

Q&A RFP 25-023

1. What states or countries will the remote workers be located in?

**Potentially for all states.**

**We currently may have employees in the following states but we will not be hiring any more in the following:**

Arizona  
California  
Colorado  
Maryland  
New York  
Oregon  
Washington

2. What types of roles or positions will these workers hold?  
Faculty, adjunct (part-time)  
Clerical and Support (full-time)  
Administrators/Professionals (full-time)
3. Will there be varying levels of employment (e.g., full-time, part-time, temporary)? **Yes. Full-time and Part-time and possible Temporary.**
4. Does APSU intend to employ any workers outside of the United States? **Not at this time, but not out the realm of possibility in the future.**
5. How many workers are expected to be onboarded initially? **100**
6. What is the anticipated growth of the remote workforce over the contract period? No plans for major growth at this time. This is dependent on hiring market options down the road.
7. Will this contract include any contingent or seasonal workers? **Yes.**
8. What level of detail is required for invoicing and reporting (e.g., per worker, department, or other breakdowns)? **Per division, department, and accounting codes. Details should include billing for leave vs actual time too.**
9. Are there any institution-specific onboarding or offboarding requirements? Prescreening and background checks? **Yes, a background check is required for all employees, including a social media screening.**
10. What payroll schedules will be required (weekly, biweekly, monthly)? **– Biweekly and monthly, dependent on position.**
11. Are there mandatory benefits APSU expects to be provided to workers? **Yes.**

Full-time | Medical, Dental, Vision

12. If we provide Austin Peay with our most recent corporate credit report instead of a bank reference on bank letterhead, will our RFP submittal be disqualified? – **There is no guarantee that you will be selected if the application is incomplete.**

13. How many remote workers does APSU currently have living outside the state of Tennessee that would be considered under this solicitation?

- a. Number of remote out of state exempt employees **96**
- b. Number of remote out-of-state non-exempt employees **25**
- c. What is the breakdown of your remote out-of-state employee base between full-time and part-time roles? **56 full-time | 65 part-time**

14. In which states outside of Tennessee do APSU’s remote workers currently reside? Please provide a list of states.

- Alabama
- Arkansas
- Florida
- Kentucky
- Louisiana
- Nevada
- Oklahoma
- Virginia
- Wyoming
- North Carolina
- Texas

15. What is the average salary for your remote out-of-state part-time positions? **\$7,313**

16. What is the average salary for your remote out-of-state positions? **\$77,903 full-time**

17. Do full-time remote employees currently receive enhanced benefits (i.e. health insurance, 403b, etc.)? **Yes**

18. Please provide a list of the position titles and job categories for the employees living outside Tennessee.

AF	Adjunct	History and Philosophy	AE
AD	Admissions Counselor	Admissions	AL
AD	Academic Advisor	Academic Advisement	AL
F9	Assistant Professor	Computer Science and Inf Technology	AL
AD	Transfer Coordinator	Admissions	AL

