**Accessibility Intake Form for the Office of the CIO**

**To be used when acquiring ANY Information Technology related resource (goods or services)**

***Instructions: Requester or Department buyer should fill in the information below. If the Office of the CIO determines that an exception or remediation plan may be needed, additional information might be required.***

**Current Status/Date:** Click here to enter text.

Basic Information

A1. Product Name:

Click here to enter text.

A2. Manufacturer:

Click here to enter text.

A3. Vendor:

Click here to enter text.

A4. Requester (name, department):

Click here to enter text.

A5. Intake date:

Click here to enter text.

A6. Total value of contract including extensions:

Click here to enter text.

A7. Populations that may touch product:

[ ]  Student / Patient

[ ]  Faculty / Instructional

[ ]  General staff

[ ]  Public

[ ]  Back office (estimated quantity=\_\_\_)

[ ]  System Admin use only

[ ]  Other UT usage

[ ]  Other, describe: Click here to enter text.

A8. Is any use required or mandated?

 Click here to enter text.

A9. Briefly describe use cases:

 Click here to enter text.

A10. Requirements from [TAC 213.38](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=10&ch=213&rl=38) -

1. Accessibility information for the purchased products or services, where applicable, through one of the following methods:
	1. The URL to a completed VPAT or equivalent reporting template;
	Click here to enter text.
	2. An accessible, electronic document that addresses the same accessibility criteria in substantially the same format as a VPAT or equivalent reporting template; or
	Click here to enter text.
	3. The URL to a web page which explains how to request a completed VPAT or equivalent reporting templates for any product under contract;
	Click here to enter text.
2. Credible evidence of the vendor's capability or ability to produce accessible EIR products and services. Such evidence may include, but is not limited to, a vendor's internal accessibility policy documents, contractual warranties for accessibility, accessibility testing documents, and examples of prior work results. List the provided examples.
Click here to enter text.

A11. Is there an RFP for the product or service?

[ ]  Yes, RFP number is: Click here to enter text. If yes, attach RFP responses with regard to accessibility.

[ ]  No

A12. Will an EIR warranty be included in the contract? Has the vendor requested any changes to the warranty?

 Click here to enter text.