

Dear [Vendor Name],

I am writing on behalf of [Unit Name] at The Ohio State University (OSU). We are interested in obtaining [Software Name].

OSU has implemented new processes for software purchases to ensure compliance with State of Ohio law, [Title II of the Americans with Disabilities Act](#), and audit requirements. As such, product information is collected and reviewed by OSU legal, accessibility, and security staff prior to recommending a purchase.

To facilitate the review, **please complete the attached form**, along with the **following documents**. Kindly **reply-all** to this email with the requested information:

- Quote Request (if applicable)
- Any applicable Terms and Conditions or Master Service Agreement
- Accessibility Conformance Report (VPAT/ACR)
- Higher Education Community Vendor Assessment Toolkit (HECVAT)

Any required signatures by you or OSU will occur during the second phase of the process as it moves to a purchase requisition.

Thank you in advance for your cooperation.