AF	Adjunct	Political Science	AL
AD	Biologist	Southeastern Grasslands Initiatives	AL
TC	Temporary Employee	Southeastern Grasslands Initiatives	AR
AD	Ecologist	Southeastern Grasslands Initiatives	AR
AF	Adjunct	School of Nursing	AR
AF	Adjunct	Criminal Justice	AR
AD	Chief Coservation Officer	Southeastern Grasslands Initiatives	AR
AF	Adjunct	Languages and Literature	CA
AD	IT Business Systems Analyst	Information Technology	CO
AF	Adjunct	Sociology and Community Development	CO
AF	Adjunct	Aviation Science	CT
AF	Adjunct	Health and Human Performance	FL
AF	Adjunct	Management and Marketing	FL
AF	Adjunct	History and Philosophy	FL
AF	Adjunct	Languages and Literature	FL
TC	Temporary Employee	Southeastern Grasslands Initiatives	FL
F9	Instructor	Educational Specialties	FL
AF	Adjunct	Sociology and Community Development	FL
AF	Adjunct	Social Work	FL
AF	Adjunct	Management and Marketing	GA
AD	Director of Football Operations	Football	GA
AD	Coordinator	Southeastern Grasslands Initiatives	GA
TC	Temporary Employee	Southeastern Grasslands Initiatives	GA
F9	Visiting Assistant Professor	Psychological Science & Counseling	GA
AD	Coordinator	Assess & Comm SAF	IL
AD	Assistant Director	Student Account Services	KY
AF	Adjunct	School of Nursing	KY
TC	Temporary Employee	Music	KY
F9	Clinical Assistant Professor	Health and Human Performance	KY
AF	Adjunct	Health and Human Performance	KY
TC	Temporary Employee	Nursing Clinical	KY
TC	Temporary Employee	Parking	KY
AF	Adjunct	History and Philosophy	KY
F9	Assistant Professor	Languages and Literature	KY
AD	Assistant Director	TECTA	KY
AD	Executive Director	Fort Campbell Center Admin	KY
AF	Adjunct	Leadership	KY
TC	Temporary Employee	Aviation Science	KY
AF	Adjunct	Languages and Literature	KY
TC	Temporary Employee	Extended Education	KY
AF	Adjunct	Languages and Literature	KY
AE	Associate VP for Campus Engagements	Campus Life Ast VPSA	KY

AD	Director Counseling & Health Services	Student Counseling Center	KY
AF	Adjunct	Physics, Engineering, and Astronomy	KY
TC	Temporary Employee	Child Learning Ctr	KY
CL	Systems Administrator	Information Technology	KY
F9	Associate Professor	Languages and Literature	KY
AF	Adjunct	Earth and Environmental Sciences	KY
AD	Director of Benefits & Retirement Services	Human Resources	KY
AD	HR Business Partner	Human Resources	KY
TC	Temporary Employee	Southeastern Grasslands Initiatives	KY
TC	Temporary Employee	Extended Education	KY
F9	Professor	Physics, Engineering, and Astronomy	KY
CL	Accounting Support Specialist	Veteran Education Benefits	KY
AD	Assistant to the Vice President	Vice President Fin and Adm	KY
AF	Adjunct	Health and Human Performance	KY
AD	RN-BSN Advisor	School of Nursing	KY
CL	Academic Assistant to the Chair	Social Work	KY
AD	Military Affiliated Student Success Professional	Newton Military Resource Center	KY
AD	Director	QEP Office	KY
AD	Systems Administrator	Information Technology	KY
F9	Professor	Educational Specialties	KY
AD	Video Production Coordinator	Communication	KY
F9	Associate Professor	School of Nursing	KY
AF	Adjunct	Physics, Engineering, and Astronomy	KY
AF	Adjunct	Agriculture	KY
CL	Technical Clerk	Information Technology	KY
CL	Graphics Print Specialist	Printing Services	KY
AD	Director, Maintenance & Central Plant	Plant Administration	KY
F9	Associate Professor	Agriculture	KY
F9	Visiting Assistant Professor	Social Work	KY
CL	Senior Transcript Analyst	Registrar	KY
CL	Academic Associate to Dean	Dean College of Arts and Letters	KY
AD	Coordinator	Adult Non-Trad Stu Ctr SAF	KY
AD	Tribal Liaison	Southeastern Grasslands Initiatives	LA
AF	Adjunct	Psychological Science & Counseling	LA
AF	Adjunct	Psychological Science & Counseling	MD
AF	Adjunct	Culinary Arts	MD
F9	Instructor	Educational Specialties	MD
AF	Adjunct	Communication	MD
AF	Adjunct	Educational Specialties	NC

