibility

## Goods and services pre-purchase checklist

### Background

An initiative is underway to enhance Kent State University's electronic and information technology (EIT) accessibility, underscoring our long-standing commitment to provide a welcoming and inclusive environment for all individuals. Effective May 1, Kent State has a new policy in place which provides clear expectations for EIT accessibility across all university systems. The policy applies to all staff, faculty and third parties providing electronic and information technology goods or services to or on behalf of the university.

In order to comply with [4-16 University policy regarding electronic and information technology accessibility](#), all Kent State University faculty and staff should utilize the checklist within this document as a guideline prior to purchase of electronic and information technology (EIT) goods and services that fall below \$25,000 (for goods) or \$50,000 (for services). Questions about EIT accessibility or the policy should be directed to **Jason Piatt, Electronic and Information Technology, Student Accessibility Services** via email at [jpiatt@kent.edu](mailto:jpiatt@kent.edu).

### Definitions

Electronic & Information Technology (EIT) accessibility generally refers to software, hardware, digital content, and content standards that are used to provide and promote equal access to persons with disabilities. In higher education institutions such as Kent State University, the EIT Accessibility "footprint" typically includes, but is not limited to:

#### Software Applications

- Microsoft Office, Acrobat, Adobe, Web Browsers, etc.

#### Web-based information/applications

- KSU Website, FlashLine, Banner, Blackboard Learn, Google Drive, Online application forms, KSU app, Online labs, content standards (WCAG 2.0), 3<sup>rd</sup> party web services (such as digital advertising/marketing)

#### Digital Documents/Materials

- Digital assets (syllabi, course info, assignments, PDF readings, videos, audio, multimedia) university forms, documents, etc.

#### Procurement/Business

- Purchase processes and requirements, RFP's, VPAT (Voluntary Product Accessibility Template)

#### Telecommunications

- Phones, Voicemail, Video Conferencing, Screen Sharing technologies

#### Self-contained products

- Headphones, headsets, touchscreens, operable controls (key carded door openers), public kiosks, public sound systems, computers

## EIT good and services – pre-purchase checklist

This checklist should be consulted prior to the purchase of electronic and information technology (EIT) goods and services that fall below \$25,000 (for goods) or \$50,000 (for services). This checklist provides details about what to look for when considering EIT goods and services, including questions and information that can be requested of vendors. Questions about EIT accessibility, the policy or this checklist should be directed to **Jason Piatt, Electronic and Information Technology, Student Accessibility Services**, [jpiatt@kent.edu](mailto:jpiatt@kent.edu).

### Checklist Items

☐ Vendor should indicate whether the goods and/or services proposed to be provided fully conform with the accessibility guidelines of Section 508 and/or the Web Content Accessibility Guidelines (“WCAG”) 2.0 AA guidelines published by the World Wide Web Consortium (“W3C”).

**Conform to WCAG 2.0 AA?** ☐ Yes ☐ No ☐ Not Applicable

**Conform to Section 508?** ☐ Yes ☐ No ☐ Not Applicable

☐ Vendor should provide policy, commitment or mission statement regarding electronic accessibility.

☐ Vendor should describe accessibility conformance testing procedures (if applicable).

☐ Vendor should provide direct contact information (phone and email) for the individual in company who can address questions about the EIT Accessibility of good(s)/service(s).

☐ Vendor should outline how they keep abreast of changing legal requirements and accessibility best practices.

☐ If vendor indicates goods and/or services are not fully accessible, vendor should provide a roadmap on how they plan to make goods and/or services fully compliant.

☐ Vendor should provide a fully completed Voluntary Product Accessibility Template® (VPAT®) for the product/service. Vendors should use the VPAT® 2.0 template from the following website - <https://www.itic.org/dotAsset/16a63f08-30ea-4f5d-997f-5c095aa3d345.docm>. When filling out the VPAT®, vendors are asked to carefully respond and make sure to explain why the product may or may not meet accessibility standards.

**Jason Piatt, Electronic and Information Technology Manager**, [jpiatt@kent.edu](mailto:jpiatt@kent.edu), is available to review VPAT’s prior to purchase. Please submit requests for VPAT review at least **4-5 weeks prior to purchase**.