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American Association of University Professors Request for Proposal – Web Portal Redesign

Purpose/Objective

The American Association of University Professors (AAUP) has issued this Request for Proposal (RFP) to obtain concepts from external vendors for the purpose of improving the [Faculty Compensation Survey \(FCS\) Web portal](#). The AAUP FCS is the largest survey of full-time faculty salary and benefits in the United States. One critical piece of the survey and its success is the FCS Web Portal, a site that collects data from survey participants, allows users to upload of a template of similar content in Microsoft Excel (2010, 2013 Windows; 2011 Mac), and assists with the validation and verification of submitted data. The successful proposal will offer and execute a vision of how to (1) capture current data needs described below, (2) integrate plans for data expansion, (3) improve user accessibility to include responsive Web design principles and WCAG guidelines, while (4) allowing for technological updates, and (5) deliver a **final product on-time** with (6) a focus on cost efficiency.

Background

The 2014 – 2015 AAUP Faculty Compensation Survey (FCS) had 1,136 institutions complete data verification and validation, which covered more than 375,000 full-time faculty, making it the largest faculty compensation survey in United States higher education. Of all AAUP programs, the Faculty Compensation Survey is the most searched for term on Google, ahead of even “AAUP Academic Freedom.” Besides offering a unique and highly valued service to AAUP’s chapters, the AAUP’s Faculty Compensation Survey has become an important tool for engaging with the broader public.

At present, the success of the FCS is limited by an inadequate, outdated, and malfunctioning Web portal. The present template was developed in 2003, and the portal was designed in 2008 with no substantive updates since 2012. At the start of the 2014 – 2015 data collection cycle, there were two methods that an institutional participant could use to transmit data to AAUP: (1) uploading a Microsoft Excel spreadsheet template through the portal, or (2) manual entry. Since the FCS portal is built on code that supports versions of Excel prior to 2010, but not the more prevalent 2010 or 2013 Excel versions, participants had no way to upload their completed spreadsheet templates. Instead, respondents had to enter their data using the much more time-consuming manual process via form fields.

A successful proposal will include plans to build eight validated form sections that write data into a relational database. Entry to the FCS Web Portal must include as well as a secure login. There are also at least five static resource pages. The general sections and their data include (1) *user information*, (2) *institutional information*, (3) *full-time faculty salary*, (4) *full-time benefits*, (5)

continuing full-time faculty salary, (6) distribution of full-time faculty salary, (7) administrative compensation and (8) part-time faculty salary. A full-time faculty member is an individual of an institution who works more than an average of 30 hours per week with some contractual instructional obligations and is benefits eligible. A part-time faculty member is an institution who works less than an average of 30 hours per week with some contractual instructional obligations and is not benefits eligible. The secure login must include encryption and additional static resource pages include contact information for the Research Office staff, various information pages, and frequently asked questions, as well as survey instructions and methodology. A sample user login for prospective vendors is available on request.

The vendor must be able to supply a fully functional and user ready Web portal for data Sections 1 through 8 no later than October 15, 2015. There will be interim deadlines and testing well in advance of October 15, 2015. Failure to meet these deadlines may result in damages assessed against the vendor, and the vendor may be required to pay the costs of a temporary fix installed by the current provider.

Project Goals

The goals of this project are to (1) build an AAUP FCS portal to allow for upload of Microsoft Excel spreadsheet templates (see Appendix I), (2) allow for an improved interface for users to include responsive Web design and WCAG guidelines, (3) expand the AAUP FCS to include a part-time faculty section, and (4) allow for the possibility of expanding to discipline-level (Biology, Chemistry, Physics, English, Philosophy, et al.) faculty salary data collection in the future. Future disciplinary work will be aligned to the [2010 Classification of Instructional Program \(CIP\)](#) code taxonomy at the six-digit level established by the National Center for Educational Statistics. Additional information about CIP code taxonomy may be found [here](#) and below:

<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Scope of Work

The AAUP FCS includes eight sections that are comprised in a relational database as well as static resource pages. The sections that comprise the relational database include (1) **user information**, (2) **institutional information**, (3) **full-time faculty salary**, (4) **full-time benefits**, (5) **continuing full-time faculty salary**, (6) **distribution of full-time faculty salary**, (7) **administrative compensation** and (8) **part-time faculty salary**. Additional static, strategic resource pages provide users with opportunities to contact Research Office staff, login/logout, view a home page, receive answers to frequently asked questions, and to review survey instructions and methodology.