AD	Deputy Director of Athletics/COO	Athletic Administration	NC
AF	Adjunct	Sociology and Community Development	NC
TC	Temporary Employee	Writing Center	NC
AF	Adjunct	Mathematics and Statistics	NC
AF	Adjunct	Art + Design	NC
AF	Adjunct	Psychological Science & Counseling	NC
AD	Tribal Liaison	Southeastern Grasslands Initiatives	NC
F9	Instructor	Sociology and Community Development	NC
AF	Adjunct	Languages and Literature	NC
TC	Temporary Employee	Southeastern Grasslands Initiatives	NV
AF	Adjunct	Criminal Justice	NV
AF	Adjunct	Social Work	NY
TC	Temporary Employee	Center of Exc Field Biology	OH
AF	Adjunct	History and Philosophy	OH
F9	Instructor	Music	OH
AD	Tribal Liaison	Southeastern Grasslands Initiatives	OK
AF	Adjunct	History and Philosophy	OK
AF	Adjunct	Psychological Science & Counseling	OR
F9	Assistant Professor	Educational Specialties	TX
AF	Adjunct	Leadership	TX
AF	Adjunct	Sociology and Community Development	TX
F9	Assistant Professor	Accounting, Finance, and Economics	TX
AF	Adjunct	Theatre and Dance	TX
AF	Adjunct	Sociology and Community Development	VA
AF	Adjunct	Physics, Engineering, and Astronomy	VA
CL	Field Technician	Southeastern Grasslands Initiatives	VA
CL	Lead Field Technician	Southeastern Grasslands Initiatives	VA
AD	Coordinator	Southeastern Grasslands Initiatives	VA
TC	Temporary Employee	Football	VA
AF	Adjunct	Communication	VA
TC	Temporary Employee	Southeastern Grasslands Initiatives	VA
AF	Adjunct	School of Nursing	WA
AF	Adjunct	Educational Specialties	WI
AF	Adjunct	Criminal Justice	WY

**Grid**

AF – Adjunct Faculty

TC – Temporary

AD – Administrative

F9 – Faculty 9-months  
AE – Administrative Executive  
CL – Clerical

19. How many of the remote employees are adjunct instructors? 49

20. What is the average salary for remote adjunct instructors? \$4,822.

The standard rate is \$750 per credit hour. Some receive \$1,000 to \$2,500 per credit hour. Those are exceptions approved by the Provost.

21. Are Attachments 6.10 and 6.11 for our information only at this point in the process?

Any technology we would use to access your products/services must be accessible. If they are not, the forms are to be filled out noting any gaps and how they can be corrected. We would need your VPAT on file. A VPAT is a tool that helps assess how well the products and services meet accessibility standards.

22. Regarding pricing, the proposal asks for “an all-inclusive fee” to be entered. Is it acceptable to put a percentage in that spot? We charge a percentage of pay model which ensures that you only pay for the number of hours worked by the employees. Please provide feedback to explain in supplemental information.

23. In Section 4.18, Contractor Performance, is the satisfactory completion of all goods and/or services referring to the employer of record services the selected vendor provides (i.e., payroll processing, benefits administration, etc.) or is this referring to the actual work being performed by the candidates working for Austin Peay that Austin Peay will have the selected vendor employing? We are trying to determine if our compensation is contingent upon the candidates working for Austin Peay providing satisfactory services. If Austin Peay determines the assigned candidate’s services were not completed to Austin Peay’s satisfaction, will the selected vendor be paid for the hours worked by the assigned candidate?

The Contractor’s performance is based on their vendor services (i.e., payroll processing, benefits admin, etc.).

24. On Attachment 6.2, Pro Forma Contract, Section A.1, please provide us with the Scope of Services.

The scope of services is listed in the bid “Attachment 6.4 Overview.”

25. On Attachment 6.2, Pro Forma Contract, Section C, Payment Terms and Conditions, What are your payment terms?

See “Attachment 6.2. C.3. Payment Methodology”

26. On Attachment 6.2, Pro Forma Contract, Section C.4, Travel Compensation, Does this include employees that are contracted to the institution? Or does this just include a

vendor's internal staff if our internal staff would need to travel to Tennessee for any reason? If it includes employees that are contracted to your institution, will these employees ever incur travel expenses that the employer is supposed to reimburse for?  
**All state business travel is subject to state limitations for travel compensation.**

27. On Attachment 6.2, Pro Forma Contract, Section C., Payment of Invoice, is Austin Peay willing to remove the last sentence of this section, "Such payment by the Institution shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the amounts invoiced therein," and add the following sentence in its place, "Austin Peay's approval of the employee's timesheet confirms that the time and services are satisfactory and acceptable to Austin Peay."

