Equally Effective Alternate Access (EEAA) Plan

Purpose of the Equally Effective Alternate Access Plan
In compliance with California Government Code Section 11135 and Section 508 of the Rehabilitation Act of 1973, the University must apply accessibility standards to Electronic and Information Technology (E&IT) products and services that it buys, creates, uses and maintains. When systems, software or processes do not meet requirements of Section 508, an alternative access plan must be developed to address the accessibility issue. This form is used to describe the alternate access plan. Plan approval from the vice president of Information Technology Services is required before the procurement can commence.

Instructions
1. The requesting department is responsible for completing sections 1 through 3 below.
2. The requesting department must obtain the appropriate administrative approvals in section 4 and forward the signed form to the vice president for Information Technology Services or, in the absence of the VP ITS, the vice president for Student Affairs.
3. The EEAA plan approval vice president will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised for compliance to Section 508.
4. The dean/division vice president or designee is responsible for forwarding the approved original document along with all associated E&IT procurement documents to the Procurement Office, providing copies to those individuals identified in section 3, subsection C (Responsible Person(s)) and maintaining a master archive of all EEAA plans. Additional copies can be provided upon request based on need-to-know.

1. Plan Creator Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>College/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fernando Loza</td>
<td>Information Technology Consultant</td>
<td>Technology</td>
<td>ECST</td>
</tr>
<tr>
<td>Office Extension</td>
<td>Office Location</td>
<td>Mail Code</td>
<td>Date</td>
</tr>
<tr>
<td>3-4546</td>
<td>E&amp;T C265C</td>
<td></td>
<td>10/9/18</td>
</tr>
</tbody>
</table>

2. Description of the Affected System, Software or Process

<table>
<thead>
<tr>
<th>Affected product is:</th>
<th>System</th>
<th>Software Application</th>
<th>Web-based Internet Process</th>
<th>Teaching/Learning Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software Application</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Web-based Internet Process</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching/Learning Process</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>System, software or process name:</th>
<th>Bentley software</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purpose of the system, software or process:</th>
<th>Bentley software is used by the Civil Engineering department to teach students Computer Aided Design (CAD) design and drafting.</th>
</tr>
</thead>
</table>

3. How will “Equally Effective Alternate Access” be provided?

A. Description of the issue:
Describe specifically what part of the system, software, or process has a known accessibility issue and is not accessible per Section 508 and the CSU ATI standards.
Further information on Section 508 and ATI standards can be found at http://www.calsateela.edu/accessibility/ati.

<table>
<thead>
<tr>
<th>The software is generally inaccessible by persons with a visual impairment and somewhat inaccessible by person with a motor skill impairment.</th>
</tr>
</thead>
</table>

B. Persons or groups affected:
List the person(s) or group(s) who may/might be affected by this issue, including the total number of affected persons. Groups may be specific (e.g., IT employees, engineering students, etc.) or general (e.g., general public, visitors, students only, campus employees, etc.).

<table>
<thead>
<tr>
<th>Some students with disabilities.</th>
</tr>
</thead>
</table>
Equally Effective Alternate Access (EEAA) Plan

C. Responsible person(s):
   List the name(s) and titles of the campus employee(s) who will be responsible for providing equally effective alternate access for the specified known accessibility issue as described in subsection D.

   In the event a student needs assistance, the College of ECST will provide a student assistant knowledgeable with the process.

D. If related to processes, how will EEAA be provided:
   Describe in detail how the responsible person(s) will provide equally effective alternate access and what will be provided. For example, “To view room availabilities, visitors can go to a different web page that contains the same information.” If “undue burden” will be invoked to this known issue, write “undue burden” here and specify that no alternate access will be provided.

   Those assisting will provide visual assistance for the task to be performed but not be directly responsible for its development and completion. Whenever possible the user’s work should be his/her own. In addition, other alternative, accessible software packages may be utilized.

