

PURCHASING ACCESSIBLE TECHNOLOGY PROCESS

General:

- All software purchases must be reviewed for accessibility by an ATI Review Team.
- When approved, the software will be added to an official approved software list for use with future purchases.

Purchase of Software:

- Upon receipt of a new software purchase request (non-bid or sole source), Business Services will verify against approval listing prior to processing the purchase request.
- If not on the approved list, the request will be forwarded to the ATI Review Team for review and approval prior to processing the request.

Purchase of Software requiring a bid process:

- Forward specifications and proposed vendor list to ITD for review and approval.
- Upon ITD approval of specifications, initiate the bid process.
- ITD should review all technical responses from the bid process for compatibility and accessibility, and approve the final selection for purchase.

Note: This applies to the current purchasing practices and will likely need modification when the new e-procurement system is fully operational.