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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At present, the success of the FCS is limited by an inadequate, outdated, and malfunctioning Web portal.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 plants 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.

The **survey menu** page allows users to view the independent sections and start the FCS annually and for prior years.

Select Survey Year: 2014 - 15 ▼   Select   Start New Survey for Current Year

2014 - 15 Survey Approved   Survey Summary Report

Excel data cannot be uploaded to the application.

Institutional Information   - SignedOff (11/18/2014 4:10:55 PM)
Last Updated : (11/18/2014 4:10:51 PM – Todd Eskes)

Section 1   - Further Review Needed (3/6/2015 3:50:36 PM - John Barnshaw)
(Number, Total Salaries, and Tenure   Section Last Updated: (3/5/2015 11:05:07 PM - John Barnshaw)
Status of Full-Time Instructional Faculty)   0 Error(s) 0 Warning(s)

☐ Do NotPublish

Section 2   - SignedOff (3/5/2015 11:03:44 PM - John Barnshaw)
(Major Benefits for Full-Time Instructional   Section Last Updated: (-)
Faculty)   0 Error(s) 1 Warning(s)

☑ Do NotPublish

Section 3   - Started (3/5/2015 11:04:02 PM - John Barnshaw)
(Salaries and Percentage Increase for   Section Last Updated: (2/11/2015 2:34:58 PM - Todd Eskes)
Instructional Faculty)   1 Error(s) 0 Warning(s)

☑ Do NotPublish

Section 4   - Not Started (3/5/2015 11:04:16 PM - John Barnshaw)
(Distribution of Full-Time Instructional   Section Last Updated: (-)
Faculty)   0 Error(s) 1 Warning(s)

☑ Do NotPublish

Section 5   - Not Started (11/18/2014 4:10:24 PM - Todd Eskes)
(Administrative Compensation)   Section Last Updated: (-)
0 Error(s) 0 Warning(s)

☐ Do NotPublish

Survey Start Date: - 11/18/2014 4:10:24 PM

Survey Last Submitted Date: -

Survey Last Submitted By: -

Survey Approval Date: - 3/6/2015 3:50:41 PM

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).

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.

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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Faculty Compensation Survey

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Survey 2014 - 15 for 166027 - 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: 0.81818181818

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	161727218	78		665	248	48945665	32	
Associate	104	13529369		104		58	7239047		5
Assistant	117	13008824	10	107		83	8846268	6	7
Instructor	48	2044568	48			61	4826673	61	
Lecturer	126	12776818	126			117	10799045	117	
No Rank									
Total	1138	204786697	262	211	665	567	81021048	235	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									
Instructor									
Lecturer									
No Rank									
Total	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													
Instructor													
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 166027 - 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
Retirement	25504348	991	1771945	162	1428309	200	568370	129	2132510
Medical	17137404	991	1660560	162	1835064	200	628055	129	1965166
Dental	867449	991	88070	162	52886	200	31792	129	94410
Combined Med/Dental (optional)									
Disability									
Tuition	12690	991	1244	162	1346	200	444	129	1384
FICA	10366282	991	1391613	162	1546235	200	693182	129	1583199
Unemployment	105788	991	10374	162	11328	200	3877	129	11513
Group Life	148101	991	14524	162	15889	200	5428	129	16119
Worker Comp	4231	991	415	162	453	200	166	129	461
Other	2411931	991	236536	162	258268	200	88397	129	262505
Total	56480222	991	5192371	162	5189752	200	1819740	129	5967267

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
Retirement									
Medical									
Dental									
Combined Med/Dental (optional)									
Disability									
Tuition									
FICA									
Unemployment									
Group Life									
Worker Comp									
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		Total Salary Outlays		
	Number Of Continuing Faculty	Current Year	Previous Year	Percentage Change
Professor	916	208134245	200890311	3.61
Associate	132	19181772	18541744	3.45
Assistant	140	17876320	17314420	3.25
Instructor	99	6189655	5983247	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		Total Salary Outlays		
	Number Of Continuing Faculty	Current Year	Previous Year	Percentage Change
Professor				
Associate				
Assistant				
Instructor				
Lecturer				
No Rank				
Total				

The **distribution of full-time faculty salary** page includes the number of faculty by salary bands by 9-month and 12-month contracts.

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

Section 4 - Distribution of Full-Time Instructional Faculty

Please include all faculty members reported in section 1. If both 9-month and 12-month contracts are reported in section 1, please use the same format here.

Salary Intervals	9-Month						12-Month					
	Professor	Associate	Assistant	Instructor	Lecturer	No Rank	Professor	Associate	Assistant	Instructor	Lecturer	No Rank
270,000 and Over	173											
265,000 - 269,999	10											
260,000 - 264,999	20											
255,000 - 259,999	12											
250,000 - 254,999	33											
245,000 - 249,999	13											
240,000 - 244,999	24											
235,000 - 239,999	31	2										
230,000 - 234,999	32											
225,000 - 229,999	29											

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.

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.

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 receive in either Microsoft Word as in 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:

    o Latest version of Explorer and two most recent prior versions.
    o Latest version of Chrome and two most recent prior versions.
    o Latest version of Firefox and two most recent prior versions.
    o 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