Current FCS Web Portal Overview

The below screen capture provides an example of the current portal login screen, which is how institutional contacts and participants access the site as well as AAUP FCS Staff.

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American Association of University Professors

Faculty Compensation Survey

Home Survey Contact Us Help Login

Welcome!

Email :

Password :


[Register](#) | [Forgot Password](#)

Update 4/13/15:
The Annual Report on the Economic Status of the Profession, 2014-15 was released on April 13. Custom peer reports and complete datasets are available for purchase. See [the AAUP website](#) for complete information.

To verify or update contact information, log in using your e-mail address. If you have forgotten your password, or are not certain whether your e-mail address is already in the system, click the "Forgot Password" link and it will be e-mailed to you. If your address shows as not valid it is either not in our system or has been deactivated. If you need to update your contact information, please e-mail aaupfcs@aaup.org or call ☎ 202-737-5900 x3640.

Version : 1.0.5424.41774

The **user information** page allows users to provide their own contact information as well as that for the institutions they represent. There are two contact permissions: *primary* contacts are able to enter and manipulate institutional information, *secondary* contacts are only able to view data. Footnotes allow for variation in reporting of separate campuses of a single institution (eg. University of Delaware-Newark, University of Delaware-Dover into one University of Delaware).



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My Profile

Please update your contact information as needed; note that certain fields are required.
**Denotes mandatory field*

1. Contact Information

First Name:

Last Name*:

E-mail Address*:

Phone Number*:

Ext:

Title:

Organization*:

Address:

City:

State*:

Zip:

2. Roles & Permissions for the Following Institutions

To find the information you seek, type in the partial name of the institution and or select state and click Submit. Then select an institution from the filtered results from the institution dropdown menu. Click Add to insert it into your institutions list, then specify role at the institution. Select at least one role at each institution. To remove a Unit listing click the record checkbox and then Remove.

Filter by partial name:

Select State

Filter by Unit ID:

Select Institution

Unit ID: 99990 - Wossamotta U	<input checked="" type="radio"/> Primary Survey Data Contact (submit and edit data)	<input type="radio"/> Secondary Survey Data Contact (view only)	<input type="radio"/> Report Order Only	<input type="button" value="Remove"/>
Unit ID: 999805 - thielemystest u	<input type="radio"/> Primary Survey Data Contact (submit and edit data)	<input checked="" type="radio"/> Secondary Survey Data Contact (view only)	<input type="radio"/> Report Order Only	<input type="button" value="Remove"/>

3. Account Security


Please make sure that your passwords match.

Password*:

Confirm Password*:

When complete, click Submit, or click Cancel to return to the homepage.

The **institutional information** provides institutional information pertaining to address, colleges as well as a section that confirms whether institutional data is accurate and whether the institution will be submitting data for the current cycle.



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2014 - 15 Survey for for 109027 - Harvard U, Cambridge, MA

Institutional Information

Please verify that the following information is complete and accurate. Some fields can be changed only by AAUP. If that information needs to be changed, please click on the link to request a change.

