



REQUEST FOR PROPOSAL (RFP)

BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	RFP-23-003	Solicitation issued:	August 4 th , 2022
Description:	Campus Compensation Study		
Agency:	Northwest Arkansas Community College (NWACC)		

SUBMISSION DEADLINE FOR RESPONSE			
Bid Opening Date:	August 23 rd , 2022	Bid Opening Time:	10:00 A.M., Central Time
<p>Proposals shall not be accepted after the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of Vendors to submit proposals at the designated location on or before the bid opening date and time. Proposals received after the designated bid opening date and time shall be considered late and shall be returned to the Vendor without further review.</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	Northwest Arkansas Community College Purchasing Department, Attn: Karen Walls Burns Hall Room 1128.9 One College Drive Bentonville, AR 72712
Proposal's Outer Packaging:	Outer packaging must be sealed and should be properly marked with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for bid identification purposes. <ul style="list-style-type: none"> Bid Number Date & Time of Bid Opening Vendor's Name & Return Address

Proposed Timetable of Activities

August 4 th , 2022	Solicitation Issued
August 12 th , 2022	Optional Pre-bid Meeting
August 15 th , 2022	Last Day for written questions
August 17 st , 2022	Answers Posted
August 23 rd , 2022	Bid Opening
August 24 th , 2022	Packet scoresheets submitted to Purchasing
August 24 th , 2022	Last day for ALC submission
September 16 th , 2022	ALC Meeting
November 15 th , 2022	Compensation Study Complete

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

- **Do not** provide responses to items in this section unless specifically and expressly required.

1.1 INTRODUCTION

This is a Request for Proposal (RFP) issued by Northwest Arkansas Community College (hereinafter referred to as "NWACC") seeking proposals from experienced and qualified compensation firms (hereinafter referred to as "Consultant") to conduct a comprehensive compensation/salary survey and analysis for each type of position at the College and provide professional consultation on addressing salary inequities and compression. Arkansas entities are required to follow the state appropriations act and the Higher Education Uniform Classification and Compensation Act ([AR Code § 21-5-1405 \(2017\)](#)). The solution proposed by Consultant must fit within the guidelines of this legislation.

NWACC is a comprehensive community college with its main campus and Brightwater culinary school in Bentonville, Arkansas located in Benton County. It also operates a location in nearby Springdale, Arkansas in Washington County. As of 08/03/2022, NWACC employees approximately 390 full-time staff and faculty members. The college employs additional adjunct faculty, part-time staff and student workers. ,

The scope of this project will focus primarily on full-time staff and faculty. Part-time employees, adjunct faculty, and student workers will not be included in this compensation study and analysis. **Appendix I** lists the titles of the positions that are to be evaluated. There are 88 job titles.

Faculty position compensation is currently determined by a salary scale. Base salary is based on degree, and years of service. **Appendix II** is the current faculty Salary Schedule.

1.2 PURPOSE

NorthWest Arkansas Community College (NWACC) issues this Request for Proposal (RFP) to obtain bids for Campus Compensation Study.

1.3 TYPE OF CONTRACT

A. A Term contract will be awarded to a single supplier.

The anticipated starting date for the contract is September 25, 2022, with completion of the study by November 15, 2022.

1.4 BID OPENING LOCATION

Responses submitted by the opening time and date **shall** be opened at the following location:

NorthWest Arkansas Community College
One College Drive, Burns Hall, Room # 1128.10
Bentonville, AR 72712
10:00 AM Central Standard Time

1.5 CONTACT

Please submit all questions about this RFP by email to:

Karen Walls
One College Drive, Burns Hall, Room 1128.9
Bentonville, AR 72712
Phone: 479-619-4171
Email: kwalls2@nwacc.edu

1.6 DEFINITION OF REQUIREMENT

- A. The words “**must**” and “**shall**” signify a requirement of this solicitation and that vendor’s agreement to and compliance with that item is mandatory.
- B. Exceptions taken to any mandatory requirement in this *Bid Solicitation*, whether submitted in the vendor’s response or in subsequent correspondence, **shall** cause the vendor’s response to be disqualified.

1.7 DEFINITION OF TERMS

- A. The State Procurement Official has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. The words “bidder” and “vendor” are used synonymously in this document.
- C. The words “The State”, “Agency”, and “NWACC” are used synonymously in this document.
- D. The terms “Request for Proposal”, “RFP” and “Bid Solicitation” are used synonymously in this document.
- E. The term “OSP” refers to the “Office of State Procurement” with the State of Arkansas.

