ICT Exception Request

FY2020 Blanket Exception

# Purpose

The University of Nevada, Reno Information and Communication Technology Procurement Policy states that all Information and Communication Technology (ICT) purchased should strive to be universal in design and accessible to everyone, including individuals with disabilities. The UNR ICT software subcommittee evaluates software according to relevant guidelines and, in the case where the software compliance is immediately [infeasible1](#_Definitions) a software purchase may be granted an exception for a certain time. This exception is meant to allow critical business processes, mandatory educational missions, and investigative research initiatives to continue while more in-depth analysis of alternatives or other access methods are explored. All questions about this process can be directed to the Software Accessibility Information Office at saio@unr.edu.

# Process

1. Fill out this form with the relevant information requested.
2. Collect the signatures requested under [Approvals from Requesting Parties](#_Approvals_from_Requesting) on this form.
3. Scan this form and send it to saio@unr.edu as an attachment with the subject ICT Exception Request – [Department]
4. The request is assessed by the ICT Software Subcommittee as quickly as possible.
5. The requester (and any other contacts listed in the form) is notified of the outcome via email.

All software submitted under this expiring blanket exception can be purchased and used only for the duration of the exception. The responsible party identified in this form will be alerted one month before the exception expires so they may make another exception request, replace, or retire the system/software.

# Post-Exception Work

If the system or software is approved for exception and it is critical to the department, college, or overall University, then work must be done to create an Equally Effective Alternative Access Plan (EEAAP) or a recurring standard exception must be submitted. Please contact saio@unr.edu with your post-exception work plan and we will gladly support you in any way we can.

# Definitions

1 – Infeasible. The question of feasibility generally falls under two categories:

* Technically Infeasible. If a system or software has little likelihood of being accessible because there is no existing software and/or hardware solution to provide the required level of inclusive access, then it is excepted from the ICT Purchasing policy because any other solution is technically infeasible.
* Operationally Infeasible. If demanding compliance from a system or software would cause financial hardship, significant impediment, or unreasonable difficulty in use then it is excepted from the ICT Purchasing policy because a different solution is operationally infeasible.

# ICT Accessibility Exception Request Form

FY2019 Blanket Expiring Exception

## Primary Contact Information

|  |  |
| --- | --- |
| Name: | UNR Email Address |
| Department: | College:  |
| Preferred Contact Phone: | Supervisor: |

## ICT Product Information

Please copy the format below and use it for each product in this exception

### Product Name and Description

### Intended Use of the Product and Business Need

### Audience

 Please list the number of expected users and what role the users of the software or system have (students, staff, faculty, the public, or a combination of these roles)

### Commitment to Accessibility

Does this software have a VPAT result or any commitments to accessibility? If so attach any result documentation and include these commitments below:

### Alternative Access Plan

If a plan is in place to provide access for someone with a disability to this software or system please describe it, and if no plan has been put into place please provide a timeline that the plan will be created:

# Approvals from Requesting Parties

## Requesting Department Representative

|  |  |
| --- | --- |
| Name: | Title: |
| Signature: | Date: |

## Requesting Department Chair or Manager

|  |  |
| --- | --- |
| Name: | Title: |
| Signature: | Date: |

## Requesting Division Dean or Vice President

|  |  |
| --- | --- |
| Name: | Title: |
| Signature: | Date: |

# Approvals from the ICT Committee

## ICT Exception Committee Representative

|  |  |
| --- | --- |
| Name: | Title: |
| Signature: | Date: |

## ICT Committee Exception Authority\*

|  |  |
| --- | --- |
| Name: | Title: |
| Signature: | Date: |

\* The exception authority is the CIO of the Office of Information Technology except in the case of exception requests by the Office of Information technology. In this case a specifically appointed alternate on the ICT Committee has been granted authority of exception.