

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

The Texas State Auditor's Office (SAO) is seeking speakers for the SAO 2025 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 speakers 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 30 – 31, 2025 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 Texas SAO 2025 Audit Conference 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 17, 2025.

Use the Microsoft Forms link below to submit one proposal at a time. A copy of proposals can be saved after submission. Email [proposalsubmission@sao.texas.gov](mailto:proposalsubmission@sao.texas.gov) if you have any questions.

[https://forms.office.com/Pages/ResponsePage.aspx?id=kFdJ7YIU2EqBrAIrFzYfwUgMymHT\\_kRPqBWwH2o\\_xY2pUMFQ0RDA4WIRSSktNT0U0RUtBUDZDS0haUi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=kFdJ7YIU2EqBrAIrFzYfwUgMymHT_kRPqBWwH2o_xY2pUMFQ0RDA4WIRSSktNT0U0RUtBUDZDS0haUi4u)

### **Subject Matter Contact**

For further information about the SAO or Professional Development, contact Catie Kriplean, Senior Professional Development Specialist at [catie.kriplean@sao.texas.gov](mailto:catie.kriplean@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 session 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. A speaker 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.