

CSU Affordable Learning Solutions

Course Materials Partner Provider Program (Template)

(Note: Provide the answers to the questions below via the appropriate online Google Form:)

- [Apply to participate in the AL\\$ Course Materials Program](#)
- [Apply to participate in the AL\\$ Custom Publishing Program](#)

Online CSU AL\$ Course Materials Partner Provider Program Application Template:

To be considered for inclusion in the AL\$ program, please begin by supplying the following information:

Email address *

PARTNER PROVIDER REQUESTED INFORMATION

Vendor/Business Name

Primary Contact Information

Name

Email

Phone

Address (Website URL for discovering/building/creating/adopting course materials)

Product/Service Name

Version Number (if applicable)

Brief description of service/product/tool and referral to samples or demonstrations

Please indicate the best description of your product/service: (check all that apply)

- Digital textbook in PDF or EPUB3 format
- Interactive digital textbook
- Adaptive learning digital product
- Digital custom publishing
- Digital course creation
- Teaching platform
- Other (fill in blank below)

Description of features, advantages, innovations, and benefits of product/services

Pricing advantages and/or discounts off publicly-offered product/services

Additional information for application (optional):

USER INFORMATION

Who will this product/service primarily be used by:

Is the product is for individual student use? Yes/No. Comment optional.

Is the product for administrative use? Yes/No. Comment optional.

Is the product for staff use? Yes/No. Comment optional.

Is the product for faculty and staff instructional support? Yes/No. Comment optional.

Is the product for institutional or student purchase or both?

TECHNICAL INFORMATION

Some software applications provide integration with a campus Learning Management System (LMS) using an industry standard. Please provide details of any standards your application supports. Examples standards include IMS Global Learning Tools Interoperability (LTI), IMS Common Cartridge, IMS Caliper, SCORM, AICC, etc.

Some software applications provide integration with a campus content discovery system using an Application Programming Interface (API) or Web Service. Please provide details of any content search/browse/discovery API or service your application exposes.

How can this product be accessed? Select all that apply. Web/Mobile/Desktop/Other

OTHER

Describe provision of copyright clearance services, licensing options for intellectual property rights, note if option for Creative Commons license is included.

Describe potential partnerships with bookstores, libraries, and or academic technologies for delivery of product/services to faculty and students.

Describe handling course materials' exceptions (returns-dropped/cancelled classes, extensions, technical support, etc.) Any means for CSU campus bookstores and/or academic technology departments to resolve exceptions per vendor directions.

Describe professional development and technical support available for faculty, staff and student use.

Describe provision of user activity tracking and reporting.

Describe capabilities to use on specific devices and applications including LMS. Other means of availability such as online with internet connections, offline on user's devices; ability to work offline.

We will partner with individual CSU campus bookstores for commercial delivery of adopted product by the bookstore. Yes/No. Comment optional.

We will provide a CSU landing page on which faculty, students and others interested in AL\$ programs can obtain information on products/services/tools. To include CSU AL\$ programs/services being offered, who to contact and how to access-implement programs/services. (Optional)

Each CSU adoption by faculty will be forwarded when received, to the appropriate campus bookstore to support [HEOA](#) compliance (describe process in comments)

Any additional information on the product/service you deem appropriate.

CSU ACCESSIBLE TECHNOLOGY INITIATIVE (ATI) REQUIREMENTS

Provide the following items listed below to demonstrate the product compliance level and commitment to providing access for all. COMPLETED DOCUMENTS CAN BE SENT TO als@cdl.edu (Attn: FRED NEELY).
VENDOR ACCESSIBILITY REQUIREMENTS Instructions:

Go to the Accessible Technology Initiative website's "Vendor Accessibility Requirements" page, read all the instructions:

REQUIREMENTS for completing an ACCESSIBILITY CONFORMANCE REPORT

- The Accessibility Conformance Report is based on the most recent Voluntary Product Evaluation Template (VPAT).

Go to the Accessible Technology Initiative website's "Vendor Accessibility Requirements" page, read all the instructions.

- CSU Vendor Accessibility Requirements

COMPLETE THE FOLLOWING THREE (3) STEPS:

1. Fill out the Accessibility Conformance Report using the VPAT 2.2 508 - July 2018 template.
 - Read the instructions on pages 1-8 and page 10 of the VPAT 2.x
 - Review the section CSU summary requirements of 508 Chapter 2:
 - Complete the relevant sections of the Accessibility Conformance Report in accordance with Accessibility Conformance Report Supporting Definitions.
2. Fill out the CSU Accessibility Roadmap
3. Submit your Accessibility Statement

Upon Submission of the three items listed above, we will schedule a review and further discussion of the following:

- A Product Demonstration that validates the claims made on the Accessibility Conformance Report and that the product Accessibility Statement can be accessed from within the application and from the products website.
 - <https://tinyurl.com/productdemonstration>
- Open Source Evaluation Tools maybe useful to vendors as they prepare for the product demonstration.
 - <https://tinyurl.com/opensourceevaluationtools>

Note: Accessibility Documentation

Accessibility documentation (Accessibility Conformance Report, Accessibility Roadmap, Accessibility Statement, and third party evaluations) provided by the Vendor/Partner/Provider will be posted in the CSYou intranet (password protected). This documentation will be used by CSU Campuses to support deployment of the product and end user needs on their campuses.

Please don't forget to send the Accessibility Conformance Report, Accessibility Roadmap and Accessibility statement (URLs listed above) so that we may process your application. They are required per CSU policy!
COMPLETED DOCUMENTS SHOULD BE SENT TO als@cdl.edu (Attn: FRED NEELY).

CSU INFORMATION SECURITY

Policy Objective

The CSU Information Security policy provides direction for managing and protecting the confidentiality, integrity and availability of CSU information assets. In addition, the policy defines the organizational scope of the CSU information Security Policy.

To view the full CSU ICSUAM Section 8000 Information Security Policy:

<http://www.calstate.edu/icsuam/documents/Section8000.pdf>.

We have reviewed the Information Security Policy, and we are in compliance. Yes/No. Comment optional.

And, Finally:

Please note that CSU AL\$ does not choose exclusive vendor providers on behalf of the campuses, nor sign purchasing agreements for AL\$ partner provider programs.

Before submitting this form, if you have any questions, please email als@cdl.edu or call 562.951.4605.

Thank you for taking the time to complete the form and for your interest in supporting student success in the CSU.

Comment (optional)