1.8 RESPONSE DOCUMENTS

A. Original *Response Packet*

1. The original *Response Packet* **must** be submitted on or before the bid opening date and time.
2. The *Response Packet* should be clearly marked “Original” and **must** include the following:
 - a. Original signed *Response Signature Page*. (See *Response Signature Page*.)
 - b. Other documents and/or information as may be expressly required in this *Bid Solicitation*.
 - c. EO 98-04 Disclosure Form. (See *Standard Terms and Conditions*.)
 - d. Copy of Vendor’s *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)
 - e. Prohibition of Employment of Illegal Immigrants.

B. Additional Copies of the *Response Packet*

In addition to the original *Response Packet*, the following items should be submitted:

- a. One (1) flash drive with a copy of the *Response Packet*.
- b. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy **shall** govern.

1.9 ORGANIZATION OF RESPONSE DOCUMENTS

- A. It is strongly recommended that vendors adhere to the following format and suggestions when preparing their Response.
 - *Response Signature Page*. (See Appendix)
 - Signed Addenda, if applicable.
 - E.O. 98-04 – *Contract Grant and Disclosure Form*. (See Appendix)
 - *Equal Opportunity Policy*.
 - Other documents and/or information as may be expressly required in this *Bid Solicitation*. Label documents and/or information to reference the *Bid Solicitation*’s item number.

1.10 CLARIFICATION OF BID SOLICITATION

- A. Any questions requesting clarification of information contained in this *Bid Solicitation* **must** be submitted in writing via email by 10:00 a.m., Central Time on or before **August 15th, 2022** to the individual listed in section 1.4 *Contact*, of this *Bid Solicitation*.
1. For each question submitted, vendor should reference the specific solicitation item number to which the question refers.
 2. Vendors' written questions will be consolidated, and NWACC's written response is anticipated to be posted to the NWACC website by the close of business on **August 17st, 2022**.
- B. Vendors may contact NWACC with non-substantive questions at any time prior to the bid opening.
- C. Oral statements by agents of NWACC **shall not** be part of any contract resulting from this solicitation and may not reasonably be relied on by any vendor as an aid to interpretation unless it is reduced to writing and expressly adopted by NWACC.

1.11 RESPONSE SIGNATURE PAGE

- A. An official authorized to bind the vendor(s) to a resultant contract **must** sign the *Response Signature Page* included in this Bid Solicitation, located in appendix.

1.11 PRICING

Pricing will be a weighted part of the overall scores given to each submitted proposal. Pricing should be packaged separately from the consulting proposal.

1.12 PRIME CONTRACTOR RESPONSIBILITY

- A. A single vendor **must** be identified as the prime contractor.
- B. The prime contractor **shall** be responsible for the contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.

2 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).

3 CAUTION TO VENDORS

- A. Prior to any contract award, all communication concerning this *Bid Solicitation* **must** be addressed through NWACC.
- B. Vendor **must not** alter any language in any solicitation document provided by NWACC.
- C. All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- D. Responses **must** be submitted only in the English language.
- E. The State **shall** have the right to award or not award a contract, if it is in the best interest of the State to do so.
- F. Vendor **must** provide clarification of any information in their response documents as requested by NWACC.

4 REQUIREMENT OF ADDENDUM

- A. This *Bid Solicitation* **shall** be modified only by an addendum written and authorized by NWACC.
- B. An addendum posted within three (3) calendar days prior to the bid opening **may** extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. Vendor **shall** be responsible for checking the NWACC website, <http://www.nwacc.edu/administrativeservices/purchasing/bids.aspx>

5 NEGOTIATION AND AWARD PROCESS

A. Negotiations

1. If the agency so chooses, it **shall** also have the right to enter discussions with the highest-ranking vendor to further define contractual details. All negotiations **shall** be conducted at the sole discretion of NWACC. NWACC **shall** solely determine the items to be negotiated.
2. If negotiations fail to result in a contract, NWACC may begin the negotiation process with the next highest-ranking vendor. The negotiation process may be repeated until an anticipated successful vendor has been determined, or until such time NWACC decides not to move forward with an award.

B. Anticipation to Award

Once an anticipated successful vendor has been determined, the anticipated award will be posted on the NWACC website at <http://www.nwacc.edu/administrativeservices/purchasing/bids.aspx>

1. The anticipated award will be posted for at least a period of three (3) days prior to the issuance of a contract. Vendors and agencies are cautioned that these are preliminary results only, and a contract will not be issued prior to the end of the three-day posting period.
2. NWACC **shall** have the right to waive the policy of Anticipation to Award when it is in the best interest of the State.
3. It is the vendor's responsibility to check the NWACC website for the posting of an anticipated award.

6 MINORITY & CERTIFIED WOMEN-OWNED BUSINESS POLICY

A. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is:

- African American
- American Indian
- Asian American
- Hispanic American
- Pacific Islander American
- A Service Disabled Veterans as designated by the United States Department of Veteran Affairs

B. Women-owned business is defined by Arkansas Code Annotated § 15-4-303 (9) as a business that is at least fifty-one percent (51%) owned by one or more women who are lawful permanent residents of the state of Arkansas.

