ACCESSIBILITY LANGUAGE AND GUIDELINES
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VPAT Process for ICT Purchase Questions:

Procurement Services does not own or administer University processes related to the HB21-1110 accessibility law. Because the law is related to Information and Communication Technology (ICT), DoIT owns/administers the internal policies and procedures for compliance. Procurement Services can offer the following general tips for entering requisitions in compliance with the law.

1. Department requests VPAT from vendor in pdf form, not a link. A letter for the vendor is located at this link: Vendor letter
2. For every ICT purchase, Department opens a ticket into the Freshservice ticketing system located at https://csusystem.freshservice.com/support/catalog/items/104 and uploads VPAT. The supporting documents (SOW, quote, etc.) for the purchase are to be uploaded as well. or;
3. If a vendor cannot provide a VPAT, then the form is reviewed by Accessibility who determines the next steps and provides email documentation.
4. Please read the final resolution email provided by the ticketing system and follow any instructions provided.
5. Department enters a requisition in Kuali and is responsible for attaching the final resolution email response provided from the ticketing system.

If there are questions about the form or process, please contact CSU_IT_Accessibility@colostate.edu.