**DRAFT PROCUREMENT POLICY/PROCEDURE #6**

# DATE: MARCH 2019

**FROM: DIVISION OF FINANCE AND TREASURY - PROCUREMENT SERVICES SUBJECT: INFORMATION TECHNOLOGY PURCHASES**

The purchase or lease of information technology equipment, software, or services must receive the prior review and approval of the Vice President for the Office of Information Technology or designee (“OIT”). All requests or requisitions for the purchase or lease of information technology received by Procurement Services without evidence of prior OIT review and approval will be forwarded to OIT prior to any processing by Procurement Services.

OIT requires information technology that provides on-line courses and programs, communications, or other services and activities through the University’s website, webpages, subordinated intranet pages or enterprise applications to be accessible by persons with disabilities in accordance with the World Wide Web Consortium’s [Web Content Accessibility Guidelines 2.0](https://www.w3.org/WAI/standards-guidelines/wcag/), Level AA criteria (“WCAG”). The **purchasing unit** is responsible for verifying information technology complies with WCAG. WCAG requires information technology to be: a) perceivable (alternative text for visual impairments or closed captioning); b) operable (functional without the use of a mouse); c) understandable (functional with screen readers and closed captioning) and d) robust (accessible using a wide range of assistive technologies). The purchasing unit must verify compliance with WCAG by requesting the vendor provide either: a) a Voluntary Product Assessment Template (“VPAT”) that demonstrates compliance with WCAG, or b) an audit prepared by the vendor or a third party demonstrating accessibility by persons with disabilities; or c) other appropriate documentation. The purchasing unit must retain the documentation provided by the vendor as part of the procurement process, and provide a copy to OIT or Procurement Services upon request. Information technology that does not comply with WCAG will not be approved by OIT.

Unless otherwise approved by University Counsel, contracts to purchase information technology must impose an obligation upon the vendor to comply with all provisions of the Americans with Disabilities Act and WCAG.

Related Policies: [Montclair State University Digital Accessibility Policy](https://www.montclair.edu/digital-accessibility-initiative/wp-content/uploads/sites/51/2017/12/MSU-Accessibility-Policy-v6-11-9-17-clean.docx)