C. The Arkansas Economic Development Commission conducts a certification process for minority businesses and disabled veterans. The vendor's Certification Number should be included on the vendor's *Response Signature Page*.

7 EQUAL OPPORTUNITY POLICY

A. In compliance with Arkansas Code Annotated § 19-11-104, NWACC is required to have a copy of the vendor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.

B. *EO Policies* may be submitted in electronic format to the following email address: eeopolicy.osp@dfa.arkansas.gov, but should also be included as a hardcopy accompanying the solicitation response.

C. Vendors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.

D. Vendors who are not required by law by to have an *EO Policy* **must** submit a written statement to that effect.

8 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

A. Pursuant to Arkansas Code Annotated § 19-11-105, prior to the award of a contract, selected vendor(s) **must** have a current certification on file with OSP stating that they do not employ or contract with illegal immigrants.

- B. It is the vendor's responsibility to make sure their certification has not expired and is on file. The vendor **must** provide a copy of their certification to NWACC before a contract will be awarded.

9 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b) (1), a vendor's past performance with the State may be used to determine if the vendor is "responsible". Responses submitted by vendors determined to be non-responsible **shall** be disqualified.

10 PUBLICITY

- A. Vendor **shall not** issue a news release pertaining to this *Bid Solicitation* or any portion of the project without NWACC's prior written approval.

- B. Failure to comply with this Requirement **shall** be cause for a vendor's response to be disqualified.

11 RESERVATION

NWACC **shall not** pay costs incurred in the preparation of a response.

SECTION 2 – MINIMUM REQUIREMENTS

- **Do not** provide responses to items in this section unless specifically and expressly required.

2.1 PERFORMANCE STANDARDS

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided. *Performance Standards should* identify expected deliverables, performance measures, or outcomes; and defines the acceptable standards a vendor **must** meet in order to avoid assessment of damages.
- B. NWACC will outline the Performance Standards with those vendors that NWACC wishes to negotiate a contract with during contract negotiations pursuant to state law.
- C. NWACC may be open to negotiations of Performance Standards prior to the commencement of services, or at times throughout the contract duration.

2.2 SCOPE OF WORK

NWACC seeks proposals from qualified firms to provide a Comprehensive Compensation Study Services to ensure the College aligns with best practices and to be a College/Employer of choice. The study includes, but may not be limited to, a compensation study for full-time employees including a market study, recommendations to improve salaries and stipend schedules and to help the College ensure competitive pay for all full-time employees.

1. Evaluate each full-time position within the College to identify required education level, experience, and scope of responsibility to determine appropriate salary ranges, subject in some cases to the state specification and pay grades. (AR HB 1015) ([AR Code § 21-5-1405 \(2017\)](#))
2. Update/revise all job descriptions, and job titles to facilitate a consistent understanding of work, levels of contribution, performance expectations and the potential for growth and development.
3. Review all full-time positions and assist in determining proper FLSA exemption classifications in accordance with current Fair Labor Standards Act provisions.
4. Analyze all positions at the College and create an internal hierarchy that is reflective of the positions' value with regards to required education level, experience and scope of responsibility within the College.
5. Assess current pay structure for all positions to determine how College compares to comparable markets within higher education and industry sectors where we recruit talent.
6. Recommendation for equity needs to fit within the Arkansas state classification and structure. Results must be presented in a format that is easy to understand and defend.
7. Identify salary surveys to be used for benchmarking positions for market comparisons. Consultant must bear any cost associated with obtaining data necessary for benchmarking.
8. Identify positions outside of market ranges (those paid well below range; those paid well above range) and make recommendations on pay administration for addressing these issues.
9. Once study is completed, Consultant to present findings and recommendations to Committee in a formal face to face visit.
10. Recommendations meet all legal requirements, be nondiscriminatory, and provide for compliance with all pertinent federal, state, and local requirements.
11. Consultant will bear all costs associated with travel to College for project implantation and consultation, including meals and incidentals.
12. Comparative group should include institutions of a similar size and in a similar metropolitan area of similar cost of living scale to the extent possible.
13. Consultant must complete study and present findings within a feasible timeframe but no later than **November 15, 2022**.

A. REQUIRED MINIMUM SPECIFICATIONS

Review current compensation regulations, strategies along with practices and make recommendations for changes in line with best practices (regulations, strategies and practices).

Consultant must have on staff key personnel who will be assigned to the College with the following experience:

1. At least seven (7) years of experience with compensation study, and job evaluation and analysis; and the collection of wage and salary data for Classification and Compensation Studies for the public sector, and

- specifically in public higher education.
2. Completed at least three (3) job evaluation and analysis projects of a similar scope for large (200 or more employees), public sector, within the last five years.

