

Appendix A

Request for Proposal for <University> External Contract Consultant

Proposal is due <list date and time>

Address proposal responses to:

Procurement Services Office

<Provide point of contact with title and contact information>

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Appendix to:

Marchetti, C. E. & Bailey, M. B. (2022). The Importance of HOW in Faculty Salary Equity Studies: Development and Impact of an ADVANCE Salary Equity Study and Workshop Series to Promote an Inclusive Academic Environment, *The Advance Journal*.

1. Introduction

The NSF ADVANCE Institutional Transformation project <project name> is an effort designed to increase the representation and advancement of women STEM/SBS faculty across all colleges at <the University>, identify any potential barriers to resources that support career success, remove such barriers, and create new interventions and resources. <Insert special focus areas of the project>.

The NSF ADVANCE program lays out four research questions as a framework for universities to document progress towards institutional transformation (see the Toolkit for Reporting Progress Toward NSF ADVANCE: Institutional Transformation Goals). One of these questions, “What is the allocation of resources for science and engineering faculty?”, requires the study of salaries of men and women faculty (with additional controls such as department, rank, years in rank). The goal is to understand the relationships that gender may have with faculty salary.

The <Committee name> of <the University> is soliciting competitive written proposals to hire an External Contract Consultant to work collaboratively with the <Committee name> to design and implement a systematic procedure for conducting a faculty salary study by gender, college, department, rank, and race/ethnicity. This contract is for an initial study of one year’s data, with the potential for extension to further years with appropriate, negotiated compensation.

2. Background Information

Provide a one paragraph overview of the university.

3. Project Schedule

- Request for Proposal Issued: *mid-September*
- Pre-proposal meeting/discussion scheduled: *late-September*

- Proposal Due Date: *first week-October*
- Presentations if requested by <the University>: *second week-October*
- Contract Awarded (tentative): *third week-October*
- Contract Start Date: *end-October*
- Other critical deliverables if needed: *Anticipated project duration of 2-3 months with completion no later than four months from start*

4. Contract Award in Best Interest

Standard language is used for this section.

5. Non-Discrimination Compliance

Standard language is used for this section.

6. Confidentiality

If in the course of the Provider receiving information from <the University> to respond to the RFP hereunder, the provider receives proprietary information of <the University> relating to <the University>'s business, operations, equipment, or products, the Provider will retain all such information in confidence and will not disclose it, except to its own and <the University>'s employees in the necessary course of the performance of responding to the RFP hereunder. However, nothing herein will prevent disclosures by the Provider of any information after it is available to the general public in a printed publication, or of any information that was already available to the Provider from written documents in the Provider's possession at the time such information was acquired from <the University>, or of any information furnished to the Provider by a third party. The Provider shall protect the confidential information against unauthorized disclosure using the same degree of care, but no less than a reasonable degree of care, as the

Provider uses to protect its own confidential information of a like nature. The Provider will insure that each employee or subcontractor agrees to similar confidentiality requirements.

7. Instructions for Submittal

Standard language is used for this section.

8. Evaluation Criteria

Proposals will be evaluated in accordance with the following bid submission requirements. See Sections A-F for detailed description.

- Section A: Pricing
- Section B: Operating Requirements
- Section C: Quality and Performance Metrics
- Section D: Evidence of Business Performance
- Section E: Sustainability (Green Strategy)
- Section F: Terms and Conditions

Section A of the Evaluation Criteria: Pricing. Break down cost based on each step/benchmark in the analysis and reporting design. Not-to-exceed total cost based on reasonable documented assumptions of time required.

Section B of the Evaluation Criteria: Operating Requirements. The <Committee name> is seeking to hire an External Contract Consultant with expertise in compensation data analysis, salary models, and supportive communication planning to work with the <Committee name> to provide analysis and reporting on faculty salary data within a collaborative, high quality process to support the institution's commitment to salary equity by gender. Proposer will have past experience and background working on similar compensation analysis and reporting within a higher education setting and preferably at an NSF ADVANCE IT institution. The work

described in this RFP is a one-time assignment with an anticipated duration of 2-3 months. In the future, the assignment may be repeated and there is the potential for a renewal. The <University> Point of Contact (POC) for the Consultant will relay questions and/or issues to a core group of the <Committee name>, who will address them or bring them to the full <Committee name>. The <Committee name> will be convened to discuss issues related to methodology and other items as referred by the core group and will be engaged regularly to discuss progress.

The proposer should demonstrate how the following will be accomplished through their proposed efforts:

- **Process:** Design and implement a process for Faculty Salary Equity Studies using best practices while including elements based on our institutional context. The study must define and provide a measure of any systematic difference in salary by gender (overall, within a college, within rank, etc.). Such definition will be formed and agreed upon by the Consultant and the <Committee name>.
- **Analysis:** Address each of the following aspects in the design of the analysis, and how the <Committee name> will be informed/included in each:
 - Data validation methods and results. Discuss quality of data as received and inherent quality of data available.
 - Appropriate methodology and assumptions made (both checkable and non-checkable).
 - Model building techniques and discussion of proposed refinements to the model.
 - Detailed model results.

- Model diagnostics, including VIF's, residual plots, adjusted and predicted R^2 , lack-of-fit. Discuss unusual findings, including outliers and non-random features of residuals.
- Strengths and limitations of the study.
- **Reporting:** Provide reports at multiple levels, appropriate for different audiences:
 - To maintain confidentiality of faculty information, reporting should be on an aggregate level, with $n \geq 5$.
 - Executive summary and PowerPoint presentation of findings suitable for campus wide dissemination.
 - Technical report describing details of methodology, results, model checking, etc. Discuss unusual findings, including outliers and non-random features of residuals.
 - Appendix containing complete computer output.
 - Work with the <Committee name> in meeting all NSF grant requirements including high-quality monthly progress reports suitable for inclusion within the NSF annual reporting system to disseminate effort progress
 - Present results to <Committee name> and key university partners (Human Resources, Institutional Research, Academic Affairs including the Office of the Provost, dept. heads/chairs, deans).

See the attached NSF project proposal for additional information.

Section C of the Evaluation Criteria: Quality Metric/Performance Metrics.

Consultant will construct a proposed 2-3 month scope of work/timeline with key deliverables

outlined and corresponding evaluation plan to measure the proposed effectiveness of the process and results dissemination among key partners.

Section D of the Evaluation Criteria: Evidence of Business Performance.

Demonstrate experience in compensation data analysis, salary models, and supportive communication planning. Proposer will have past experience and background working on similar compensation analysis and reporting within a higher education setting and preferably at an NSF ADVANCE IT institution.

Customer References – Please include contact information for customers for whom you have done “like” projects and examples of previous work, such as a redacted final salary study report.

Section E of the Evaluation Criteria: Sustainability (Green Strategy). Standard language is used for this section.

Section F of Evaluation Criteria: Terms and Conditions. Standard language is used for this section.

9. Glossary of Terms

Standard language is used for this section.

10. Attachments

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