

## **EIT Goods 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 \$50,000. 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.

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 requirement 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 good and/or services fully compliant.
- Vendors should be asked to commit to improving products that pose accessibility issues, and this commitment should be part of any purchase agreement. Sometimes, the best product for a unit's needs might not be fully accessible, but vendors can be asked to provide a written explanation of how accessibility improvements will be built in, with a timeframe for completion. Even if a product appears to be fully accessible, purchase agreements should still include assurances of accessibility as the product is updated.

All RFPs, RFIs and any resulting agreements must include the following language:

**Electronic Information Technology** SUNY is committed to providing an accessible, usable and integrated experience for its students, staff and community. Electronic and information technology (“EIT”) consists of information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information that will be deployed. EIT includes, but is not limited to, telecommunication products, information kiosks and transaction machines, Internet and Intranet websites, web-delivered content, software, electronic books and electronic book reading systems, search engines and databases, multimedia, classroom technology and office equipment. SUNY expects that all such products, if supplied under the awarded contract, will be accessible as defined under Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.