[Link to request a change](#)

1. Institutional Information

Unit ID: 109027 Year: 2014 - 15

Publication Name: Harvard U End Name: Harvard University

Address: 1158 Massachusetts Avenue, 778 Holycross Center

City: Cambridge State: MA Zip: 02138

Affiliation/Control: Private AAUP Category: I [Institutional Categories](#)

Previous Unit ID:

Publication F number:

Conversion factor: 0.8787818181818

2. Professional Schools or Programs

School	Faculty	Faculty Count
Business	<input type="checkbox"/>	<input type="text"/>
Dentistry	<input type="checkbox"/>	<input type="text"/>
Engineering	<input type="checkbox"/>	<input type="text"/>
Law	<input checked="" type="checkbox"/>	<input type="text"/>
Nursing	<input type="checkbox"/>	<input type="text"/>

3. Campuses

If your institution has only one campus, you do not need to add any information in this section.

List only campuses included in the faculty data submitted for this unit ID this year. If you need to delete a campus, please use the "Remove" link on that line, rather than by simply removing the name with the "Update" feature. If you need to add an additional campus, click "Add New Record." Please list each campus separately.

Campus names: Give only the location or name of the campus (e.g., "Tweny Mile" or "Camp A, State"). Do not include the word "campus." If the campus is at a different state from your institution's main location, or if you have additional campuses in more than one state, add the state abbreviation (i.e., "Tweny Mile, MD").

[+ Add new record](#)
[a Refresh](#)

No records to display

4. Comments

Comments:

Add comment:

Last Updated: Last Updated by: John Swetten

5. Confirm and Save

☐ I confirm that this section is complete and accurate.


If unable to submit data by January 31, our institution expects to submit data by (MM/DD/YYYY):

☐ Our institution will not submit data for the current academic year

[Save](#)
[Cancel](#)
[Return to Survey Overview](#)

Version: 1.0.5424.41774

The **full-time faculty salary** page provides faculty salary broken out by rank (Professor, Associate Professor, etc.) and gender (men/women). Faculty salary may be provided as 9 or 12 month contracts and the bottom of the page offers the opportunity for quality review and approval.



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Survey 2014 - 15 for 158027 - Harvard U, Cambridge, Massachusetts

Section 1 - Number, Total Salaries, and Tenure Status of Full-Time Instructional Faculty

Conversion factor (if entering 12-month data)

The 12 to 9 month conversion factor for this institution is :

Part a. Faculty on standard academic-year contracts (regardless of number of annual salary installments)

Rank	Men					Women				
	Number Of Faculty	Total Contracted Salaries(\$)	Not Tenure-Track	On Tenure-Track	Tenured	Number Of Faculty	Total Contracted Salaries(\$)	Not Tenure-Track	On Tenure-Track	
Professor	743	161,727,018	78		665	248	488,458,615	32		
Associate	104	1,052,918,955		104		55	7,239,007		5	
Assistant	117	1,300,681,24	10	107		83	884,038	5	7	
Instructional	48	294,456	48			61	482,907.1	61		
Lecturer	126	12,768,18	126			117	10,799,678	117		
No Rank										
Total	1138	294,748,097	262	211	665	557	810,21048	238	13	

Part b. Faculty on 12-month contracts (enter actual salary amounts here and conversion factor above)


Rank	Men					Women				
	Number Of Faculty	Total Contracted Salaries(\$)	Not Tenure-Track	On Tenure-Track	Tenured	Number Of Faculty	Total Contracted Salaries(\$)	Not Tenure-Track	On Tenure-Track	
Professor										
Associate										
Assistant										
Instructional										
Lecturer										
No Rank										
Total	0	0	0	0	0	0	0	0	0	

Part c. 9-Month plus 12-Month converted

Rank	Men					Women					Averages		
	Number Of Faculty	Total Contracted Salaries(\$)	Not Tenure-Track	On Tenure-Track	Tenured	Number Of Faculty	Total Contracted Salaries(\$)	Not Tenure-Track	On Tenure-Track	Tenured	Men Average Salary	Women Average Salary	Combined Average Salary
Professor													
Associate													
Assistant													
Instructional													
Lecturer													
No Rank													

Quality Review

The **full-time faculty benefits** page provides faculty benefits broken out by rank (Professor, Associate Professor, etc.) Faculty salary benefits may be provided as 9 or 12 month contracts and the bottom of the page offers the opportunity for quality review and approval. The explanation of statistical data in Appendix II.



