Product Information Form (PIF) – Accessibility+

If you have any questions about this process, contact the person who sent you this form or UO Digital Accessibility Architect, Mx. Grey L. Pierce (they/them), at ictaccess@uoregon.edu. For an online version of this form, visit <http://digitalaccessibility.uoregon.edu/pif>

After completing this form, please upload it to the folder specified in the "Instructions for Digital Accessibility Procurement Review" document that was sent to you. If you were not sent an Instructions document, please send the completed form back to the person who initially sent it to you, and they will upload it.

# Department Contact Information

## Primary Contact at UO

Generally, this will be the project manager – the person knowledgeable about how the product is used at UO or responsible for the procurement.

* **Name**:
* **Email Address**:
* **Title**:
* **Department/Unit**:

## Additional UO Contacts

* If anyone else should be CCed on emails related to this procurement's Information Services review, please provide their names and email addresses:

# Product Information

1. **Procurement type.** [select only one answer]
	* [ ]  Purchase or renewal of off-the-shelf/existing products or services
	* [ ]  Custom content creation (e.g., website development)
	* [ ]  Writing a new RFP/RFQ (competitive procurement)
	* [ ]  Review of RFP/RFQ vendor responses
	* [ ]  Creation or delivery of digital documents, reports, data, or media without a user interface
	* [ ]  Something else or not sure
2. **Product name/description.** Provide a brief description of the product or service. Include the name of the vendor/company and the specific product or service, if known.
	* *Examples [delete after completing this section]:*
		+ *SampleCo's SampleLMS learning management system*
		+ *SampleCo's TravelExpense plugin, to be added to the existing SampleAdmin web-based administrative system already in use*
		+ *SampleStats 11 data analysis software*
		+ *Website development from SampleDevs, Inc. for a page that will be on goducks.com*
3. **Users.** What groups of people will use this product or service? Include approximate numbers and relationship to the university, and specify both current/planned users and potential expansion. Please be brief, and **do not include individuals’ names.**
	* *Examples [delete after completing this section]:*
		+ *30 undergraduate students enrolled in PSY 304 and 1 faculty member teaching the course, potentially expanding to up to 4 faculty and 100 undergraduate students if successful*
		+ *10 staff in Business Affairs, around 100 admin staff from various departments on campus involved in accounting/budgeting, and all employees submitting travel reimbursement requests (around 1,000 per year)*
		+ *10 faculty in the Department of Biology and 5 graduate employees working for them, potentially expanding to 50 faculty and 100 graduate employees if things go well*
		+ *Members of the general public visiting the Athletics website (thousands per month)*
4. **Context.** Where will it be used and what will it be used for? Include the specific UO departments or units, and if it will be used in an educational context, include the specific course(s). Please be brief.
	* *Examples [delete after completing this section]:*
		+ *Quizzes and assignments in PSY 304*
		+ *Processing reimbursements for employee travel*
		+ *Data analysis for two grant-funded research projects in the Department of Biology*
		+ *Interactive football statistics tool on the Athletics website*
5. **Alternatives.** What other products or services could be used instead? Include competitors or alternatives that can serve the same general need, even if they aren't identical in functionality. If no known alternative could serve the need, provide a brief explanation why.
	*
6. **Integration.** Will the product or service be integrated with or part of another product or service? If so, provide a brief explanation, and include the names of the other product(s)/service(s).
	*
7. **Renewal.** Is this a contract renewal or a new purchase? [select only one answer]
	* [ ]  Yes. If known, when was the last time a contract was signed and what was the prior matter number:
	* [ ]  No
	* [ ]  Not sure
8. **PCS Submission.** Have you submitted this to UO Purchasing and Contracting Services? [select only one answer]
	* [ ]  Yes, I submitted it to PCS already. Provide matter number, if known, below:
	* [ ]  No, but I plan to submit it to PCS later
	* [ ]  No, and I don't plan to submit it to PCS
	* [ ]  I'm not sure
9. **Data access.** Will the product or service involve the transmission of financial, legal, library, medical, personal, personnel, research, CUI, FERPA, HIPAA, UO ID numbers (95#), or other confidential or sensitive data to external parties? [select only one answer]
	* [ ]  Yes
	* [ ]  No
	* [ ]  Not sure
10. **Digital usage.** Does this purchase include anything that will be used or viewed on a computer or mobile device? This includes, but is not limited to, software, websites, online services, digital documents (e.g., Word files, PDFs), digital media (e.g., videos), and hardware (e.g., kiosks). [select only one answer]
	* [ ]  Yes
	* [ ]  No
	* [ ]  Not sure
11. **Timeline.** Is there a date by which this *must* be procured? [select only one answer]
	* [ ]  No specific date, but needed as soon as possible
	* [ ]  Yes. Enter date and provide reason below:
	* [ ]  No set timeline