

## **Request for Proposal/Call for Conference Speaker**

The Texas State Auditor's Office (SAO) is seeking instructors for the 2024 SAO Audit Conference.

### **Statement of Need**

The purpose of this request for proposal/call for conference speakers is to solicit proposals from qualified training providers who can develop and deliver in-person conference sessions designed to support the skills and knowledge of government audit professionals.

### **Intended Audience**

The State Auditor's Office may provide fee-based audit training courses for state agencies (Internal Auditing Act, Government Code, Sec. 2102.012). Therefore, most of the participants are from state agencies in Texas; however, the conference is open enrollment, so the audience may be diverse.

### **Deliverables**

Interested instructors should propose 60 minute sessions. Responses should be audit-related or information technology audit-related and designed to enhance the skills and abilities of government audit professionals at all levels. Topics may include, but are not limited to:

- Audit essentials
- Information technology audit
- Leadership/project management
- Fraud
- Data analysis
- Current trends in audit

Vendors selected must offer conference session in-person on July 31 – August 1, 2024 at the Commons Conference Center (formerly the J.J. Pickle Conference Center) at 10100 Burnet Road, Building 137, Austin, Texas.

All proposals must be submitted on the SAO Call for Conference Speakers Bid Form. We cannot consider bids that do not use our form. Submit a separate bid form for each session proposal.

### **Instructions on Proposal Submission**

The SAO will only accept proposals submitted electronically. Proposals must be received no later than 1:00 p.m. (Central Standard Time) on January 5, 2024.

Email proposals to: [proposalsubmission@sao.texas.gov](mailto:proposalsubmission@sao.texas.gov).

*Note: You should receive a response stating the proposal has been received. If you do not, email [proposalsubmission@sao.texas.gov](mailto:proposalsubmission@sao.texas.gov) to confirm receipt.*

### **Subject Matter Contact**

For further information about the SAO, Professional Development, or this Request for Proposal, contact Denise Messina, Professional Development Manager at [denise.messina@sao.texas.gov](mailto:denise.messina@sao.texas.gov).

### **Other terms/conditions**

- The vendor must provide the names of the key personnel who will render the services. No changes shall be made without the SAO's prior written approval.
- The SAO reserves the right to cancel a course due to low enrollment.
- In accordance with the Public Information Act (Texas Government Code, Chapter 552), responses to this request for proposal may be subject to disclosure subsequent to a contract

award. **Vendors are responsible for clearly and specifically identifying information they believe is proprietary when they submit their proposals.** The SAO will provide notice of requests for information that include vendors' proprietary information in accordance with the Public Information Act.

- The SAO will not accept responses to this request for proposal that are copyrighted. An instructor may use copyrighted materials for instruction purposes.
- The vendor agrees to cooperate with the SAO in fulfilling any requests for reasonable accommodations made with regard to the provision of the contractor's services by persons with disabilities pursuant to the Americans with Disabilities Act.
- The vendor agrees that no person shall, on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation, or belief, be discriminated against in connection with the proposed course.
- The vendor is required to consider Historically Underutilized Businesses (HUBs), if the proposal includes a subcontracting plan.