

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
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 ● Utilizing State Contracts (APP Catalog/Contracts/Punchouts) ● Procurement Process Overview ● Purchasing Card <p>Speakers: John Jimenez, <i>Chief Learning Officer, ADOA SPO</i> Kerry Wells, <i>Senior Statewide Compliance Manager, ADOA SPO</i> Francis Becker, <i>Financial Consulting Manager, ADOA GAO</i></p>	ADPURCH1	9/29/22	10:00 am - 11:30 am	Virtual

Course	Description	Session	Date	Time	Location
Forced Labor of Ethnic Uyghurs Ban Requirement	<p>Join us for a short discussion and Q&A session regarding the new Forced Labor of Ethnic Uyghurs Ban Requirement due to the passage of HB2488 during the last legislative session. During this training we will review:</p> <ul style="list-style-type: none"> Forced Labor of Ethnic Uyghurs Ban Requirements SPO Form 205 - Forced Labor of Ethnic Uyghurs Ban (New certification form as required under HB2488) <p>Speaker: <i>Jessica Klein, Compliance Deputy Assistant Director, ADOA - SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	SPOLNL3	10/6/22	11:00 am - 12:00 pm	Virtual
Request for Proposal (RFP) Webinar Series - Background and Introduction	<p>This is the first webinar of the RFP webinar series. Topics include: IFB vs RFP, Terminology, Procurement Online Resource Library, Procurement Philosophy/Ethics, Structure Evaluation Methodology, and Significant Procurement Role.</p> <p>Speaker: <i>Stacy Ingalls, Senior Procurement Specialist, AHCCCS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRF1	10/17/22	1:00 pm - 2:00 pm	Virtual

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Course	Description	Session	Date	Time	Location
RFP Webinar Series - Development (Part A)	<p>This is the second webinar of the RFP webinar series. Topics include: Initiating the Procurement, IT Purchases, Pre Approval Requirements, Understanding Funding Requirements, and Pre Procurement Data Gathering.</p> <p>Speaker: Kerry Wells, <i>Senior Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP2	10/18/22	10:00 am - 11:00 am	Virtual
RFP Webinar Series - Development (Part B)	<p>This is the third webinar of the RFP webinar series. Topics include: Establishing the Procurement Schedule, Scope of Work, Terminology, Establishing Evaluation Criteria, Development of an Evaluation Scoring Tool, Uniform/Special Instructions to Offerors, and much more.</p> <p>Speaker: Kerry Wells, <i>Senior Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP3	10/19/22	10:00 am - 11:30 am	Virtual
RFP Webinar Series - Publication and Opening	<p>This is the fourth webinar of the RFP webinar series. Topics include: Issuing the RFP, Advertising, Conducting the Pre-Offer Conference, Responding to Questions, Amending Solicitations, Receiving Proposals, and much more.</p> <p>Speaker: Stacy Ingalls, <i>Senior Procurement Specialist, AHCCCS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP4	10/20/22	1:00 pm - 2:00 pm	Virtual

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Course	Description	Session	Date	Time	Location
RFP Webinar Series - Evaluation	<p>This is the fifth webinar of the RFP webinar series. Topics include the Evaluation Committee Kickoff Meeting, Initial Evaluation Committee Consensus Meeting, Determination of Not Susceptible for Award, Responsibility Determinations, Clarification of Offerors, and Determining Offerors to Negotiate With.</p> <p>Speaker: Chris Ruth, <i>Chief Procurement Officer, AZDHS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRF5	10/21/22	10:00 am - 11:00 am	Virtual
RFP Webinar Series - Award and Contract Administration	<p>This is the sixth webinar of the RFP webinar series. Topics include: Completing the Evaluation Committee Report, Finalizing the Procurement File, Awarding the Solicitation, Obtaining Certificates of Insurance, Post Award Meeting, Amending the Contract, and much more.</p> <p>Speaker: Stacy Ingalls, <i>Senior Procurement Specialist, AHCCCS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRF6	10/24/22	1:00 pm - 2:00 pm	Virtual
Time and Project Management Training for Procurement Professionals	<p>So much to do in so little time! Sometimes, when it comes to your procurement and contract projects or workload, time seems to be a nemesis rather than an ally. This course explores concepts and tools to help alleviate the challenges of managing time and projects</p> <p>Speaker: Jenn Calimag, <i>Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADTMPP1	10/27/22	2:00 pm - 3:30 pm	Virtual