Review of current pay structures and make recommendations for changes in line with best Practices

**The number of employees and/or titles being evaluated at the commencement of the project may vary slightly, plan accordingly.*

- B. Additional Services** (The College MAY engage the successful individual Consultant or firm in related additional services. The list of services may consist of, but not limited to, on an as needed basis are:
- Implement a total compensation philosophy that is competitive with external market and supports/encourages a total rewards philosophy.
 - Design a process that supports a consistent process for assigning jobs to pay ranges consistent with state classification system and pay ranges.
 - Identify administrative processes to maintain the integrity of the programs.
 - Review and recommendation of changes to the College's Compensation Manual policies.
 - Audit internal titles for consistency with state appropriated titles and make recommendations for management hierarchy in ERP.

The College may request changes that would increase, decrease, or otherwise modify the Scope of Services under the resulting agreement. Such changes or additional services must be in accordance with the provisions of the RFP and resulting agreement and must be contained in a written amendment, executed by the parties. In no event will the CONSULTANT be compensated for any work which has not been described either herein. NWACC WILL NOT be responsible for products delivered or services rendered in advance of a supplier's receipt of a purchase order.

D. Added Value

NWACC is interested in maximizing the value of expenditures as it relates to achieving additional value that would further benefit NWACC and its operation, as well as its community of citizens and their tax-based funding. As such, respondents are encouraged to consider, develop and propose added value concepts, programs, components the like that would further enhance the proposed acquisition represented in this solicitation request.

E. Criteria here

1. Overall Product Offering - Scope of Work and Services deliverables and understanding.
2. Consultation Support & Assistance – qualifications and dedicated representatives or team
3. Cost – Implementation and Ongoing fees
4. Experience with similar sized colleges and institutions of higher education

2.3 ETHICAL STANDARDS

In accordance with Ark. Code Ann. § 19-11-708(a), (b), and (c): It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.

SECTION 3 – CRITERIA FOR SELECTION

- **Do not** provide responses to items in this section.

3.1 RESPONSE PACKET

A. NWACC will review each *Response Packet* to verify submission Requirements have been met. *Response Packets* that do not meet submission Requirements **shall** be disqualified and **shall not** be evaluated.

3.2 PROPOSAL EVALUATION (100 Points Max)

Criteria for Scoring –

	Points
Criteria #1 Overall Product Offering - Scope of Work and Services deliverables and understanding	25
Criteria #2 Consultation Support & Assistance – qualifications, and dedicated representatives or team.	30
Criteria #3 Cost – Implementation and Ongoing fees	30
Criteria #4 Experience with similar sized colleges and institutions of Higher Ed	15
Total	100

3.3 COST (30 Points) Points shall be assigned for the cost of the services which comprise the overall proposed solution, as follows:

- Cost points will be assigned on the Total Project Cost reflected on the Summary Presentation schedule of the Cost Proposal, for comparison and evaluation purposes.
- The bid with the lowest estimated cost of the overall system will receive the maximum points possible for this section.
- Remaining bids will receive points in accordance with the following formula:

$$(a/b)(c) = d$$

a = lowest cost bid in dollars

b = second (third, fourth, etc.) lowest cost bid

c = maximum points for Cost category - 30

d = number of points allocated to bid

The evaluation committee may select a Consultant from these submissions, or conduct an in-person interview with the top 3 selected Consultants from the initial offerings. In the event of a second stage, the selection committee will notify the selected Consultant of interview dates and times. This notification shall include the interview evaluation criteria.

3.4 BEST AND FINAL OFFER

NWACC reserves the right to request an official “Best and Final Offer” from Respondents if it deems such an approach in the best interest of NWACC. In general, the “Best and Final Offer” will consist of an updated cost proposal in addition to an opportunity for the vendor to submit a final response to specific questions or opportunities identified in subsequent discussions related to the original proposal response submitted to NWACC. If NWACC chooses to invoke a “Best and Final Offer” option, all responses will be re-evaluated by incorporating the information as requested in the official “Best and Final Offer” document, including costs and answers to specific questions presented in the document. The specific format for the official “Best and Final Offer” request will be determined during evaluation discussions. The official request for a “Best and Final Offer” will be issued by the NWACC Procurement Department.

3.5 SUMMARY & EXPERIENCE

This section will include details of the respondent’s background, size, and resources as well as details of experience relevant to the proposed project. Please detail the respondent’s familiarity and proven experience with this type of contract and demonstrated ability to serve NWACC’s needs for services associated with these activities.

3.6 REFERENCES

Please provide references of at least three (3) current customers that you provide services which are compatible to NWACC. Please list contact names, addresses, and telephone numbers.