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Survey 2014 - 16 for 188027 - Harvard U, Cambridge, Massachusetts

Section 2 - Major Benefits for Full-Time Instructional Faculty

Does this institution aggregate benefits data, so that they are not broken out by faculty rank? ☒ Yes ☐ No

Part a. Faculty on standard academic-year contracts (regardless of number of annual salary installments)

Major benefits	PROFESSOR		ASSOCIATE		ASSISTANT		INSTRUCTOR		LECTURE	
	Total Expenditure	No. Covered	Total Expenditure	No. Covered	Total Expenditure	No. Covered	Total Expenditure	No. Covered	Total Expenditure	No. Covered
Retirement	25804348	991	1771948	162	1428308	200	568370	129	2132510	
Medical	17137404	991	1680680	162	1838084	200	628088	129	1865166	
Dental	867448	991	88070	162	82886	200	31792	129	94410	
Combined Med/Dental (optional)										
Disability										
Tuition	12690	991	1244	162	1348	200	444	129	1384	
FICA	10368282	991	1391613	162	1848238	200	993182	129	1563199	
Unemployment	105768	991	10374	162	11328	200	3877	129	11513	
Group Life	148101	991	14524	162	15888	200	5428	129	16119	
Worker Comp	4231	991	418	162	453	200	185	129	461	
Other	2411931	991	236538	162	258268	200	88387	129	262505	
Total	66480222	991	6182371	162	6189782	200	1919740	129	6967267	

Part b. Faculty on 12-month contracts (enter actual salary amounts here and conversion factor in section 1)

Major benefits	PROFESSOR		ASSOCIATE		ASSISTANT		INSTRUCTOR		LECTURE	
	Total Expenditure	No. Covered	Total Expenditure	No. Covered	Total Expenditure	No. Covered	Total Expenditure	No. Covered	Total Expenditure	No. Covered
Retirement										
Medical										
Dental										
Combined Med/Dental (optional)										
Disability										
Tuition										
FICA										
Unemployment										
Group Life										
Worker Comp										
Other										
Total	0		0		0		0		0	

The **continuing full-time faculty salary** page provides faculty salary by rank (Professor, Associate Professor, etc.). Faculty salary may be provided as 9 or 12 month contracts and the bottom of the page offers the opportunity for quality review and approval.



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Survey 2014 - 15 for 166027 - Harvard U, Cambridge Massachusetts

Section 3: Salaries and Percentage Change for Continuing Instructional Faculty

Please Note: Individuals reported in 'Number of Continuing Faculty' should be only those who held faculty positions in both this year and last year. This number will almost always be smaller than that in Section 1 of this report. Report salaries for this year at the rank the person held in the prior year. If you have questions, see the instructions or contact AAUP.

Part a. Faculty on standard academic-year contracts (regardless of number of annual salary installments)


Academic Rank in Prior Year	Number Of Continuing Faculty	Total Salary Outlays		Percentage Change
		Current Year	Previous Year	
Professor	916	208134245	200890311	3.81
Associate	132	19181772	18541744	3.45
Assistant	140	17876320	17314420	3.25
Instructor	99	6189655	5963247	3.45
Lecturer	159	17978048	17479245	2.85
No Rank				
Total	1446	269360040	260208967	3.52

Part b. Faculty on 12-month contracts (enter actual salary amounts here and conversion factor in section 1.)

Academic Rank in Prior Year	Number Of Continuing Faculty	Total Salary Outlays		Percentage Change
		Current Year	Previous Year	
Professor				
Associate				
Assistant				
Instructor				
Lecturer				
No Rank				
Total				

[illegible]

The **administrative compensation page** explores the base and total compensation of the President, Chief Academic Officer, Chief Financial Officer, Chief Development Officer and the Chief Administrative Officer.



