Electronic Information Technology Purchasing Process

Michigan State University realigned its purchasing process for electronic information technology (EIT) to ensure the university meets security and accessibility requirements.

MSU Purchasing facilitates accessibility and security reviews on behalf of MSU Information Technology. These reviews minimize security and data risks and maintain accessibility compliance as part of the purchasing process for new products and renewals.

This streamlines purchasing by incorporating reviews at the beginning of the procurement process.

The accessibility review specifically identifies use cases and risk factors to making technology products and web content accessible and usable for all in the MSU community.

Accessibility Questions

1 How will the technology be used and who will be using it?

2 Can the vendor supply a name and contact information for a person in the company who handles accessibility issues?

3 Has the vendor supplied documentation of the technology's accessibility, such as a Voluntary Product Accessibility Template (VPAT)? Have these claims been verified?

4 Has the vendor agreed or indicated willingness to agree to correct identified accessibility issues in an appropriate, mutually agreed upon, time frame?

5 Has the vendor signed the EIT Terms Addendum? Has the purchaser signed the EIT Accessibility Acknowledgement Form?

Assessing Accessibility Risk

When evaluating risk for a technology purchase, it is important to consider how likely a purchase is to create barriers for individuals with disabilities.

High Risk

In general, purchases that represent high risk in terms of accessibility:

- Have a large audience or a user base consisting of students.
- Are required for course work or to access an essential service.
- Provide a high degree of educational opportunities or other benefits.
- Have commercially available alternatives that are accessible.
- Make it difficult to provide equally effective alternative access for users with disabilities.

For more, contact **webaccess@msu.edu** or visit **webaccess.msu.edu/Policy_and_Guidelines /purchasing**.

MSU Information Technology, MSU Purchasing, and the Office of the General Counsel partnered on a streamlined process to help make informed decisions ensuring university technology purchases are secure and accessible.

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