



This form is designed to assist agencies' compliance with 62 O.S. § 34.28 when acquiring electronic information technology (EIT) and documentation to support the acquisition. Unless an exception applies, an agency must procure the off-the-shelf product or service that best meets the business needs of the agency and the applicable Information Technology Accessibility Standards issued by the Office of Management and Enterprise Services (OMES). Accessibility determination is conducted as part of the objective evaluation. Degree of conformance to the IT Accessibility Standards is accomplished through a review of supplier-provided information submitted in the form of a Voluntary Product Accessibility Template (VPAT) or comparable document.

NOTE: If an agency determines that compliance with any provision of the OMES IT Accessibility Standards meets the criteria of a general exception, the agency shall maintain this completed form, signed by the agency's chief administrative officer, as documentation in the agency acquisition file. An agency may also use this form together with a completed VPAT to document information related to selection of an EIT product or service or the acquisition of previously purchased products (chief administrative officer's signature not required for this purpose).

AGENCY ACQUISITION INFORMATION

Date of acquisition or development	Requisition number	Agency/requisitioner
Brief description of acquisition or application information system (AIS)		

PRE-AWARD ACTION FOR EIT PROCUREMENTS

1. Technical categories of standards for IT accessibility compliance (Procurement may include more than one standard category. Check all that apply.):

- Software applications and operating systems.
- Internet (global network) and intranet (private network) information and application.
- Telecommunications products.
- Video and multimedia products.
- Desktop and portable computers.
- Information, documentation and support documentation requirements.

2. Market Analysis for IT Accessibility Compliance:

- All products that meet the functional requirements are compliant.
- One product meets more accessibility standards than the others.
- Product previously purchased and is still compliant (e.g., desktop computer contract).
- Only one product meets functional specifications (e.g., sole source; attach justification).

3. Exceptions: The following lists exceptions authorized by OAC 260:115-7-54. Check exception to this acquisition, if applicable, and provide brief explanation of why exception applies:

- IT operated by state departments or agencies, the function, operation or use of which involves intelligence activities, cryptologic activities related to public safety, command and control of law enforcement, equipment that is an integral part of a weapon or weapons system or systems which are critical to the direct fulfillment of public safety or intelligence missions. Systems which are critical to the direct fulfillment of public safety or intelligence missions do not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics and personnel management applications).

Comments:

- IT acquired by a contractor or grantee incidental to a contract or grant, provided the technology does not become state property upon the completion of the contract.

Comments:

- IT located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment; (e.g., data centers, comm-closet equipment).
Comments:

- IT requiring a fundamental alternation in the nature of a product or its components (e.g., handheld devices).
Comments:

- Except as required to comply with the standards, state departments and agencies are not required to install specific accessibility-related software or attach an assistive technology device to IT products unless required by other applicable state or federal laws.
Comments:

- When state agencies provide public access to information or data through IT, agencies are not required to make products owned by the agency available for access and use by individuals with disabilities at a location other than where the IT is provided to the public or to purchase products for access and use by individuals with disabilities at a location other than where the IT is provided to the public.
Comments:

- When developing, procuring, maintaining or using IT or when administering contracts or grants that include the procurement, development, upgrading or replacement of information technology, each state agency shall ensure, unless an undue burden would be imposed on the agency, that the IT allows employees, program participants and members of the general public access to information and data that is comparable to the access by individuals without disabilities.
Comments:

- Any other comments:

SIGNATURES

This form was completed by:

Name	Signature
Title	Date

My signature below indicates I understand the EIT acquisition described herein has been reviewed by agency representatives knowledgeable of the IT Standards and the agency accessibility compliance representative; that based upon review of the information provided, the EIT acquisition has been determined to be all or partially exempt; and I, therefore, approve the acquisition.

Signature of chief administrative officer or designee	Date
Name of chief administrative officer or designee	