



**Oregon State
University**

**Construction Contracts Administration,
The Office of Procurement, Payment, and
Travel (OPPT)**

Oregon State University
644 Southwest 13th Street
Corvallis, Oregon 97333
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oregonstate.edu

Notice of Intent to Award

To: Proposers to Oregon State University's Request for Proposals (RFP) No. RFP 2026-020594 – Master Contract for Oregon State University (OSU) Commencement

From: OSU Construction Contracts Administration

Date: 5 February 2026

Re: Notice of Intent to Award

Pursuant to OSU Standard [03-015](#), OSU Construction Contracts Administration, a division of The Office of Procurement, Payment, and Travel (OPPT) is issuing this Notice of Intent to Award for the subject **RFP Everything Events, Inc. DBA Special Occasions** for comprehensive commencement support services on the OSU campus in Corvallis, Oregon.

We thank you all for your participation in this formal procurement process. We hope you will continue to take an interest in projects at Oregon State University.

This Notice of Intent to Award is subject to execution of a written contract and, as a result, this notice does **NOT** constitute the formation of a contract between OSU and the apparent successful Proposer. The Proposer shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to OSU is executed. If the apparent successful Proposer fails to execute a contract with OSU, OSU may revoke the award and award the contract to the next highest ranked Proposer. OSU further reserves the right to cancel this notice of intent to award at any time prior to the execution of a written contract.

Any Proposer who responded to the solicitation and claims to have been aggrieved by this award decision shall have the opportunity to submit an appeal of contract award decision according to OSU Standard [03-010](#).

Appeals shall be sent to the Assistant Vice President and Chief Procurement Officer, Hanna Emerson, hanna.emerson@oregonstate.edu, 644 Southwest 13th Street, Corvallis, Oregon 97333. The written appeal, submitted via hard copy or email must be received by **5 p.m. on February 12, 2026**.