Recommendations and references must be parties who can attest to the respondent’s qualifications

relevant to providing the services outlined in the Request for Proposals. Organization or professional recommendations and references must be submitted; personal recommendations and references will not be accepted. Recommendations and references may be verified.

NWACC will give attention and consideration to the innovation in the responses that come back and it shall be part of our selection criteria.

Appendix 1

Position Titles

Appropriated Title	Classification	Number of Employees in Title
Academic Advisor	Administrative/Professional	12
Accountant II	Classified	2
Accounting Coordinator	Classified	2
Administrative Analyst	Classified	9
Administrative Specialist I	Classified	1
Administrative Specialist II	Classified	1
Administrative Specialist III	Classified	17
Assessment Coordinator	Administrative/Professional	1
Assistant Librarian	Non-Faculty Academic	5
Assistant to the President	Administrative/Professional	1
Associate Registrar	Administrative/Professional	1
Benefits Coordinator	Classified	1
Business Manager	Administrative/Professional	1
Cashier	Classified	1
Chief Academic Officer	Administrative/Professional	1
Chief Fiscal Officer	Administrative/Professional	1
Chief Information Officer	Administrative/Professional	1
Chief of External and Advanced Programs	Administrative/Professional	1
Chief Student Affairs Officer	Administrative/Professional	1
Computer Operations Coordinator	Administrative/Professional	1
Computer Operator	Administrative/Professional	1
Computer Support Coordinator	Administrative/Professional	1
Computer Support Specialist	Administrative/Professional	6
Computer Support Technician	Administrative/Professional	1
Coordinator of Continued Education and Business Outreach	Administrative/Professional	1
Counselor	Administrative/Professional	6
Database Analyst	Administrative/Professional	1
Dean of Students	Administrative/Professional	1
Dean of Workforce Development	Administrative/Professional	1
Director of Academic Advising	Administrative/Professional	1
Director of Administrative Computing	Administrative/Professional	1
Director of Administrative Services	Administrative/Professional	1
Director of Admissions	Administrative/Professional	1
Director of Disability Services	Administrative/Professional	1
Director of Distance Learning	Administrative/Professional	1
Director of Enrollment Management	Administrative/Professional	1
Director of Financial Aid	Administrative/Professional	1
Director of Human Resources	Administrative/Professional	1
Director of Institutional Research	Administrative/Professional	1
Director of Major Gifts	Administrative/Professional	1
Director of Nursing	Non-Faculty Academic	1
Director of Off-Campus Operations	Administrative/Professional	1
Director of Physical Plant	Administrative/Professional	1
Director of Planning and Assessment	Administrative/Professional	1
Director of Police and Public Safety	Administrative/Professional	1
Director of Public Relations and Marketing	Administrative/Professional	1
Director of Special Programs	Administrative/Professional	1
Director of Student Activities/Organization	Administrative/Professional	1
Director of Student Retention	Administrative/Professional	1
Director of Testing Services	Administrative/Professional	1
Division Chairperson/Dean	Non-Faculty Academic	8
Financial Aid Analyst	Classified	1
Fiscal Support Analyst	Classified	2
Full-Time Faculty	Faculty	124
HE Public Safety Supervisor	Administrative/Professional	2

Appropriated Title	Classification	Number of Employees in Title
HEI Program Coordinator	Classified	13
Human Resources Analyst	Classified	1
Information Systems Business Manager	Administrative/Professional	1
Information Technology Manager	Administrative/Professional	1
Instructional Designer	Administrative/Professional	1
Inventory Control Manager	Classified	1
Lab Supervisor	12 Month Non-Classified	5
Landscape Supervisor	Classified	1
Librarian	Non-Faculty Academic	1
Library Specialist	Classified	2
Library Technician	Classified	1
Mail Services Coordinator	Classified	1
Maintenance Assistant	Classified	3
Maintenance Coordinator	Classified	1
Maintenance Specialist	Classified	1
Network Analyst	Administrative/Professional	1
Planned Giving Officer	Administrative/Professional	1
President	Administrative/Professional	1
Production Artist	Classified	1
Project/Program Director	Administrative/Professional	12
Project/Program Manager	Administrative/Professional	14
Project/Program Specialist	Administrative/Professional	10
Public Safety Officer	Administrative/Professional	6
Public Safety/Security Officer	Administrative/Professional	3
Purchasing Specialist	Classified	1
Registrar	Administrative/Professional	1
Skilled Tradesman	Administrative/Professional	4
Special Instructor	12 Month Non-Classified	37
Student Services Representative	Administrative/Professional	16
Systems Coordination Analyst	Administrative/Professional	4
Warehouse Specialist	Classified	1
Workforce Specialist	Administrative/Professional	2

