



SPO Newsletter

Volume 2, Issue 4
FY24 Q4

Our vision is to be the #1 state procurement office in the nation, where adding value is the norm and customer service is second to none.

Congratulations, Tasia and Tanya from DCS!

We are a department focused on staff development and professional growth, and it is our honor to congratulate the newest holders of the Certified Professional Public Buyer (CPPB) certification!

The Arizona Department of Child Safety (DCS) would like to recognize Tasia Grzecka and Tanya Wilson, who earned their designations after demonstrating proficiency in public procurement.

Tasia Grzecka, a procurement manager at DCS who was recently recognized for five years of service with the agency, enjoys working with individuals who take pride in the work they do and care about the impact they have on children and families. Tasia shares that she feels supported by management and inspired by the team she manages. Her pursuit of the CPPB was driven by wanting to push boundaries and validate the knowledge accumulated over four years in procurement. This journey served as affirmation that she can hold her own in the realm of public procurement and contracting. Additionally, she credits DCS leadership for the encouragement to be confident and give it a try.



Tanya Wilson is a senior procurement specialist at DCS who, as of May 2024, celebrated two years in public procurement and at the agency.



Throughout her career in auditing, accounting and regulatory compliance in various business sectors, she developed a strong understanding of the purchasing and contracting process and the vital role it has in an organization. Tanya shared what she enjoys the most about her current role is the interaction with different departments, stakeholders and leadership at all levels to develop and execute a range of contracts critical for operational success. Every day brings new challenges, providing perspective for the agency and mission. Tanya has a strong desire to continue to strive toward professional development. Tanya appreciates the leadership that surrounds her who stressed the value of being certified, shared their knowledge and encouraged her. Tanya wishes to continue to be a source of expertise for those in the profession, lead by example, inspire others, foster innovation, promote a culture of teamwork and ultimately attain her Certified Public Procurement Officer credential.

Both Tasia and Tanya met eligibility requirements by the Universal Public Procurement Certification Council, including successfully passing the



prescribed examination, gaining experience in public procurement and completing education in the form of coursework or training specific to public procurement. The CPPB is a designation that is recognized throughout the world and demonstrates competency and experience in the world of public procurement.

Congratulations, Tasia and Tanya! We could not be more proud of your accomplishments.

State Procurement Academy

Training sessions are available through the SPO Academy. Training covers the basics of Arizona State Procurement, requests for proposals, requests for quotations, risk assessment, negotiations and more.

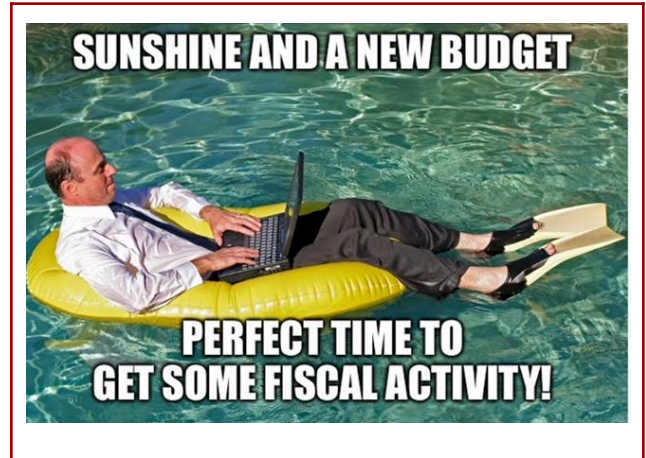
**FIND OUT MORE
ABOUT TRAINING**

RFI Template

The SPO Compliance team has put together a Request for Information (RFI) template for procurement officer use!

The RFI template can be found under the "Solicitation and Contract Templates" section of the [Standard Forms and Documents](#) page. These templates are made available for the convenience of procurement officers and are not mandatory.

While using the RFI template please share any feedback or questions to SPOCompliance@azdoa.gov.



Upcoming APP Training

Join us as we continue with webinar and in-person training for the Arizona Procurement Portal (APP). These sessions are designed to enhance your skills and efficiency in using the APP tool, making your work more streamlined and effective. The following sessions are scheduled for FY25's first and second quarters.

Source to Contract*

- Solicitation Creation and Awarding: 7/24, 9/10 and 11/20
- Contract Creation and Management: 7/25, 9/11 and 11/213

*These courses can be taken as a two-part webinar or individually.

Purchasing Process

- APP Purchasing Process (webinar): 7/23, 9/12 and 11/19
- APP Purchasing Process (in-person): 8/13, 10/8 and 12/17

For further information on these sessions, other opportunities and instructions on registering for a course, visit the [APP Support Training page](#).

If you have any questions or need assistance, please contact Sullynna Mvula, APP training manager, at sullynna.mvula@azdoa.gov.



APP Metric Dashboard

Gloria Fielding from the SPO Arizona Procurement Portal (APP) Teams has been hard at work creating the new APP Metric Dashboard. This dashboard contains the most up-to-date information on all aspects of the APP Teams' operational metrics.

Key features:

- Up-to-date information: Access the latest data on various metrics, including upcoming maintenance tag dates, fixes and extranet tickets.
- Real-time progress tracking: Follow our progress live, especially if you have been given an iValua extranet ticket for an issue.
- Comprehensive insights: Gain a deeper understanding of the behind-the-scenes activities of the APP Teams.

The dashboard can be found under the Arizona Procurement Portal tab on the SPO website or directly [here](#).

Updated Resources

The following documents were substantially updated. The new versions of these documents are on the [SPO for Agencies website](#):

Posted on the [Standard Forms and Documents section](#):

- RFQ Template
- SPO Form 204 FAQ (**NEW**)
- SPO Form 108 - Greater Than 25% Increase (updated formulas 6/6/2024)

Join Us!



SPO has bi-weekly **Strategic Initiative Update Meetings** every other Wednesday from 1-2 p.m.

To attend these meetings, use the **Google Meet** invite link (<http://meet.google.com/oyt-fzyz-ppr>) or dial: 1-318-501-3139, PIN: 823 512 388#.

Compliance Hotline

Have you come across a procurement issue that may require intervention from SPO Compliance to resolve? Though SPO encourages state employees to try to resolve these issues at the agency level, the Compliance Hotline is an option when a resolution cannot be reached.

Reporting procurement issues to SPO Compliance is a simple process. Before submitting, be sure to confirm that the issue is within the jurisdiction of SPO Compliance. Such issues include procurement actions of most state governmental units; questions regarding Arizona procurement law, policy and ethics; or issues related to Arizona state contracts and suppliers.

When using the Compliance Hotline, you will be given the option to remain anonymous. It is important to note that choosing to remain anonymous means that SPO Compliance will not be able to reach out for more information or let you know how and when the issue is resolved.



As always, we are here to help. If you have any questions, please reach out to SPOCompliance@azdoa.gov.