

PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

29.01.04.P0.02 Accessibility of Electronic and Information Resources

Approved (April 30, 2010)

Next Scheduled Review (April 2011)

1. PURPOSE

- 1.1 To ensure that any electronic and information resources (EIR) developed, procured, or changed by PVAMU shall comply with the Electronic and Information Resources Accessibility Standards unless an exception is met. These procedures are required by Texas A&M University System Regulation 29.01.04

2. DEFINITIONS

- 2.1 Accessible: Designed to support access that does not depend on a single sense or ability, and can be used in a variety of ways.
- 2.2 Assistive Technology: Any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.
- 2.3 Buy Accessible Wizard: A web-based application (<http://www.buyaccessible.gov>) that guided users through a process of gathering data and providing information about Electronic and Information Resources and Section 508 of the Workforce Rehabilitation Act (as amended) or other tools/resources developed by or for the Federal Government to indicate product/service compliance with Section 508 standards.
- 2.4 Commercially Unavailable: An electronic or information resource for specific function or business area that is not readily available in the commercial marketplace for purchase or development.
- 2.5 Electronic and Information Resources (EIR): Includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, or delivery of data or information. The term electronic and information resources includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, are not Information Technology.

Note: EIRs are not limited to computer hardware and software, but also include services performed on such hardware and software (such as maintenance services). EIRs also include electronic subscription services, such as databases available via Internet websites. Furthermore, EIRs aren't limited to those that are directly developed, procured, maintained, or used by a TAMU System member, but also include EIRs used by a contractor of a TAMU System member, if the contract either requires the use of such EIRS, to a significant extent, in performing a service or furnishing a product.

- 2.6 Exception: A justified, documented non-conformance with one or more standards or specifications of Chapter 206 and/or Chapter 213, which has been approved by the Director of an Agency or the President or Chancellor of an Institution of Higher Education.
- 2.7 Exemption: A justified, documented non-conformance with one or more standards or specifications of Chapter 206 and/or Chapter 213, which has been approved by the Texas Department of Information Resources and which is applicable statewide.
- 2.8 Product: Electronic Information Technology.
- 2.9 Information Technology (as used in the EIR definition): Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term includes computers (including desktop and laptop computers), ancillary equipment, desktop software, client-server software, mainframe software, web application software and other types of software, firmware and similar procedures, services (including support services) and related resources.
- 2.10 Self Contained, Closed Products: Products that generally have embedded software and are commonly designed in such a fashion that a user cannot easily attach or install assistive technology. These products include, but are not limited to, information kiosks in information transaction machines, copiers, printers, calculators, fax machines, and other similar products.
- 2.11 Technical Accessibility Standards: Accessibility standards for Electronic and Information Resources set forth in Title 1, Chapter 213, Subchapter C of the Texas Administrative Code (Accessibility and Usability of Institutions of Higher Education) and Title 1, Rule 206.70, Subchapter C of the Texas Administrative Code (Accessibility and Usability of Institution of Higher Education Web Sites).
- 2.12 Telecommunications: The transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.
- 2.13 Voluntary Product Accessibility Template (VPAT): A web-based summary to assist contracting officials and other buyers in making preliminary assessments regarding the availability of commercial Electronic and Information Resources,

products, and services with features that support accessibility. The VPAT forms and additional information are available at <http://www.section508.gov>