NWACC 2021-2022 Faculty Scale: 190 Day									
	B ⁻	B	B ⁺	M	M+12	M+24	M+36	M+48	PhD
0	44,111	45,111	45,811	46,811	47,579	48,355	49,139	49,930	50,729
1	44,879	45,879	46,579	47,579	48,355	49,139	49,930	50,729	51,537
2	45,655	46,655	47,355	48,355	49,139	49,930	50,729	51,537	52,352
3	46,439	47,439	48,139	49,139	49,930	50,729	51,537	52,352	53,175
4	47,230	48,230	48,930	49,930	50,729	51,537	52,352	53,175	54,007
5	48,029	49,029	49,729	50,729	51,537	52,352	53,175	54,007	54,847
6	48,837	49,837	50,537	51,537	52,352	53,175	54,007	54,847	55,696
7	49,652	50,652	51,352	52,352	53,175	54,007	54,847	55,696	56,553
8	50,475	51,475	52,175	53,175	54,007	54,847	55,696	56,553	57,418
9	51,307	52,307	53,007	54,007	54,847	55,696	56,553	57,418	58,292
10	52,147	53,147	53,847	54,847	55,696	56,553	57,418	58,292	59,175
11	52,996	53,996	54,696	55,696	56,553	57,418	58,292	59,175	60,067
12	53,853	54,853	55,553	56,553	57,418	58,292	59,175	60,067	60,968
13	54,718	55,718	56,418	57,418	58,292	59,175	60,067	60,968	61,877
14	55,592	56,592	57,292	58,292	59,175	60,067	60,968	61,877	62,796
15	56,475	57,475	58,175	59,175	60,067	60,968	61,877	62,796	63,724
16	57,367	58,367	59,067	60,067	60,968	61,877	62,796	63,724	64,661
17	58,268	59,268	59,968	60,968	61,877	62,796	63,724	64,661	65,608
18	59,177	60,177	60,877	61,877	62,796	63,724	64,661	65,608	66,564
19	60,096	61,096	61,796	62,796	63,724	64,661	65,608	66,564	67,530
20	61,024	62,024	62,724	63,724	64,661	65,608	66,564	67,530	68,505
21	61,961	62,961	63,661	64,661	65,608	66,564	67,530	68,505	69,490
22	62,908	63,908	64,608	65,608	66,564	67,530	68,505	69,490	70,485
23	63,864	64,864	65,564	66,564	67,530	68,505	69,490	70,485	71,490
24	64,830	65,830	66,530	67,530	68,505	69,490	70,485	71,490	72,505
25	65,805	66,805	67,505	68,505	69,490	70,485	71,490	72,505	73,530
26	66,790	67,790	68,490	69,490	70,485	71,490	72,505	73,530	74,565
27	67,785	68,785	69,485	70,485	71,490	72,505	73,530	74,565	75,611
28	68,790	69,790	70,490	71,490	72,505	73,530	74,565	75,611	76,667

Step Increase	1.00%	+	300
Lateral Shift	1.00%	+	300

Arkansas 2020-21 Line Item Max	89,165
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SECTION 4 – general contractual REQUIREMENTS

- **Do not** provide responses to items in this section.

4.1 PAYMENT AND INVOICE PROVISIONS

- A. Invoicing procedures **shall** be agreed upon with the winning bidder.
- B. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of goods and services by the agency.
- C. NWACC **shall not** be invoiced in advance of delivery and acceptance of any goods or services.
- D. Payment will be made only after the vendor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.
- E. The vendor should invoice the agency by an itemized list of charges. The agency's Purchase Order Number and/or the Contract Number should be referenced on each invoice.
- F. Other sections of this *Bid Solicitation* may contain additional Requirements for invoicing.

4.2 GENERAL INFORMATION

- A. The State **shall not** contract with another party to indemnify and defend that party for any liability and damages.
- B. The State **shall not** pay damages, legal expenses, or other costs and expenses of any other party.
- C. Any litigation involving the State **must** take place in Benton County, Arkansas.
- D. The State **shall not** agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
- E. The State **shall not** enter a contract which grants to another party any remedies other than the following:
 - The right to possession.
 - The right to accrued payments.
 - The right to expenses of reinstallation.
 - The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- F. The laws of the State of Arkansas **shall** govern this contract.
- G. A contract **shall not** be effective prior to award being made by a State Procurement Official.
- H. In a contract with another party, the State will accept the risk of loss of the equipment and pay for any destruction, loss or damage of the equipment while the State has such risk, when:
 - The extent of liability for such risk is based upon the purchase price of the equipment at the time of any loss, and
 - The contract has required the State to carry insurance for such risk.

4.3 CONDITIONS OF CONTRACT

- A. The vendor **shall** at all times observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- B. The vendor **shall** indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the vendor.

