

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
Basics of IT Procurement	<p>This course covers IT procurement basics 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, Chief Procurement Officer, AZDEQ Michael Hillebrand, <i>Statewide Procurement Manager, ADOA SPO</i> Jim Atkins, <i>Statewide Procurement Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Requisitioners, and Buyers</p>	ADITPRO101	4/23/24	1:00 pm - 3:00 pm	Virtual

Course	Description	Session	Date	Time	Location
<p>Lunch & Learn: RFQ Template, Award Determination, & Standard Work</p>	<p>This training session focuses on the Arizona Procurement Code (APC) requirements for a Request for Quotation (RFQ). It covers the existing RFQ template and the required attachments. It provides a live walk-through of the RFQ Executive Summary and Award Determination Template as well as the Standard Work from the Determinations Library.</p> <p>This course is designed to be useful for delegation holders of \$100k or more, or for anyone who would like to learn more about RFQs, including the different ways an RFQ can be structured and modified to meet your solicitation needs.</p> <p>Speakers: Kim Shelley, <i>Senior Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Procurement Officer, and Buyers</p>	SPOLNL12	4/25/24	12:00 pm - 1:00 pm	Virtual
<p>Lunch & Learn: RFP Executive Summary, Award Determination, & Best Practices</p>	<p>This training walks through the RFP Executive Summary and Award Document, how to use the template, and reviews the standard work created for documenting the award process and stated best practices.</p> <p>Speakers: Kim Shelley, <i>Senior Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Procurement Officer, and Buyers</p>	SPOLNL8	5/8/24	12:00 pm - 1:00 pm	Virtual

Course	Description	Session	Date	Time	Location
Procurement Ethics	<p>A basic discussion of the ethical requirements for state employees whose responsibilities include procurement. The presentation will review sections of the Procurement Code, Conflict of Interest Laws, Criminal Code, and Public Monies Laws in addition to select policies and ethical codes.</p> <p>Speakers: Jessica Klein, ADOA General Counsel, ADOA Kelly Wagner, Assistant Attorney General, Office of the Attorney General Charles Grube, Assistant Attorney General, Office of the Attorney General</p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Requisitioners, and Buyers</p> <p>Location: 100 N. 15th Avenue Phoenix AZ, 85007 Conference Room 300 (Third Floor)</p>	ADPROETH101	5/15/24	9:00 am - 12:00 pm	In-Person
Basic Risk Management	<p>Gain knowledge of fundamental concepts encompassing the various insurance programs provided through the Arizona self-insurance program, insurance processes performed by ADOA Risk Management, and how to access online tools and templates.</p> <p>Topics:</p> <ul style="list-style-type: none"> ● Commercial General Liability, Business Auto Liability, Property, Workers' Compensation & Employers' Liability, Crime/Fidelity, and Professional Liability. ● Network Security & Privacy Liability ● Certificates of Insurance ● Exception Requests, Sole Proprietor Waivers, Independent Contractor Agreements <p>Speakers: Jim Abdo, Senior Insurance Analyst, ADOA Risk Katie Rudd, Senior Insurance Analyst, ADOA Risk</p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Requisitioners, and Buyers</p>	ADBRM100	5/16/24	10:00 am - 12:00 pm	Virtual

Course	Description	Session	Date	Time	Location
Request for Proposal	<p>This course walks through the Request for Proposal (RFP) process and discusses best practices from the decision to solicit using an RFP to award and contract administration. Topics discussed during this course include; RFP Background and Introduction, Development of an RFP, Publication and Opening, RFP Evaluation, Award, and Contract Administration. Hear from CPOs, Procurement Managers, and Procurement staff as they share their experiences when working with an RFP. Whether you have RFP experience or are new to the process you will benefit from this hands-on, interactive course.</p> <p>Speakers: Louis Anaya, Chief Procurement Officer, AZDEQ Kerry Wells, Chief Procurement Officer, ADCRR Kim Shelley, Senior Statewide Compliance Manager, ADOA SPO Stacy Ingalls, Senior Procurement Specialist, AHCCCS</p> <p>Target Audience: Chief Procurement Officer & Procurement Managers</p> <p>Location: 100 N. 15th Avenue Phoenix AZ, 85007 Conference Room 300 (Third Floor)</p>	ADRFP100	5/21/24	9:00 am - 4:00 pm	In-Person
\$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 method.</p> <p>Speakers: Ken Sanchez, Chief Procurement Officer, ADOA-SPO Yanneth Montes, Procurement Supervisor, ADOA-SPO</p> <p>Target Audience: Required training for agencies with a \$10K delegation</p>	AD10KDE	5/30/24	1:00 pm - 2:00 pm	Virtual

Course	Description	Session	Date	Time	Location
<p>\$100K Delegation Training</p>	<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 method.</p> <p>Speakers: Ken Sanchez, <i>Chief Procurement Officer, ADOA-SPO</i> Yanneth Montes, <i>Procurement Supervisor, ADOA-SPO</i></p> <p>Target Audience: Required training for agencies with a \$100K delegation</p>	AD100KDE	6/13/24	1:00 pm - 12:00 pm	Virtual