**Proposers respond in Attachment 6.12. This is where the Proposer list any and all exceptions to the Pro Forma agreement. The successful proposer will negotiate this language during the contract process.**

28. On Attachment 6.2, Pro Forma Contract, Section D.5, Termination for Cause, please provide a definition of the term "cause." Is Austin Peay willing to add this definition to the Pro Forma Contract?

**Proposers respond in Attachment 6.12. This is where the Proposer list any and all exceptions to the Pro Forma agreement. The successful proposer will negotiate this language during the contract process.**

29. On Attachment 6.2, Pro Forma Contract, Section D.17, Governing Law, Is Austin Peay willing to allow a different state as governing law and jurisdiction, specifically, Delaware?

**Proposers respond in Attachment 6.12. This is where the Proposer list any and all exceptions to the Pro Forma agreement. The successful proposer will negotiate this language during the contract process.**

30. On Attachment 6.2, Pro Forma Contract, Section E.9, Institution Furnished Property, does this include the computers/work equipment of our employees assigned to Austin Peay. If so, we will need an understanding of your organization's procurement and maintenance program so we can ensure the employees follow Austin Peay's policies and keep equipment safe.

**Proposers respond in Attachment 6.12. This is where the Proposer list any and all exceptions to the Pro Forma agreement. The successful proposer will negotiate this language during the contract process.**

31. On Attachment 6.2, Pro Forma Contract, Section E.17, Data Privacy and Security, "The Contractor shall provide and retain timely, accurate, and comprehensive information such as records and reports that allow Institution to monitor risks. The inventory of reports should include SOC 1, SOC 2, and reports for data breaches." Are SOC 1 and SOC 2 reports mandatory requirements, or are these just examples?

**Proposers respond in Attachment 6.12. This is where the Proposer list any and all exceptions to the Pro Forma agreement. The successful proposer will negotiate this**

language during the contract process.

32. On Attachment 6.2, pro Forma Contract, Section E.18, Contractor Reporting, do you have an example report you could provide to us? If not, could you list the information we would be required to report to you?

The reporting data is contained in the documents we use to set you up as a vendor in our system. We take that data and report what is required to the State of TN.

33. In Attachment 6.5, Technical Proposal & Evaluation Guide, Section C, Item C.6 mentions diversity reporting. Our business does not meet any of the classifications mentioned in the section. Our business will not be utilizing subcontractors to support the business with Austin Peay. Can you confirm if we would still be required to report our company's spend with diversity businesses for other areas of our business?

You will not report that to us. We report who APSU does business with.

34. On Attachment 6.6, Cost Proposal & Scoring Guide, are there specific items you are looking for to be listed under Cost Item Description?

Please see scope of services located in the bid documents

35. Does Attachment 6.9, Request for Vendor Registration, need to be completed and returned if we have already registered as a vendor on the referenced website? We wanted to confirm since the form contained fillable fields.

You do not have to complete this section if you are already a vendor on file.

36. Does the school require vendors to withhold from employee paychecks and make contributions into the Tennessee Consolidated Retirement System for the faculty members? No. Vendors should have a comparable retirement offering for employees to substitute for not being eligible for TN retirement options.

37. What states for the remote workers are expected? Expectations for each state? Any state.

38. How important is the integration to your systems? While we're unable to integrate into your systems, our years of experience in this format will position us to assist in making it a seamless effort from all sides. – We are open to alternatives, but points are based on who can integrate with minimal manual work for APSU.

39. Can we have a list of positions expected? All Remote? Please refer to #18.