4.4 STATEMENT OF LIABILITY

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of vendor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The vendor **shall** retain total liability for equipment, software and technical and business or operations literature. The State **shall** not at any time be responsible for or accept liability for any vendor-owned items.
- B. The vendor's liability for damages to the State **shall** be limited to the value of the Contract or \$5,000,000, whichever is higher. The foregoing limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The vendor and the State **shall not** be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **shall not** be construed or deemed as the State's waiver of its right of sovereign immunity. The vendor agrees that any claims against the State, whether sounding in tort or in contract, **shall** be brought before the Arkansas Claims Commission as provided by Arkansas law, and **shall** be governed accordingly.

4.5 CONFIDENTIALITY

- A. The vendor, vendor's subsidiaries, and vendor's employees **shall** be bound to all laws and to all Requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State **shall** have the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality Requirements.

4.6 CONTRACT INTERPRETATION

Should the State and vendor interpret specifications differently, either party may request clarification. However if an agreement cannot be reached, the determination of the State **shall** be final and controlling.

4.7 CANCELLATION

- A. In the event the State no longer needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules, or regulations, relocation of offices, or lack of appropriated funding. The State **shall** give the vendor written notice of cancellation, specifying the terms and the effective date of contract termination. The effective date of termination **shall** be 30 days from the date of notification, unless a longer timeframe is specified in the notification.
- B. Upon default of a vendor, the State **shall** agree to pay only sums due for goods and services received and accepted up to cancellation of the contract.

4.8 SEVERABILITY

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the agency and the vendor **shall** be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it **shall not** be affected by such declaration or finding and **shall** be fully performed.

SECTION 5 – STANDARD TERMS AND CONDITIONS

- **Do not provide responses to items in this section.**
- 1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
- 2. **ACCEPTANCE AND REJECTION:** The State **shall** have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the State.
- 3. **BID SUBMISSION:** Original Response Packets **must** be submitted to NWACC on or before the date and time specified for bid opening. The Response Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be disqualified. The person signing the bid should show title or authority to bind his firm in a contract. Multiple responses, if applicable, **must** be placed in separate packages and should be completely and properly identified. Late bids **shall not** be considered under any circumstances.
- 4. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices **shall** govern. Prices **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Bid Solicitation*. Unless otherwise specified, the bid **must** be firm for acceptance for thirty days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the *Bid Solicitation*.
- 5. **QUANTITIES:** Quantities stated in a *Bid Solicitation* for term contracts are estimates only, and are not guaranteed. Vendor **must** bid unit price on the estimated quantity and unit of measure specified. The State may order more or less than the estimated quantity on term contracts. Quantities stated on firm contracts are actual Requirements of the ordering agency.
- 6. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid **must** show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The State **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the State may require the vendor to supply additional descriptive material. The vendor **shall** guarantee that the product offered will meet or exceed specifications identified in this *Bid Solicitation*. Vendors not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
- 7. **GUARANTY:** All items bid **shall** be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the *Bid Solicitation*. The vendor hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The vendor **shall** further guarantee that if the items furnished hereunder are to be installed by the vendor, such items **shall** function properly when installed. The vendor **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The vendor's obligations under this paragraph **shall** survive for a period of one year from the date of delivery, unless otherwise specified herein.
- 8. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to the State. Each sample should be marked with the vendor's name and address, bid or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at vendor's expense. After reasonable examination, all demonstrators will be returned at vendor's expense.
- 9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and Requirements of the specifications, the cost of the sample used and the reasonable cost of the testing **shall** be borne by the vendor.
- 10. **AMENDMENTS:** Vendor's responses cannot be altered or amended after the bid opening except as permitted by regulation.
- 11. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
- 12. **AWARD:** Term Contract: A contract award will be issued to the successful vendor. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. Firm Contract: A written State purchase order authorizing shipment will be furnished to the successful vendor.
- 13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the vendor cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. NWACC **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere and any additional cost **shall** be borne by the vendor.

14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval by NWACC. Delivery **shall** be made during agency work hours only 8:00 a.m. to 4:30 p.m. Central Time, unless prior approval for other delivery has been obtained from the agency. Packing memoranda **shall** be enclosed with each shipment.
15. **STORAGE:** The ordering agency is responsible for storage if the contractor delivers within the time required and the agency cannot accept delivery.
16. **DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize NWACC to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor. The contractor **must** give written notice to NWACC of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the vendors list or suspension of eligibility for award.
17. **VARIATION IN QUANTITY:** The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.
18. **INVOICING:** The contractor **shall** be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the *Bid Solicitation*, (2) delivery and acceptance of the commodities and (3) proper and legal processing of the invoice by all necessary State agencies. Invoices **must** be sent to the "Invoice To" point shown on the purchase order.
19. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for use hereunder **shall** remain property of the State, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the contractor's expense to the F.O.B. point provided by the agency. Vendor **shall** properly identify items being returned.
20. **PATENTS OR COPYRIGHTS:** The contractor **must** agree to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
21. **ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
22. **CLAIMS:** Any claims the Contractor may assert under this Agreement shall be brought before the Arkansas State Claims Commission ("Commission"), which shall have exclusive jurisdiction over any and all claims that the Contractor may have arising from or in connection with this Agreement. Unless the Contractor's obligations to perform are terminated by the State, the Contractor shall continue to provide the Services under this Agreement even in the event that the Contractor has a claim pending before the Commission.
23. **CANCELLATION:** In the event, the State no longer needs the commodities or services specified for any reason, (e.g., program changes; changes in laws, rules or regulations; relocation of offices; lack of appropriated funding, etc.), the State **shall** have the right to cancel the contract or purchase order by giving the vendor written notice of such cancellation thirty (30) days prior to the date of cancellation.