E. EEAA Resources Required:
   List any resources required (including training, equipment, additional staff, etc.) to provide equally effective alternate access for the known issue. If “undue burden” will be invoked to this known issue, write “undue burden” here and specify that no alternate access will be provided.

   It is assumed that nothing more than intervention (Section 504 assistance) would be needed.

F. If related to systems or software, can the issue be repaired by Cal State L.A.:
   A “No” response means that the known issue will require repair by the vendor or other third-party service provider. It does not signify an undue burden invocation for this issue; undue burden should be designated in both Numbers 4 and 5 above.

   Responsible Cal State L.A. Employee or Vendor:

   Completion Date:

   Description of the Repair:

4. Administrative Approvals
   By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets California Government Code 11135, Section 508, and CSU ATI compliance requirements.

   Department Chair/Manager
   Chris Lam
   Date: 10/18/18

   Dean/Division Vice President
   Jane Dong
   Date: 10/18/18

5. EEAA Plan Approval

   Vice President for ITS/CTO
   Date:

   Vice President for Student Affairs *
   Date:

* The VP SA signature is only required in the absence of the VP ITS.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Academic Sub, Included Student License</td>
<td>500</td>
<td>0.00</td>
</tr>
<tr>
<td>20</td>
<td>Academic Subscription, Pre-Paid Annual</td>
<td>30</td>
<td>3,750.00</td>
</tr>
</tbody>
</table>

Total Amount: 3,750.00
Tax Amount: 0.00
Total Invoice Amount: 3,750.00
### Details

**Invoice Number**: 47940855

**Ship to:**
Cal State LA  
Fernando Loza  
5151 State Univ. Dr.  
College of ECST, Room E&T A236  
LOS ANGELES CA 90032-4226, USA

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Gross Price</th>
<th>Discount/Surcharge</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Subscription, Pre-Paid Annual</td>
<td>30</td>
<td>200.00</td>
<td>6,000.00</td>
<td>-2,250.00</td>
<td>3,750.00</td>
</tr>
</tbody>
</table>

Site Subtotal: 3,750.00  
Tax: 0.00 %  
Site Total: 3,750.00
Ship to:
Cal State LA Stud Lic Site
5151 State Univ. Dr.
College of ECST, Room E&T A236
LOS ANGELES CA 90032-4226, USA

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Gross Price</th>
<th>Discount/Surcharge</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Sub, Included Student License 10/07/2018 - 10/06/2019</td>
<td>500</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Site Subtotal: 0.00
Tax: 0.00%
Site Total: 0.00

**Export Control:**

You acknowledge that these commodities, technology or software are subject to the export control laws, rules, regulations, restrictions and national security controls of the United States and other agencies or authorities based outside of the United States (the "Export Controls").

You must not export, re-export or transfer, whether directly or indirectly, the commodities, technology or software, or any portion thereof, or any system containing such commodities, technology or software or portion thereof, without first complying strictly and fully with all Export Controls that may be imposed on them.

The countries subject to restriction by action of the United States Government or any other governmental agency or authority based outside of the United States, are subject to change, and it is your responsibility to comply with the applicable United States Government requirements, or those of any other governmental agency or authority based outside of the United States, as they may be amended from time to time. For additional information, see http://www.bis.doc.gov

Bentley is subject to the United States Department of the Treasury Office of Foreign Assets Control (OFAC) Sanctions Programs regulations. Those regulations require Bentley not engage in transactions (1) with designated persons and entities set forth on OFAC's Specially Designated Nationals List ("SDN List"), see http://www.treasury.gov/ofac/downloads/ctrylist.txt, or (2) where a customer intends to finance a purchase of Bentley software and/or technology through new debt or equity by or for entities identified on OFAC's Sectoral Sanctions Identifications List ("SSI List"), see http://www.treasury.gov/ofac/downloads/ssi/ssi_ctrylist.txt. Accordingly, Bentley will not engage in such transactions.