3.0 PROCEDURES AND RESPONSIBILITIES

- 3.1 Any EIR developed, procured, or changed by PVAMU must comply with:
 - 3.1.1 The Technical Accessibility Standards (see table below); and
 - 3.1.2 The “Functional Performance Criteria” described at Texas Administrative Code (TAC) 213.35 and included here at Attachment “A”; and
 - 3.1.3 “The Information, Documentation, and Support Requirements” described in Rule 213.36 of the TAC.
 - 3.1.4 Significant Difficulty or Expense. If the total dollar value being paid for that EIR does not exceed \$25,000, the purchase of an EIR does not have to comply with the Technical Accessibility Standards. This exception is based on the determination that compliance with the Technical Accessibility Standards under such circumstances would impose a significant difficulty or expense on PVAMU.
 - 3.1.4.1 This exception does not apply to a PVAMU purchase where multiple copies of the same EIR are obtained that have an individual dollar value less than \$25,000, but a total cumulative dollar value of the purchase is greater than \$25,000.
 - 3.1.4.2 This exception does not apply to a PVAMU purchase where EIR’s with a total dollar cumulative value greater than \$25,000 are obtained and divided into multiple purchases in an effort for some or all of the purchase to fall below the \$25,000 criteria
 - 3.1.5 Other procurement exceptions may apply. The PVAMU Procurement Office should be contacted for these exceptions.

EIR Category	Technical Accessibility Standards
Software Applications and Operating Systems	Title 1, Rule 213.30 of the Texas Administration Code
Web Sites	Title 1, Rule 206.70 of the Texas Administrative Code Title 1, Rule 213.30 of the Texas Administrative Code Title 1, Rule 213.32 of the Texas Administrative Code
Telecommunications Products	Title 1, Rule 213.31 of the Texas Administrative Code
Video and Multimedia Products	Title 1, Rule 213.32 of the

	Texas Administrative Code
Self Contained, Closed Products	Title 1, Rule 213.33 of the Texas Administrative Code
Desktop and Portable Computers	Title 1, Rule 213.34 of the Texas Administrative Code

4. EIR PROCUREMENT PROCEDURE

- 4.1 PVAMU Purchasing Office will develop an EIR Procurement Procedure for use within the procurement function whenever a contract or other acquisition document requires a vendor to:
 - 4.1.1 Provide an EIR to PVAMU for use; or
 - 4.1.2 Develop an EIR for PVAMU; or
 - 4.1.3 Provide and use a specific EIR; or
 - 4.1.4 Provide and use an EIR to a significant extent in performing the services or furnishing the products identified in that contract.
- 4.2 The procedure will include a process for handling exception requests – a process which complies with the standards and specifications of Rule 213.37 of the Texas Administrative Code (Compliance Exceptions and Exemptions).
- 4.3 The procedure will ensure all appropriate terms and conditions needed to meet accessibility requirements are addressed in EIR acquisition documents and contracts.
- 4.4 The PVAMU Director of Business Affairs Information Resources and the Director of Procurement will periodically review this procedure to ensure it addresses current laws and Technical Accessibility Standards, and that its provisions are technically appropriate.

5. RESPONSIBILITIES

- 5.1 The PVAMU Director of Business Affairs Information Resources (DBAIR) will serve as the Accessibility Coordinator for Electronic Information Resources pursuant TAC 213.41. To contact DBAIR, call (936) 261-2156.
- 5.2 Accessibility training opportunities and technical assistance will be coordinated through DBAIR and posted on the website.
- 5.3 The DBAIR will conduct and complete an accessibility survey. Based on the survey, a plan shall be established by which all EIRs that are subject to the Technical Accessibility Standards will be brought into compliance with the specifications and standards of Title 1, Chapter 213, Subchapter C of the Texas Administrative Code (Accessibility Standards for Institutions of Higher Education) and Title 1, Rule 206.70 of the Texas Administrative Code (Accessibility and Usability of Institution of Higher Education Web Sites).

5.4 The president delegates responsibility to all division heads, or their equivalent, to ensure that the above procedures are implemented in their respective divisions.

6. Related Statutes, Policies, or Requirements

6.1 Section 508 Technical Standards (Workforce Rehabilitation Act)
<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

6.2 TAMU System Regulation 29.01.04
<http://tamus.edu/offices/policy/policies/pdf/29-01-04.pdf>

6.3 PVAMU UAP 29.01.04.P0.01 Web Accessibility and Usability
<http://www.pvamu.edu/pages/5941.asp>

Contact Offices:

Director of Procurement, Contracts and Reconciliation (936) 261-1933

Director of Business Affairs Information Resources (936) 261-2156