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

The Texas State Auditor's Office (SAO) is seeking instructors for the 2020 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 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- to 110-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

Vendors selected must offer conference session in Austin, Texas at our 2020 State Auditor's Office Audit Conference scheduled for August 5-6, 2020.

All proposals must be submitted on the [SAO Call for Conference Speakers Bid Form](http://www.sao.state.tx.us/training/rfp/documents/BidFormCFCS.doc). We cannot consider bids that do not use our form.

**Instructions on Proposal Submission**
The SAO must receive electronic or hard-copy proposals no later than 1:00 p.m. (Central Standard Time) on November 6, 2019.

Email electronic proposals to: proposalsubmission@sao.texas.gov.

*Note: You should receive a response stating the proposal has been received. If you do not, email* *Jacqueline.Manglona@sao.texas.gov* *to confirm receipt.*

Mail or hand deliver hardcopy proposals to:
State Auditor's Office
Attn: Contract Administrator

1501 N Congress Avenue, Suite 4.224
Austin, Texas 78701

**Subject Matter Contact**

For further information about the SAO, Professional Development or this Request for Proposal, contact Jo Dale Guzman, Professional Development at 512/936-9460 or jodale.guzman@sao.texas.gov.

**Other terms/conditions**

    Submitted fee(s) include cost for travel in accordance with the State of Texas TexTravel [(https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php)](https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php), course design, reproduction/delivery of course materials, and development time.

       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.