

ACCESSIBLE PURCHASING PROCESS

Purchasing the most accessible products that will meet all the campus' varying needs is an integral part of Middle Tennessee State University's commitment to compliance with the Americans with Disabilities Act and to providing accessible physical environments, information, materials, and technologies in ways that will help to ensure that individuals with disabilities have access to University resources comparable to access available to others.

- Potential Users
 - An accessibility evaluation must be conducted on interactive offerings provided generally to students, employees, or the public
 - Some examples: electronic and information technology, furniture, promotional materials, and transportation
 - If a product is for one particular person or a group of people who do not have an access need and no one else will ever be expected to use the product in the future, there is no need to evaluate
 - There are some products the university considers high impact—purchases intended to be used by an entire campus constituency and/or the public
 - When making those purchases, accessibility will not simply be a weighted factor but a selected mandatory factor
 - Some examples are the university's learning management system or enterprise resource planning, student/employee portals, purchasing portals (event tickets, parking tickets and passes), library reference resources
- Type of Purchase
 - The university has established [steps to evaluate electronic information technology](#)¹
 - Evaluate all other applicable purchases by carefully considering purpose and application
 - An example: if the university decided to include a scientific calculator for all admitted students, it would buy a certain amount of accessible ones
- Purchasing Platform
 - MTSOURCE has a Yes or No mandatory accessibility evaluation selection
 - Performing the evaluation is the responsibility of the buyer/department
 - Yes should only be selected and the purchase moved forward after the appropriate evaluation is completed
 - There is no mechanism for P-card purchases but evaluation is still expected
- Documentation
 - Maintain original documentation and references to subsequent follow up in case there are accessibility gaps that the vendor misrepresented or failed to reference
 - This can aid in establishing a breach of contract and/or indemnification
- Resource
 - MTSU's Director of ADA Compliance, Dr. Lance Alexis
 - Phone—615-898-2185
 - [Email—adacompliance@mtsu.edu](mailto:adacompliance@mtsu.edu)
 - Physical location—Office of Institutional Equity and Compliance, Cope 116

ACCESSIBILITY REQUIREMENT CHECK IN MT\$OURCE

All requisitions must be reviewed for accessibility requirements to fulfill Americans with Disabilities Act (ADA) compliance. If item(s) require adherence, select YES. Otherwise select NO. YOUR ACTION CONFIRMS COMPLIANCE. If the requisition for purchase/contract is for electronic and informational technology (EIT) items, please access our campus ADA site at:

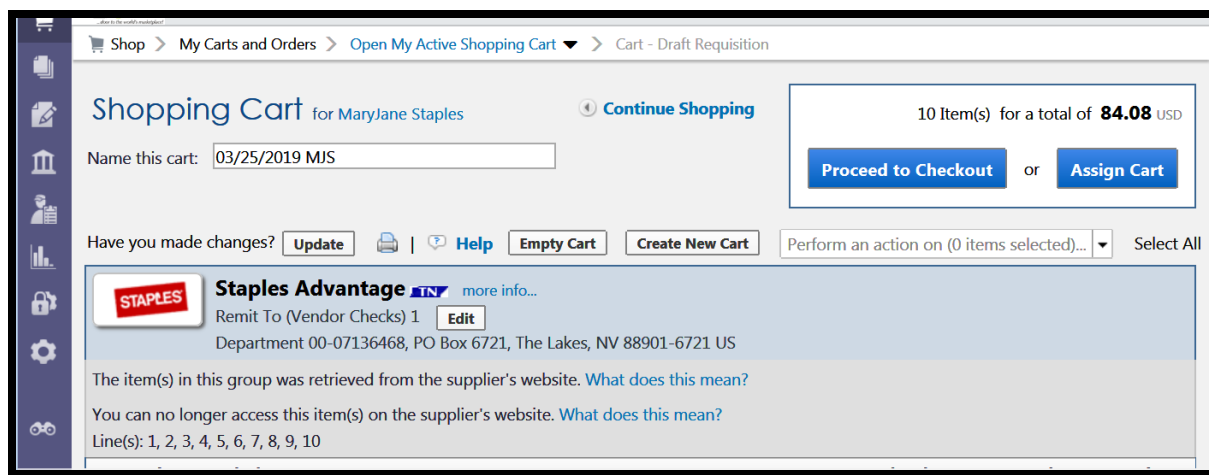
<https://mtsu.edu/ada/accessiblepurchase.php>

for a how-to explanation of steps pertaining to the evaluation of EIT. If you are unsure if your purchase requires adherence or for other assistance, contact ADACompliance@mtsu.edu

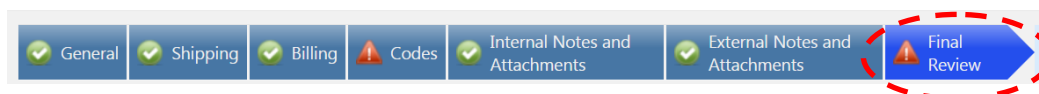
When applicable, reviews should be completed prior to entering a Cart/Requisition. The Accessibility Check option must be selected on every Requisition. If a Cart/Requisition is copied, the Accessibility Check **does not** copy, it resets and a selection will be required. The Accessibility Review Check in MT\$ource only captures the response that a review has been performed in compliance to the Americans with Disabilities Act.

MT\$OURCE Instructions

After a Cart has been created by the Shopper or Requester, click **Proceed to Checkout** or **Assign Cart** to move forward.



On the arrow at the top, Click  (Final Review).



In the **General** section locate the attribute **Accessibility**. Click on **Required Field** and use the drop-down to select your response.

The two Accessibility options are: **NO- Accessibility compliance is NOT required**
YES-Accessibility compliance IS required

Select your action and click **Save**, then complete the review of the requisition and **Place Order** (or **Assign Cart**).

To view a description or information related to the Accessibility Requirement Check, click the label **Accessibility**. A pop-up will appear with additional information.

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