

# **The Texas State Auditor's Office (SAO) is seeking instructors to provide training courses for fiscal year 2025.**

## **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 classes are from state agencies in Texas; however, our courses are open enrollment, so our audiences are diverse.

## **Deliverables**

Training course responses must be audit-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, 2024, and August 31, 2025.

Topics 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
- Program auditing
- Statistical sampling

## **Instructions on Proposal Submission**

Proposals must be submitted on the SAO Electronic Proposal 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.**

Electronic proposals and all related material must be received by the SAO no later than 1:00 p.m. (Central Daylight Time) on May 16, 2024.

**Send electronic proposals to: [proposalsubmission@sao.texas.gov](mailto:proposalsubmission@sao.texas.gov)**

## **Other terms/conditions**

- Submitted fee(s) include cost for travel in accordance with the State of Texas Textravel (<https://fmx.cpa.texas.gov/fmx/travel/textravel/index.php>), course design, reproduction/delivery of course materials, and development time.
- All in person classroom training will be held in our training facilities in Austin, Texas. If the need arises and a course cannot be held in person, we may not issue a second request for proposal for an online course. Therefore, vendors should indicate on the bid form their willingness to offer an online version of the same course. We are not accepting bids for online-only courses.
- For hands-on, computer-based proposals, the instructor may be asked to arrive a day early at the vendor's expense to facilitate the set-up of the computers.
- 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.
- 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, 2025. Vendors may also propose any discounts or price changes if a course is selected for multiple sessions.
- The vendor must provide the name 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.

## **What Instructors Can Expect**

When teaching at the SAO, instructors can expect a member of Professional Development to assist in ensuring the course runs smoothly. Professional Development will handle all of the logistical tasks, including:

- Coordinating the contract process.
- Marketing the course to the target audience.
- Setting up the classroom per the instructor's specifications.
- Providing the instructor with a course roster.
- Being available throughout the course to assist the instructor and the students.
- Providing continuing professional education credits and certificates to participants.
- Providing the instructor with evaluation results from the course.