REQUEST FOR PROPOSALS (RFP)
Strengthening Shaw University through Institutional Risk Management

Solicitation Information

Solicitation Title: Strengthening the University through Institutional Risk Management

Solicitation Number / ID: SHAW-IRM-01

Solicitation Type: Request for Proposals (RFP)

Federal Funding Source: This procurement is funded through the Title III Part B Strengthening Historically Black Colleges and Universities Program. All procurement activities and resulting contracts shall comply with applicable federal regulations, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

Procurement Method: Shaw University is utilizing the competitive proposal procurement method in accordance with 2 CFR §200.320(d). Award will be made to the responsible offeror whose proposal is determined to be most advantageous to the University, considering technical qualifications, institutional experience, methodology, and cost.

Date Posted: June 5, 2026

Question Deadline: June 12, 2026

Proposal Due Date and Time: June 22, 2026 at 5:00 PM Eastern Time

Procurement Questions:
Shericka Sawyer - Procurement Specialist
ssawyer@shawu.edu

Technical Questions Regarding Scope of Work:
Tori Miller - Special Assistant to the President
twillis@shawu.edu

Submission Instructions

Proposals must be submitted electronically in PDF format via email to ssawyer@shawu.edu. Late submissions will not be accepted.

Full Solicitation Package: This RFP constitutes the full solicitation package.
Addenda: Any addenda issued will be distributed via email to all known proposers and posted with the solicitation announcement.
Questions & Answers: Responses to submitted questions will be posted on the Shaw University website and distributed to all known proposers on June 16, 2026.

I. Introduction and Background

Shaw University is seeking proposals from qualified firms to support the implementation of the Title III-funded project, Strengthening the University through Institutional Risk Management.

The purpose of this project is to strengthen Shaw University by conducting a comprehensive institutional risk assessment and implementing an Enterprise Risk Management (ERM) system.

As institutions of higher education face increasing operational, compliance, cybersecurity, financial, legal, and enrollment-related risks, colleges and universities are adopting Enterprise Risk Management frameworks to improve decision-making, operational continuity, and institutional sustainability. Shaw University seeks to strengthen institutional resilience through implementation of a comprehensive and sustainable ERM framework aligned with higher education best practices.

II. Scope of Work

• Conduct institution-wide operational risk assessment

• Identify strategic, operational, financial, compliance, reputational, cybersecurity, and enrollment-related risks

• Evaluate existing institutional controls and mitigation practices

• Develop institutional risk inventory and risk heat maps

• Develop a higher education-focused Enterprise Risk Management framework

• Align framework with COSO and/or ISO 31000 standards

• Recommend institutional risk governance and reporting structures

• Review institutional policies and operational continuity practices

• Conduct executive leadership and cabinet-level ERM training

• Provide implementation roadmap and final recommendations report

III. Project Goals and Expected Outcomes

• Complete a comprehensive institutional risk assessment.

• Establish an institution-wide Enterprise Risk Management framework.

• Improve institutional risk identification, monitoring, and mitigation capacity.

• Strengthen institutional compliance and accreditation readiness.

• Improve operational continuity and institutional resilience.

IV. Vendor Qualifications

• Experience implementing Enterprise Risk Management systems in higher education

• Knowledge of COSO ERM and/or ISO 31000 frameworks

• Experience conducting institutional risk assessments

• Experience supporting accreditation, compliance, or operational effectiveness initiatives

• Strong project management and stakeholder engagement capabilities

V. Proposal Requirements

• Cover Letter

• Company Background and Qualifications

• Description of Relevant Experience

• Technical Approach and Methodology

• Project Work Plan and Timeline

• Staffing Plan and Key Personnel - Identify the project lead and personnel assigned to the engagement and summarize their qualifications, certifications, relevant experience, and responsibilities.

• Cost Proposal

• References (minimum of three)

• Sample Deliverables or Reports (optional) - If available and permissible, provide sample deliverables demonstrating prior experience with enterprise risk management, institutional risk assessments, risk heat maps, or similar engagements.

VI. Evaluation Criteria

Evaluation Criteria	Weight
ERM Experience	30%
Technical Approach & Methodology	30%
Qualifications of Personnel	20%
Cost Proposal	15%
References & Past Performance	5%

VII. Federal Compliance Requirements

Conflict of Interest: Vendors must disclose any actual or potential conflicts of interest related to this procurement.

Debarment and Suspension: By submitting a proposal, the vendor certifies that it is not suspended, debarred, or otherwise excluded from participation in federal assistance programs or federally funded procurements.

Equal Opportunity Statement: Shaw University encourages participation by minority-owned, women-owned, and small business enterprises in accordance with applicable federal procurement regulations.

Federal Contract Requirements: Because this project is funded through a federal grant, the selected contractor must comply with all applicable federal requirements governing federally funded contracts, including requirements related to equal employment opportunity, debarment and suspension, lobbying restrictions, and access to records. Applicable provisions will be incorporated into the final contract.

Minority/Women-Owned Business Enterprise Participation

Shaw University, in accordance with 2 CFR §200.321, encourages participation by minority-owned businesses, women-owned business enterprises (WBEs), small businesses, and labor surplus area firms in federally funded contracting opportunities.

Vendors are encouraged to identify any minority-owned, women-owned, HUB, or small business certifications applicable to their organization.

Shaw University will take affirmative steps to ensure that minority and women-owned businesses are used when possible consistent with federal procurement requirements and institutional procurement policies.

VIII. Tentative Procurement Timeline

Activity	Date
RFP Released	June 5, 2026
Questions Due	June 12, 2026
Responses Posted	June 16, 2026
Proposal Due Date	June 22, 2026 (5:00PM ET)
Proposal Evaluation	June 23-25, 2026
Notice of Intent to Award	June 26, 2026

IX. University Rights

- Reject any or all proposals;
- Waive informalities or irregularities in proposals received;
- Request clarification or additional information from proposers;
- Negotiate terms and conditions with the selected proposer;
- Award a contract in whole or in part; and
- Cancel this solicitation if determined to be in the best interest of the University.

X. Submission Conditions

All costs associated with proposal preparation shall be the responsibility of the vendor. Submission of a proposal constitutes acceptance of the conditions contained in this solicitation unless otherwise noted by the vendor. Proposals received after the stated deadline will not be considered.