



EASTERN OREGON
UNIVERSITY

REQUEST FOR PROPOSALS
University External Auditing Services

ISSUE DATE: November 23, 2015

CLOSING DATE: December 18, 2015

CLOSING TIME: 5:00pm (PT)

GENERAL BACKGROUND

Eastern Oregon University (EOU) has a proud history of serving citizens and rural communities throughout the State of Oregon and in the surrounding region. Founded in 1929, today EOU serves our communities through a special focus on online, onsite, and on campus programs. Long an essential part of the fabric of northeast Oregon, EOU plays a unique role as the educational, cultural, and economic engine throughout eastern Oregon and other rural areas of the state, offering 24 bachelor's degrees, more than 25 different minors, four master's programs in business-education-fine arts, several certificate programs, and multiple partnership opportunities. 3,500 students are served by programs delivered on campus, online, and onsite in La Grande and at 16 regional centers throughout the state, including liberal arts and sciences, business, education, and partner programs in agriculture, nursing, and dental hygiene.

Historically, EOU and the other 6 Oregon Public Universities operated under one single Oregon University System (OUS) governed by the Oregon State Board of Higher Education (OSBHE) and the Chancellor's Office. Over the last few years, EOU and the rest of the institutions within the Oregon University System have undergone significant governing changes. Effective July 1, 2015, each of the 7 public institutions are now governed by their own independent Board of Trustees.

The newly formed EOU Board of Trustees currently has three sub-committees; Finance & Administration Committee, Academic and Student Affairs Committee, and Governance Committee. While coordination and oversight of the contract deliverables will be handled by University management, the selected proposer will be asked to make regular presentations to the EOU Board of Trustees Finance & Administration Committee regarding annual financial statements.

SCOPE OF WORK

Contractor will provide Eastern Oregon University with audit services of the Annual Financial Report and federal program compliance. Audits shall be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. In addition, if applicable as discussed below, any federal programs shall be audited in accordance with the American Institute of Certified Public Accountants (AICPA) Codification of Statements on Auditing Standards; generally accepted government auditing standards; the AICPA Government Auditing Standards and applicable federal Audit Guides; the Office of Management and Budget (OMB) Guidance and compliance supplement. The audit shall include reports to comply with OMB Circular A-133 or applicable Federal OMB Uniform Guidance in place at the time of the engagement.

Eastern Oregon University follows the pronouncements of the Governmental Accounting Standards Board and prepares its financial statements in accordance with those accounting standards. EOU's audited financial statements will be included in the State of Oregon's Comprehensive Annual Financial Report as a component unit in accordance with GASB Statement No. 39. In accordance with GASB Statement No. 39, EOU's annual financial statements will include their one component unit – Eastern Oregon University Foundation. The component unit is discretely presented and is a tax-exempt, non-profit organization legally separate from EOU. Financial information for the component unit comes from the component unit's audited financial statements, whose fiscal years end on December 31st.

Each year, the auditor will identify the high-risk major programs, using the risk-based program selection criteria prescribed by OMB Circular A-133 or applicable federal guidance.

The prior year audited financial statements of EOU can be found at the following website:

<https://www.eou.edu/admin/financial-reports/>

INSTITUTIONAL FINANCE & ACCOUNTING BACKGROUND

Annual Financial Statements

Eastern Oregon University's annual financial statements are prepared by the University Shared Services Enterprise (USSE) that provides financial reporting to participating Oregon higher education institutions. Information for the financial statements comes from Banner FIS. Cognos Controller is used to compile the data into GASB financial reports and record any post-closing or audit adjustments. SOU uses the Banner Financial Information System (FIS) as their accounting system. Banner FIS is an online electronic accounting system on an Oracle database platform. The Banner FIS accounting records are organized by fund, account, and program type, which corresponds to the guidelines provided by the National Association of College and University Business Officers (NACUBO) Financial Accounting and Reporting Manual (FARM). Banner FIS is supported by subsidiary ledgers, including each institution's: Banner Student Information System (SIS), Fixed Assets System, and Human Resources System (HRIS), which is used to process the payroll.

The USSE and EOU Finance & Administration functions include establishing accounting policies, financial reporting, treasury management, debt management, investment management, and aggregated payroll functions. EOU is also responsible for general accounting, cashiering, collections, deposits, accounts payable, institutional payrolls, fixed assets accounting, and grant and contract accounting.

Federal Program Information

Eastern Oregon University receives Federal financial aid funds, which are administered by the institutional Financial Aid Office. The annual Schedule of Expenditures of Federal Awards is prepared in collaboration between the EOU Financial Aid Office and USSE.

Other Financial Information

A portion of Eastern Oregon University's revenues come from State of Oregon appropriations. These appropriations are granted by the legislature as a result of a biennial budget request.

Eastern Oregon University issues its own debt related to the acquisition, construction, and improvements to buildings and other real property. The long term debt is generally in the form of tax exempt bonds issued under sections XI-G, XI-F and XI-Q of the State of Oregon Constitution. Other forms of long-term debt include certificates of participation, lottery bonds, and energy loans.

QUALIFICATIONS

Eastern Oregon University is seeking proposers who meet the qualifications listed below:

Minimum Qualifications

1. Ability to provide the various categories of audit work as described in the Scope of Work
2. Legal capacity to do business in the State of Oregon.
3. Registered on the Oregon Board of Accountancy (ORS Chapter 673)
4. The Partner/Principal (“Engagement Partner”) responsible for the audit, who signs the audit opinion must be located in the United States and have at least 8 years of experience in public accounting.
5. The Partner/Principal must have been the Engagement Partner on at least two audits of universities, and must be a Certified Public Accountant in good standing.
6. The Audit Manager(s)/Director(s) responsible for the audit must be located in the United States, have at least 6 years of experience in public accounting, including at least one engagement of a university, and must be a Certified Public Accountant in good standing.
7. The On-Site Audit Manager/Supervisor responsible for the audit must be located in the United States and have at least 4 years of experience in public accounting, including at least one engagement of a university, and must be a Certified Public Accountant in good standing.

Preferred Qualifications

1. The Engagement Partner has experience auditing universities that are similar in size and complexity to Eastern Oregon University.
2. Audit Manager/Director has experience auditing universities similar in size and complexity to Eastern Oregon University.
3. On-Site Audit Manager/Supervisor experience auditing universities similar in size and complexity to Eastern Oregon University.