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Survey 2014 - 15 for 188027 - Harvard U, Cambridge, Massachusetts
Section 5 - Administrative Compensation

Please Note: For each administrative position, enter the annual amount for the calendar year that makes up the first part of the current academic year (i.e., for 2009-10 report 2009). Report amounts for one individual only and for the institution specified in the response. Use the most current figures available and convert partial-year figures to an annual basis. "Base Salary" is the contractual base salary provided by the institution; "Supplement" is the cash value of any supplemental compensation provided by the institution or a private foundation.

	Base Salary	Supplement
President/Chancellor	840600	
Chief Academic Officer	646119	
Chief Financial Officer		
Chief Development Officer	480000	
Chief Administrative Officer	610044	

Quality Review
Please review the following data quality messages and make any necessary corrections, or provide an explanation in the comment section below:

Notice, Section 5. No errors or warnings.

Comments

Comments:

Add comment:

Confirm and Save
☐ Do Not Publish
☐ Further Review Needed

Save
Cancel
Return to Survey Overview

Version: 1.0.6424.41774

The **part-time faculty salary page** will be new to the AAUP FCS and will include the gender and average salary of part-time faculty. This design will be similar to the full-time faculty salary page with no ranks. Contracts can be on a 9 or 12 month contract.

Static pages include content like the **Frequently Asked Question**. The full content of this page appears in Appendix VII.

	<p>American Association of University Professors Faculty Compensation Survey</p>
<p align="center">AAUP Faculty Compensation Survey 2014-15 Frequently Asked Questions (FAQ)</p>	
<p>Section 1. Faculty Salary, Number, and Tenure</p>	
<p>Inclusions/Exclusions/Ranks</p>	
<p>Shouldn't associate and assistant deans be included?</p>	
<p>These positions vary from institution to institution. In some cases, they are essentially full-time faculty positions with a reduced teaching load. In other cases they are administrative appointments with faculty rank. If the situation at your institution is more like the former, you should include associate and assistant deans in the survey, but remove any additional administrative stipend from the reported salary amounts.</p>	
<p>Should we include teaching post-doctoral and pre-doctoral fellows? Both types of fellows are employed in full-time term positions and carry the faculty rank of "Lecturer." Postdoctoral teaching fellows teach two courses per year and are engaged in research for the complement of their contracts. They are compensated at the level of an assistant professor. Pre-doctoral teaching fellows teach one course per year and are engaged in research for the complement of their contracts. They are compensated at the level of an instructor (ABD).</p>	
<p>This one is really a judgment call. Although these are clearly full-time positions, based on this description they fall below our basic threshold of 50% of duties related to instruction; these are more like research fellows who teach some classes. So they should not be included in our survey.</p>	
<p>How do you define "Instructor," "Lecturer," and those who are considered "No Rank" or "Unranked" faculty?</p>	
<p>Your response should be based on the ranks you actually use at your institution. If you do not use the ranks of "Instructor" or "Lecturer," you do not need to report them. If you do use faculty ranks, but have some faculty who do not fit into the assigned categories, you may use the "No Rank" category. "No Rank" is intended for individuals considered faculty who do not have an assigned rank, but where ranks are otherwise used. (Some institutions use this category for clinical or research faculty; however, the intention is to reflect the practice at your institution.)</p>	
<p>Note that the survey includes full-time positions only.</p>	
<p>If your institution does not use faculty rank at all, for example if all faculty members are referred to as "Instructors," report all faculty on the "No Rank" line. Associate-degree colleges not utilizing ranks are in institutional category IV; others will be footnoted for publication. These institutions are listed in appendix II of the published AAUP report.</p>	
<p>Tenure status</p>	
<p>What changed for reporting tenure status beginning with 2003-04?</p>	
<p>Beginning with the 2003-04 survey, institutions are asked to report full-time faculty counts in three mutually-exclusive categories: "Not on tenure track," "On tenure track," and "Tenured." Institutions that do not have a tenure system should report all faculty in the "Not on tenure track" column.</p>	
<p>In previous years, the data form asked for the number of tenured faculty in one column, and then a combined number of tenured and tenure-track in a second column. In combination with the total number of faculty, this allowed for a calculation of the number in each of the three categories above, but the combined column was confusing to many respondents.</p>	
<p>The revised format should be clearer, and also emphasizes that the survey does include full-time faculty who are not on a tenure track. The three categories also follow the IPEDS definition.</p>	
<p>Section 2. Benefits</p>	
<p>General questions</p>	
<p>How should we count the number of persons receiving benefits?</p>	
<p>In Section 2, the "number covered" for each benefit is the number of faculty members (of those reported in Section 1) for whom a benefit amount was paid. For tuition especially, this is only the number of faculty for whom a tuition amount was (or will be) actually paid in a given year—not the number who were potentially eligible to receive such payments. Note that the number is of faculty, not a total number of persons (dependents) covered.</p>	
<p>For all benefits, do I just multiply one month's worth to get the full year?</p>	
<p>We recognize that benefit expenditures will be an estimate, so this would be one good way to produce such an estimate.</p>	
<p>We have faculty with full-time contracts who, as part of this year's service, may direct an academic program. They receive a \$5,000 stipend for doing so, added to their full-time contract, taxed and paid across the entire year. This stipend is not an "extra" like overload pay. It is "extra" to their function as a faculty member at a particular rank, but not in terms of their employment at the university for the academic year. All our employer-paid benefits are based off of this amount (contract \$ + stipend \$). So, pulling out the stipend amount from major benefits info would prove quite challenging.</p>	
<p>This stipend for directing an academic program seems analogous to the way stipends for department chairs and/or division directors are handled at many other institutions. Ideally, we would like the salary amount reported without the stipend for additional administrative responsibilities. However, that might impose an additional reporting burden, especially with the calculation of benefits. It would actually</p>	

