



Technology/Software Requirements

To be completed for any new technology/software agreements.

Site: _____ Bakersfield College
_____ Cerro Coso Community College
_____ Porterville College
_____ District Office
_____ District-Wide

Department: _____

Requester: _____

Vendor: _____

Description of Service(s): _____

Date: _____

Both the HECVAT and VPAT forms must be completed by the vendor and emailed to the Kern Community College District's Finance and Administrative Services Department, Contracts. Please confirm below.

The [HECVAT Lite, version 2.11](#) form has been completed and submitted to contracts@kccd.edu.

The [VPAT, version 2.0](#) form has been completed and submitted to contracts@kccd.edu.

The following items must be reviewed within the contract from an IT perspective. Also note that if this requires any IT work, it must be submitted via your Campus Vice President of Finance and Administrative Services for consideration and prioritization, including a review of required resources and cost with IT.

The vendor must answer the following questions and provide the requested information:

Accessibility

1. Provide current accessibility documentation (VPAT) and confirm compliance with Section 508, WCAG 2.1 AA (or later), and applicable ADA requirements.

Security & Privacy

2. Identify the security framework(s) followed (e.g., NIST, ISO 27001, SOC 2) and provide relevant certifications or audit reports if available.

3. Will the system store, process, or transmit District and/or College data? If yes, identify data types (student, employee, financial, etc.) and applicable compliance requirements (FERPA, PCI, HIPAA, etc.).

Hosting & Operations

4. Describe hosting architecture, redundancy, disaster recovery/business continuity capabilities, and expected service availability.

5. Describe planned maintenance practices, notification procedures, and expected service interruptions.

Data Ownership & Exit Strategy

6. Confirm that District and/or College data remains the property of the District and describe the process, format, timeline, and cost (if any) for retrieving data upon contract termination.

Data Location & Breach Response

7. Identify where District and/or College data will be stored and processed and confirm whether data remains within the United States.

8. Describe breach notification timelines, responsibilities, and any contractual limitations on liability related to data breaches or security incidents.

Intellectual Property

9. Identify any intellectual property, copyright, ownership, or licensing considerations affecting District and/or College-created content or data.

District and/or College requester must answer the following questions and provide requested information:

Internal District Questions

10. Has the District and/or College IT Director reviewed the request and identified any infrastructure, integration, support, licensing, or staffing impacts?

11. Has the request been reviewed through the IT project governance process and approved for prioritization, resource allocation, and funding review?