

**Eastern Oregon University**  
**Request for Proposals (RFP)**  
**Internal Audit Services**  
**RFP # 2025-26-08**

**1. Introduction**

Eastern Oregon University (EOU) is a public, rural, regional university offering undergraduate and graduate programs grounded in liberal arts, professional preparation, and workforcerelevant skills. EOU is committed to strong stewardship of public resources, continuous improvement, and a culture of integrity, accountability, and transparency.

The University invites qualified firms to submit proposals to provide independent internal audit services. The selected firm will serve as a strategic partner to university leadership and the Board of Trustees by delivering objective assurance and advisory services designed to add value, strengthen internal controls, and support effective risk management across the institution.

**2. Solicitation Procedures**

General RFP provisions and EOU's General Terms and Conditions are available through Eastern Oregon University Procurement. It is the Proposer's responsibility to review all applicable provisions prior to submitting a response.

Proposers are responsible for monitoring OregonBuys and the Oregon Public Universities Shared Services website for addenda, clarifications, or other updates related to this RFP. EOU reserves the right to amend or cancel this RFP, reject any or all proposals, waive informalities, and negotiate contract terms in the best interest of the University.

A seven (7) calendarday protest period will begin immediately following the award announcement. Services are anticipated to commence July 1, 2026, following execution of contract documents. The initial contract term will be three (3) years, with the option for the University to extend the contract for up to two (2) additional one-year periods, subject to satisfactory performance, continued need, and available funding. Final contract award and execution are subject to approval by the Eastern Oregon University Board of Trustees, anticipated at its May 20–21, 2026 meeting.

### 3. Proposal Submission

Proposals must be received no later than 3:00 p.m. Pacific Time on Wednesday, March 20, 2026

Proposals shall be submitted electronically as one complete PDF document. The email subject line must read: Response to Internal Audit Services RFP

It is the Proposer's responsibility to ensure timely receipt. Late proposals **will not** be accepted.

### 4. Issuing Office and Point of Contact

All communications regarding this RFP must be submitted via email to the sole point of contact listed below:

**LeeAnn Case**

Vice President for Finance and Administration  
Eastern Oregon University

[lcase@eou.edu](mailto:lcase@eou.edu)

Inlow Hall, Room 225  
One University Blvd  
La Grande, OR 97850

Unauthorized contact with other University personnel may result in disqualification.

### 5. Schedule of Events

<b>Event</b>	<b>Date</b>
RFP Issued	February 27, 2026
Notice of Interest Due	March 4, 2026
Clarifying Questions Due	March 6, 2026
Proposal Due	March 20, 2026 @ 3:00 p.m.

EOU reserves the right to modify this schedule.

## **6. Vendor Requirements**

Proposers must include their Federal Tax Identification Number and Oregon Secretary of State Business Registry number, or an explanation if registration is not required. This information shall be provided through completion of **Exhibit A – Bidder/Proposer Tax Laws and NonDiscrimination Certification**.

## **7. Scope of Services**

The selected firm shall provide independent, objective internal audit and advisory services designed to evaluate internal controls, assess compliance, and improve operational effectiveness across the University.

Services shall be performed in accordance with:

- International Standards for the Professional Practice of Internal Auditing (IIA)
- Government Auditing Standards (Yellow Book), as applicable
- Applicable AICPA professional standards

The firm must maintain independence and shall not assume management responsibility or perform operational duties.

### **7.1 Objectives**

#### **Risk Assessment**

Conduct an enterprisewide risk assessment at the beginning of the contract term and periodically thereafter, incorporating financial, operational, compliance, technology, information security, and fraud risks. Financial statement audits are excluded.

#### **Annual Internal Audit Plan**

Develop a riskbased, multiyear internal audit plan, reviewed annually by the President, Vice President for Finance and Administration and Board of Trustees Finance and Administration Committee. The plan will be recommended for approval to the full EOU Board of Trustees. The plan shall include up to three (3) audits per fiscal year, unless otherwise agreed.

#### **Fraud, Waste, and Abuse Ethics Line**

Serve as the primary point of contact for Ethics Line reports, including intake, triage, and case management. Investigations beyond preliminary review will be scoped separately.

## **8. Proposal Content Requirements**

## **Background Information**

- Executive summary and proposal overview
- Firm qualifications, staffing, quality control, and organizational structure
- Relevant audit experience, including higher education clients
- Experience with Ellucian Banner
- Three professional references
- Fraud investigation expertise
- Availability and capacity of key personnel
- Familiarity with IIA Standards
- Resumes of proposed engagement leadership

## **Scope of Work**

- Narrative describing proposed approach
- Draft engagement letter
- Proposed work plan
- Audit philosophy and methodology
- Partner assignment and rotation policies
- Dispute resolution approach
- Risk assessment capabilities
- Resource scheduling process
- Ability to share best practices and emerging risks
- Engagement administration process with the VPFA

## **Pricing / Cost Proposal**

- Hourly rates by staff classification
- Estimated annual hours and total cost
- Identification of all anticipated expenses

## **9. Evaluation Criteria (100 Points)**

- Background Information – 15 points
- Scope of Work – 30 points
- Cost Summary – 25 points
- Quality of Proposal – 15 points
- References – 15 points

EOU may request written clarification, interviews, or presentations from selected firms.

Eastern Oregon University appreciates your interest in supporting strong governance, accountability, and institutional effectiveness.

# EXHIBIT A

## BIDDER/PROPOSOR TAX LAWS AND NON-DISCRIMINATION CERTIFICATION

I, the undersigned, have read all of the terms and conditions of this Request for Bid, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

### Business Designation (check one):

- Corporation
- Partnership
- Sole Proprietorship
- Governmental/Non-Profit
- Limited Partnership
- Limited Liability Partnership
- Limited Liability Company

### MWESB Certification

For statistical purposes only, please indicate if your firm is certified in Oregon as one of the following:

- Emerging Small Business (ESB)
- Minority-owned Business Enterprise (MBE)
- Women-owned Business Enterprise (WBE)
- Service-Disabled Veteran-owned Small Business (SDV)
- Disadvantaged Business Enterprise (DBE or ACDBE)

### Certificate of Compliance with Tax Laws

I, the undersigned, (check one)

- hereby certify under penalty of perjury that I am not in violation of any Oregon Tax laws,
- hereby certify under penalty of perjury that I am authorized to act on behalf of Contractor and, to the best of my knowledge, Contractor is not in violation of any Oregon tax laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_