

The Texas State Auditor's Office (SAO) is seeking instructors to provide training courses for fiscal year 2026.

Statement of Need

The purpose of this request for proposal is to solicit proposals from qualified training vendors that have the capacity to develop and deliver training programs designed to support the skills and knowledge of government audit professionals.

Intended Audience

The SAO may provide fee-based audit training courses for state agencies [Internal Auditing Act, Texas Government Code, Section 2102.012]. Therefore, most of the participants in our training courses are from state agencies in Texas; however, our courses are open enrollment, so our audiences are diverse.

Deliverables

Training course responses must be audit and leadership related and designed to enhance the skills and abilities of government audit professionals at all levels. Course length should be no fewer than 4 hours and no more than 24 hours. Courses selected will be scheduled between September 1, 2025, and August 31, 2026.

Topics of Interest

May include but are not limited to:

- Advanced auditing
- Audit documentation, reviewing audit documentation, and technical writing skills for auditors
- Audit fundamentals
- Audit management
- Auditing/accounting standards
- Contracting/procurement
- Cybersecurity
- Data analysis
- Efficiency and effectiveness auditing
- Financial auditing
- Fraud
- Information technology auditing (beginning, intermediate, or advanced)
- Intermediate auditing
- Investment auditing
- Professional skepticism
- Program auditing
- Statistical sampling

Instructions on Proposal Submission

1. Proposals must be submitted on the Texas SAO FY2026 Course Bid Form. We will not consider proposals that do not use our form. Each proposal represents one course. If you are submitting multiple courses, each course must be a single, complete submission.
 - Instructors who have not presented at the SAO before will need to submit a link with a 5 to 10-minute video demonstrating teaching expertise on proposed topic.
 - 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 must provide the name of the key personnel who will render the services. No instructor changes shall be made without the SAO's prior written approval.
 - Submitted fee(s) include cost for travel in accordance with the State of Texas Textravel (<https://fmx.cpa.texas.gov/fmx/travel/texttravel/index.php>), course design, reproduction/delivery of course materials, and development time.
2. Electronic proposals and all related material must be received by the SAO no later than 1:00 p.m. (Central Daylight Time) on April 10, 2025.
https://forms.office.com/Pages/ResponsePage.aspx?id=kFdJ7YIU2EqBrAlrFzYfwUgMymHT_kRPqBWwH2oxY2pUN0JSVkJ9TVFFQUjhVVlhOTENZQ01OUU4zSS4u
3. All inquiries must go through: proposalsubmission@sao.texas.gov. SAO Professional Development will not respond to emails regarding bids until after the contracts have been awarded.

Important Terms and Conditions

- All in person classroom training will be held in our training facilities in Austin, Texas. Vendors should indicate on the bid form their willingness to offer an online version of the same course.
- If the SAO has a need to offer additional sessions of the same course, we may not issue a second request for proposal for the additional sessions. Therefore, vendors may propose two sets of pricing: (1) a price for teaching only the first course and (2) a price structure that includes teaching subsequent sessions on or before August 31, 2026. Vendors may also propose any discounts or price changes if a course is selected for multiple sessions.
- The SAO reserves the right to cancel a course due to low enrollment.
- In compliance with Texas Administrative Code (TAC) Title 22, Sec. 523.142(g), the instructor may be expected to monitor attendance and report any concerns to Professional Development.
- 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 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.