

## **Firm Profile Submission 2020**

This is a reminder to all firms, that the firm profile submission for 2020 will need to be completed and submitted through OSA-Connect by **January 2, 2020**. You must submit a full profile in OSA-Connect, not simply submitting “quick updates.” In the event that your firm profile is not received by the due date your firm may not be included in the initial 2020 list of firms approved to conduct financial compliance audits or agreed-upon procedures. We will not be accepting any paper or e-mail submissions for firm profiles or “quick updates” to firm profiles. Any submissions submitted by paper or e-mail will not be considered received.

It is also the responsibility of the Firm to ensure that the Office has a current version of the firm permit, the certificate of insurance for the firm, and each CPA’s CPA license at all times throughout the year. Failure to timely submit copies of these updated documents through OSA-Connect may result in the Office withholding contract approvals pending receipt of the required documents. It is also the Firm’s responsibility to ensure that each staff member is in compliance with GAGAS CPE requirements. The Office may conduct an audit of the documentation that supports the information provided in the firm profile, contemporaneously with the work paper review process, or otherwise.

If you have any questions regarding OSA-Connect, please feel free to call the OSA at 505-476-3800