Anticipated Schedule

The anticipated schedule for release, review and implementation timeline is as follows:

Request for Proposal (RFP) Available for Distribution:	August 3, 2015
Pre-Proposal Questions Deadline	August 13, 2015
Exceptions and Questions to the RFP	August 17, 2015
Deadline for Receipt of Proposals	August 20, 2015
Evaluation/Selection Process	August 24, 2015
Final Evaluation	August 25, 2015
Projected Award Date	September 1, 2015
Initial Wireframes Available	September 7, 2015
Completion of Sections 1 and 2,	September 14, 2015
Completion of Sections 3, 4, 5, 6, and 7	September 21, 2015
Completion of Section 8	September 28, 2015
Completion of Warnings	October 2, 2015
Operational Portal Available for Beta Testing	October 9, 2015
Timeline for Completion	October 15, 2015

Proposal Submissions

Original materials and all attachments must be received by Dr. John Barnshaw, Senior Higher Education Researcher at AAUP, via e-mail (jbarnshaw@aaup.org) no later than 11.59 PM Eastern Time on August 20, 2015. Late proposals may not be considered. Vendors are responsible for any cost incurred in the development of proposals. The formal submission of a proposal by a vendor will be considered by the AAUP as constituting an offer by the vendor to perform the required services at the stated costs. Vendors may submit a range of interface styles that may enhance the likelihood of their proposal selected. All interface styles must be able to meet the above production timeline.

Communication with AAUP Staff

All communications regarding this RFP from vendors and all questions must be directed to Dr. John Barnshaw, Senior Higher Education Researcher at AAUP. Dr. Barnshaw may be contacted directly at jbarnshaw@aaup.org or via phone at 202.737.5900 x3627.

