

## Office of Procurement Software and Hardware Purchasing Procedure

The State of Arkansas Requires that *“When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds.*

Operating Procedure 05-46 sets out the requirements for Information Technology Purchases. This Procedure describes the steps necessary to complete a purchase of Software or Hardware.

1. Employees/departments desiring to purchase, update, or renew technology products (hardware or software) are responsible for obtaining a Voluntary Product Accessibility Template (VPAT) from the vendor or, if no VPAT is available, the company may provide an official response verifying compliance with accessibility standards. Many vendors will have Section 508 Compliance Statements already prepared. VPAT information should be requested as early as possible in the purchasing process.
2. Regardless of whether a VPAT or statement of compliance is provided, the originating purchaser at Arkansas State University-Jonesboro must test and assure that the technology is accessible, and if not, provide for a reasonable accommodation in the event a visually impaired individual has the need to use the technology. Disability Services will render the final opinion on whether accessibility standards are met.
3. After obtaining the completed VPAT or statement of compliance, that document must be sent to Disability Services along with a demo of the product in question, or if the software is cloud based, a link to a demo. If a demo is not available, it should be noted on the VPAT. Disability Services will evaluate the product and submit an ASU Disability Services Product Accessibility Report to the employee or department. A copy of the completed VPAT and a copy of the signed and completed Disability Services Product Accessibility Report must be sent to Procurement Services with a requisition.
4. If needed, a copy of the State of Arkansas Bill concerning Information Technology Access for the Blind or Visually Impaired along with supplemental information provided by the Office of State Procurement can be found at <http://www.arkleg.state.ar.us/assembly/2013/2013R/Bills/SB440.pdf> and can be provided to the vendor.

A good example of a completed vendor VPAT can be found at:  
<http://www.articulate.com/products/storyline-section-508-vpat.php>

The official US Government's website VPAT can be found at:  
<http://www.state.gov/m/irm/impact/126343.htm>

Checklist and Training information for ASUJ can be found at:  
<http://www.astate.edu/a/disability/vpats/>