



ATI/IT Review & CSUBUY Procure to Pay (P2P) Frequently Asked Questions (FAQ)

All Information & Communication Technology (ICT) are reviewed for compliance with accessibility, security and privacy standards. An ICT is hardware, software, or service that creates, stores, or transfers digital information.

ATI/IT Reviews continue to be a requirement as part of the ICT procurement process. The current [ATI/IT Review process within eHelp](#) will be used in conjunction with CSUBUY Procure to Pay (P2P) process to enable the collection of required documentation, as well as any analysis by IT departments, dependent on the items being reviewed.

1. Does P2P replace the need for me to open an ATI/IT Review?

- No. The ATI/IT Review process provides the necessary documentation and review to support the completion of the ATI & IT compliance steps within the P2P process.

2. How do I submit an ATI/IT Review

- Submit an [ATI/IT Review within eHelp](#) PRIOR to beginning the P2P Process. Include any relevant documentation, such as the invoice, compliance documentation, grant document, contracts, or bid information to the review.
- Refer to [ATI/IT Procurement Review](#) for more details.

3. Will there be a delay in the ATI/IT process?

- The length of an ATI/IT Review is dependent on the time to gather information from the requester and vendor. Prior year ATI/IT reviews, if any, can help.

4. How long will it take for my ATI/IT Review to be approved?

- The completion time frame for an ATI/IT Review depends on the technical complexity, how it's used, and the time it takes for the vendor to submit necessary compliance documentation and respond to questions/concerns.

5. Should I obtain security and accessibility documentation from the vendor prior to submitting the review?

- It helps. Submitting your ATI/IT Review with the compliance documentation improves the processing of your review. Refer to [ATI/IT Procurement Review](#) for more details.

6. Does free or “no-cost” software need an ATI/IT Review?

- Yes. Free tools, pilot software, and trial versions are still ICTs and must be reviewed for accessibility, security and privacy.

7. When does an ATI/IT Review need to be submitted?

- Each ICT product/service is reviewed at the time of purchase and during purchase renewal.

8. Where can I find more information on the ATI/IT Review process?

- [ATI/IT Procurement Review](#)
- [Web Accessibility](#)