Additional Information/Addenda

Requests for additional information or clarifications must be made via e-mail to Dr. John Barnshaw (jbarnshaw@aaup.org) or via appointment. To set up a call with Dr. Barnshaw please contact him directly at jbarnshaw@aaup.org. The e-mail request must contain the vendor's name, address, and phone number and all questions must be submitted via e-mail in advance

prior to the meeting. Proposals may be received in either Microsoft Word or as an Adobe PDF as **one document**.

Vendors shall quote a complete, entire Web portal system that is (1) fully functional on the Web and (2) template side that is usable by the AAUP and (3) addresses the needs expressed within this RFP without the requirement for change orders or cost overruns. Any items that the vendor's product cannot or will not be able to address for the price quoted must be clearly noted within the RFP response. The AAUP does not allow any change orders, which will increase the cost as quoted by the vendor and will expect that the vendor include any and all components in the price quoted so as to implement a complete and functional project.

Modification

Proposals and/or modifications received after the proposal due date and time are late and may be rejected. A pre-proposal draft may be sent to Dr. John Barnshaw (jbarnshaw@aaup.org). The vendor is not guaranteed comments and information must be received prior to the deadline of August 20, 2015.

Costs Incurred by Vendors

All expenses involved with the preparation and submission of a proposal to the AAUP or any work performed in connection therewith shall be borne by the vendor. No payment will be made for any responses received, or for any other effort required of or made by the vendor prior to commencement of work as defined by a contract approved by the AAUP.

Qualifications

As a part of the proposal evaluation process, AAUP may conduct a background investigation of the vendor, including a background check by a third-party vendor. The vendor's submission of a proposal constitutes acknowledgment of the process and consent to such investigation.

Failure to offer a proposal on the eight data sections and the upload template of the proposal will be rejected as non-responsive. Any exceptions taken must be specific, and the vendor must indicate clearly what alternative is being offered to allow AAUP to meaningfully evaluate and rank proposals. AAUP, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, AAUP may request that the vendor furnish the services or goods described herein, or negotiate an acceptable alternative.

All vendors are expected to abide by Department of Homeland Security compliance guidelines or to obtain a waiver of the below terms:

<http://www.dhs.gov/sites/default/files/publications/DHS%20Section%20508%20Compliance%20Test%20Process%20for%20Applications%203.3.pdf>

Proprietary Information

If a vendor believes that any portion or all of the response is confidential and/or proprietary, the vendor should clearly assert such exemption and the specific legal authority of the asserted exemption. All material that qualifies for exemption must be submitted in a separate document, clearly identified as "TRADE SECRETS EXCEPTION," with the vendor's name and the proposal number marked on the outside. Please be aware that any person may challenge the designation of an item as a trade secret in court. By the designation of material in the proposal as a "trade secret" the vendor agrees to hold harmless the AAUP for any award to a plaintiff for damages, costs or attorneys' fees, and for costs and attorneys' fees, incurred by the AAUP by reason of any legal action challenging your claim.

Negotiations

The AAUP may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the vendor's best terms from both the cost or price and technical standpoints.

The AAUP reserves the right to enter into contract negotiations with the selected vendor. If the AAUP and the selected firm cannot negotiate a successful contract, the AAUP may terminate said negotiations and begin negotiations with the next highest scoring firm. This process will continue until a contract has been executed, all vendors have been rejected, or the AAUP suspends the RFP process. No vendor shall have any rights against the AAUP arising from such negotiations. Should the selected vendor fail to deliver a completed product by the required or negotiated deadline, the vendor will be responsible for incurring costs to the current provider until the work is satisfactorily completed.

The selected vendor and the AAUP will mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation and performance schedules as part of the subsequent contract to be executed. The terms of this RFP may, or may not, be included in the contract between the parties.

