

Sonoma State University E&IT Procurement Checklist

Contact and Purchase Information

Requester Name : EREQ No. :

Requester Email : Requester Campus Phone :

Requesting Department/Unit :

Product Description :

Cost :

Population who will use the product (check all that apply) : Students Employees Public

Section 508 Categories Applicable to Purchase

Subpart B - Technical Standards

- 1194.21 - Software Applications and Operating Systems
- 1194.22 - Web-based Intranet and Internet Information and Applications
- 1194.23 - Telecommunications Products
- 1194.24 - Video or Multimedia Products
- 1194.25 - Self Contained, Closed Products
- 1194.26 - Desktop and Portable Computers

Subpart C - Functional Performance Criteria

- 1194.31 - Functional Performance Criteria

Subpart D - Information, Documentation, and Support

- 1194.41 - Information, Documentation, and Support

Section 508 Market Analysis

- All products that meet the functional requirements are 508 compliant
- One product meets more 508 standards than the others (attach supporting analysis)
- Product previously purchased and is still conformant (e.g., desktop computer contract)
- Only one product meets functional specifications (e.g., sole brand; attach justification)

Requester _____ Date _____

<i>Compliance Office Only</i>	Section 508 Disposition:												
<table style="width: 100%; border: none;"> <tr> <td><input type="radio"/> 508 Compliant</td> <td><input type="radio"/> Net Cost Increase</td> <td><input type="radio"/> Commercial Non-Availability</td> <td><input type="radio"/> Unverifiable; 508 Compliance Likely</td> </tr> <tr> <td><input type="radio"/> 508 Non-Compliant</td> <td><input type="radio"/> Back-Office</td> <td><input type="radio"/> Fundamental Alteration</td> <td><input type="radio"/> Unverifiable; 508 Compliance Unlikely</td> </tr> <tr> <td><input type="radio"/> Sole Brand</td> <td><input type="radio"/> Undue Burden</td> <td><input type="radio"/> Compliant w/ Accessibility Plan</td> <td></td> </tr> </table>		<input type="radio"/> 508 Compliant	<input type="radio"/> Net Cost Increase	<input type="radio"/> Commercial Non-Availability	<input type="radio"/> Unverifiable; 508 Compliance Likely	<input type="radio"/> 508 Non-Compliant	<input type="radio"/> Back-Office	<input type="radio"/> Fundamental Alteration	<input type="radio"/> Unverifiable; 508 Compliance Unlikely	<input type="radio"/> Sole Brand	<input type="radio"/> Undue Burden	<input type="radio"/> Compliant w/ Accessibility Plan	
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EIT Technical Reviewer _____	Date _____												
EIT Compliance Officer _____	Date _____												