

Upcoming SPO Academy Training

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If there are any questions, please feel free to contact John Jimenez, *Chief Learning Officer* at john.jimenez@azdoa.gov

Course	Description	Session	Date	Time	Location
RFP Document Walkthrough	<p>The Request for Proposal documents have recently been updated to account for the new uniform terms and conditions, as well as other changes designed to make the document more user-friendly. This presentation will walk through the changes made to the special terms and conditions (including the documents used for insurance requirements), as well as updates to RFP attachments.</p> <p>Speakers: Jessica Klein, <i>Compliance Deputy Assistant Director, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers and Procurement Managers</p>	SPOLNL6	2/2/23	10:00 am - 11:30 am	Virtual

Course	Description	Session	Date	Time	Location
Legal Aspects of Contracting: Developing a Better Understanding of Key Terms and Conditions	<p>This training walks through core terms and conditions in the current SPO templates of uniform and special terms and conditions. Our aim is to assist procurement officers in negotiations with vendors and contract administration by providing information and practical tips related to the underlying statutes and legal concepts.</p> <p>Speakers: Jessica Klein, <i>Compliance Deputy Assistant Director, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADCONT101	2/23/23	10:00 am - 12:00 pm	Virtual
10K Delegation Training	<p>The \$10k delegation training explains the procurement authority and responsibility granted within your delegation. Topics covered include the use of mandatory contracts, \$10,000 delegation requirements, and the source selection process.</p> <p>Speakers: Ken Sanchez, <i>Chief Procurement Officer, ADOA SPO</i> Yanneth Montes, <i>Procurement Analyst Statewide, ADOA SPO</i></p> <p>Target Audience: Required training for Agencies with \$10k Delegation, Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	AD10KDE	2/23/23	2:00 pm - 3:00 pm	Virtual
100K Delegation Training	<p>The \$100k delegation training explains the procurement authority and responsibility granted within your delegation. Topics covered include the use of mandatory contracts, \$100,000 delegation requirements, and the source selection process.</p> <p>Speakers: Ken Sanchez, <i>Chief Procurement Officer, ADOA SPO</i> Yanneth Montes, <i>Procurement Analyst Statewide, ADOA SPO</i></p> <p>Target Audience: Required training for Agencies with \$100k Delegation, Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	AD100KDE	3/1/23	10:00 am - 11:00 am	Virtual

Course	Description	Session	Date	Time	Location
Purchasing 101	<p>This training explains and facilitates understanding of the public purchasing process. Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Understand the Procure To Pay (P2P) process • Identify the best known methods for shopping • Utilize State Contracts (APP Catalog/Contracts/Punchouts) • Describe the Procurement Process • Understand P-Cards <p>Speakers: John Jimenez, <i>Chief Learning Officer, ADOA SPO</i> Sullynna Mvula, <i>APP Training Manager, ADOA SPO</i> Kim Shelly, <i>Statewide Compliance Manager, ADOA SPO</i> Francis Becker, <i>Financial Consulting Manager, ADOA GAO</i></p> <p>Target Audience: Administrative Service Officers, Administrative Assistants, Budget Officers, Finance (AP), Business Analysts, Requisitioners, and Receivers.</p>	ADPURCH1	3/16/23	10:00 am - 12:00 pm	Virtual
Off-Contract Authorization Request	<p>This training covers Standard Procedure 040 - State Contract Waivers for Off-Contract Purchases and the use of SPO Form 104 - Off-Contract Authorization, as well as the role of a contract owner, best practices, and standard work.</p> <p>Speakers: Kerry Wells, <i>Senior Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Statewide Contract Owners</p>	SPOLNL7	3/22/23	12:00 pm - 1:00 pm	Virtual

Course	Description	Session	Date	Time	Location
Basics of Construction and Design Procurement	<p>Join us for a general overview of construction and design procurement. This course will walk through and give users an understanding of the basics of construction and design procurement within the State of Arizona enterprise. This course will explain how construction and design procurement can be unique from other types of solicitations, along with sharing best practices. This course will also discuss JCCR, construction document submission for statutory review, terms and conditions, insurance requirements, and bonding.</p> <p>Speakers: Kim Fiumara, <i>General Manager-Procurement, Grants, and Real Estate, ADOA GSD</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADCONPR101	3/23/23	10:00 am - 11:30 am	Virtual
Basics of IT Procurement	<p>Join us for a general overview of IT Procurement. This course will walk through the basics of IT procurement within the State of Arizona enterprise. We will also discuss best practices and explain how IT procurement can be unique from other types of solicitations. This course will also discuss IT Procurement State Statute requirements including PIJ & ITAC/IV&V processes, additional topics include site surveys/walk-throughs, signing of EULA, AZRAMP/STATERAMP, and Terms and Conditions.</p> <p>Speakers: Louis Anaya, <i>Chief Procurement Officer, AZDEQ</i> Michael Hillebrand, <i>Statewide Procurement Manager, ADOA SPO</i> Jim Atkins, <i>Statewide Procurement Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADITPRO101	4/13/23	10:00 am - 11:30 am	Virtual