Terms and Conditions

The AAUP reserves the right to reject any or all proposals and to waive informalities in proposals or the proposal process. In the event that no proposal substantially satisfies the specified requirements as presented in the RFP, the AAUP reserves the right to call for new proposals, or to negotiate required services. The AAUP reserves the right to reject any individual service contained in the proposal if the bid price indicates that a better alternative is available. The AAUP reserves the right to reject any or all proposals, to waive technicalities, and to make an award in its best interest.

The award will be the bidder whose proposal, in the judgment of the AAUP, is in the overall best interest of the AAUP. The lowest net cost to the AAUP, the ability to meet service requirements and the completeness of proposals will be among the primary criteria used in the evaluation process.

Evaluation Criteria

Prior to the selection of the award to the apparent successful vendor, the AAUP reserves the right to conduct on-site visits of any vendors' facilities and/or require any vendor to participate in a presentation to the evaluation team (and others) of the items contained in the RFP response and any other items deemed appropriate by the AAUP.

Proposal

The prospective vendor will provide a project plan for the design phase of the web portal. The vendor will also provide content information architecture that supports easy navigation to key site services. The vendor will determine and establish a consistent look and feel for the portal, including color schemes, graphic elements, and navigation tools that provide straightforward navigation within a unifying graphic theme as well as flexibility for the branding of different AAUP products and services. The vendor will provide design mock ups of primary website sections: (1) user information, (2) institutional information, (3) full-time faculty salary, (4) full-time benefits, (5) continuing full-time faculty salary, (6) distribution of full-time faculty salary, (7) administrative compensation and (8) part-time faculty salary.

The vendor will provide rich wireframes of the most complex portions of the site. The following are general requirements for the forms that need to be submitted with the proposal:

- A brief portfolio of prior work you have completed
- A project plan and estimated timeline.
- An architecture document listing the modules and techniques you plan to use.
- A list of any recommendations for hardware in accordance with your architecture document.
- A detailed project budget including line item costs.
- Discussion provisions for training on how to use the solution.

Technical Requirements

- All of the existing pages will need to be represented in the new portal. All existing content is stored in either .php or .html files. Some source code will be necessary for evaluation.
- All application code should be version controlled.
- The current database is supported by MySQL. Please specify how your proposal would write to MySQL.
- The site should be able to support the following browser versions and devices in accordance with WCAG guidelines and Responsive Web design techniques:
 - Latest version of Explorer and two most recent prior versions.
 - Latest version of Chrome and two most recent prior versions.
 - Latest version of Firefox and two most recent prior versions.
 - Latest version of Safari and two most recent prior versions.

Manual/Training Provisions

Upon successful completion of the bid and contract, the vendor will work with AAUP to support easy navigation within the AAUP FCS as well as compliance with disability requirements. The vendor may be required to work with the AAUP Research Office and assist in design analysis and style integration fit/gap. The vendor will also assist in providing complete training manuals, a style guide with graphic design standards, font/colors and digital images. The vendor will also provide usage information and train those who may manage and interact with the web portal. This may include a webinar or a presentation.

Appendices

Appendix I – 2014 – 2015 AAUP Faculty Compensation Survey Template for Upload (2010 and 2013 Microsoft. 2011 Mac)

Appendix II – 2014 – 2015 AAUP Faculty Compensation Survey Explanation of Statistical Data

Appendix III – Current User Flags

Appendix IV – Webinar demonstrating the current usage and capabilities of the AAUP Faculty Compensation Survey System

<https://meet58372436.adobeconnect.com/a1156342289/p5b4193lo6i/?launcher=false&fcsContent=true&pbMode=normal>

Appendix V – Survey Report Tables Generated from the 2014 – 2015 AAUP Faculty Compensation Survey

<http://www.aaup.org/list-tables-and-figures-annual-report-economic-status-profession-2014-15>

Appendix VI – Institutional Information Generated from the 2014 – 2015 AAUP Faculty Compensation Survey

<http://www.aaup.org/appendices-2014-15-annual-report-economic-status-profession>

Appendix VII – Detailed Content of Frequently Asked Questions