**Cal-ATSD Information Sheet for Buyers of Assistive Services, Devices and Technology (12.18.18)**

**BACKGROUND**

The Department of Rehabilitation (DOR) created the California Assistive Technologies, Services and Devices Supplier Directory (Cal-ATSD) to provide state and local agencies with a valuable resource to quickly identify suppliers of assistive technologies, services, and devices for reasonable accommodations.

This supplier directory is a resource of suppliers to promote the timely delivery of assistive technologies, services and devices. Procuring agencies can purchase from the Cal-ATSD Supplier Directory, using state procurement rules, policies, and procedures, if determined that the goods and services offered through CalPIA and mandatory LPAs do not meet the needs of state employees, applicants, student assistants, interns, volunteers with disabilities, consumers served by DOR, as well as other individuals with disabilities served by other state and local agencies.

**HOW TO PURCHASE FROM SUPPLIERS ON THIS DIRECTORY**

Buyers can purchase from the Cal-ATSD after considering the goods and services offered by CalPIA and mandatory LPAs to reasonably accommodate state employees, DOR consumers and other individuals with disabilities served by California State agencies. All DOR consumer purchases are exempt from the CalPIA.

The state recognizes the importance of timely and effective delivery of goods and services for RA and has included a special section in the State Contracting Manual (SCM), therefore, special procurement procedures apply for acquisitions related to a reasonable accommodation for state employees and DOR consumers. DOR buyers shall refer to the DOR Rehabilitation Administrative Manual (RAM) on Fair and Reasonable Procurement Method for Vocational Rehabilitation Services and for Employee Reasonable Accommodation for acquisitions related to RA for DOR employees and consumer related purchases. When conducting acquisitions or executing contracts with suppliers on this directory, state agencies must adhere to all state procurement laws, policies, and procedures.

**MODEL TERMS AND CONDITIONS**

The DOR has developed model Terms and Conditions to address the specialized needs for assistive technologies, services and devices. DOR buyers must attach the Terms and Conditions to the Request for Quote. Other state buyers may choose to incorporate these Model Terms and Conditions when applicable to their purchases.

**Cal-ATSD SUPPLIER DIRECTORY CONTACT**

The DOR is responsible for administering the Cal-ATSD Supplier Directory. For any questions related to Cal-ATSD Supplier Directory please contact SupplierDirectory@dor.ca.gov.

Concerns about the product quality or suppliers shall be addressed directly between the state agency buyer and supplier but should be reported to the Cal-ATSD Supplier Directory Administrator. Please submit concerns to SupplierDirectory@dor.ca.gov.

For questions about how to conduct acquisitions and execute contracts, please email pams@dgs.ca.gov.