Any delivered but unpaid for goods will be returned in normal condition to the contractor by the State. If the State is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims. If upon cancellation the contractor has provided services which the State has accepted, the contractor may file a claim. **NOTHING IN THIS CONTRACT SHALL BE DEEMED A WAIVER OF THE STATE'S RIGHT TO SOVEREIGN IMMUNITY.**
24. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the vendor agrees that: (a) the vendor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the vendor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the vendor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the vendor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the vendor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or vendor.
25. **CONTINGENT FEE:** The vendor guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the vendor for the purpose of securing business.
26. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the vendor named on the *Response Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.
27. **DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, **shall** be a material breach of the terms of this contract. Any contractor,

whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy **shall** be subject to all legal remedies available to the agency.



NorthWest Arkansas Community College

NWACC
One College Drive
Bentonville, AR 72712

RESPONSE SIGNATURE PAGE

Type or Print the following information.

RESPONDENT'S INFORMATION			
Company:			
Address:			
City:	State:	Zip Code:	
Business Designation:	<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Public Service Corp
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit
Minority Designation: <i>See Minority Business Policy</i>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic American
	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian American	<input type="checkbox"/> Pacific Islander American
	<input type="checkbox"/> Service Disabled Veteran		
Women Owned Business	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable	AR Minority Certification #: _____ Service Disabled Veteran Certification #: _____

VENDOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed.
<input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<i>Note: If a redacted copy of the submission documents is not provided with vendor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), shall be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

An official authorized to bind the vendor to a resultant contract must sign below.

The signature below signifies agreement that either of the following **shall cause the vendor's response to be disqualified**:

- Additional terms or conditions submitted in their response, whether submitted intentionally or inadvertently.
- Any exception that conflicts with a Requirement of this *Bid Solicitation*.

Authorized Signature: _____ **Title:** _____
Use Ink Only.

Printed/Typed Name: _____ **Date:** _____

Equal Opportunity Policy Disclaimer

ATTENTION BIDDERS

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, who is responding to a formal bid request, request for proposal or qualifications, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating the bidder does not have such an EO Policy will be considered that bidder's response and will be acceptable in complying with the requirement of Act 2157.

Submitting the EO Policy is a one-time requirement. The NWACC Purchasing Department will maintain a database of policies or written responses received from bidders.

This is a mandatory requirement when submitting an offer as described above.

Should you have any questions regarding this requirement, please contact my office by calling (479) 619-4210.

Sincerely,

Karen Walls

Karen Walls
Interim Director of Purchasing and Contracts
Northwest Arkansas Community College

To be completed by business or person submitting response: (check appropriate box)

EO Policy Attached

EO Policy previously submitted to NWACC Purchasing Department

EO Policy is not available from business or person

Company Name

Or Individual: _____

Title: _____ **Date:** _____

Signature: _____

EO 98-04 Disclosure Form

The EO 98-04 Disclosure Form can be found at the following location as a fillable PDF:

<http://content.nwacc.edu/administrativeservices/Procurement/contract%20and%20grant%20disclosure.pdf>

If you are unable to download this form, please contact Karen Walls, Interim Director of Purchasing for NWACC at:

Email: kwalls@nwacc.edu

Phone: 479-619-4171

ILLEGAL IMMIGRANT CERTIFICATION

Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) **shall** certify with OSP that they do not employ or contract with illegal immigrants.

By signing below, the Contractor agrees and certifies that they do not employ illegal immigrants and will not employ illegal immigrants during the remaining aggregate term of the contract.

Contract Number	RFP-23-003
AASIS Number	
Description	Campus Compensation Study
Contractor	

Contractor Signature: _____

Date: _____

RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Contractor agrees and certifies that they do not boycott Israel and will not boycott Israel during the remaining aggregate term of the contract.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Bid Number/Contract Number	
Description of product or service	
Contractor name	

Contractor Signature: _____

Date: _____