

Upcoming SPO Academy Training

To register for a webinar visit TraCorp (<https://adoa.server.tracorp.com>), and log in:

1. Click on Assigned Content
2. Type in the course number in the search field
3. Click on the down arrow next to the search box and select, "Entire Catalog"
4. Click on the search button, Magnifying Glass icon
5. Click on the search result
6. Click on the "Register" button

Users will receive an email with Webex registration information.

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
Procurement Ethics	<p>A basic discussion of the ethical requirements for state employees whose responsibilities include procurement. The training will review sections of the Procurement Code, Conflict of Interest Laws, Criminal Code, Public Monies Laws, and select policies and ethical codes.</p> <p>Speakers: Jessica Klein, <i>Compliance Deputy Assistant Director, ADOA-SPO</i> Kelly Wagner, <i>Assistant Attorney General, Office of the Attorney General</i> Charles Grube, <i>Assistant Attorney General, Office of the Attorney General</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADPROCETH	12/12/23	10:00 am - 12:00 pm	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; 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, and understand P-Cards.</p> <p>Speakers: John Jimenez, Chief Learning Officer, ADOA SPO Sullyna Mvula, APP Training Manager, ADOA SPO Kim Shelley, Senior Statewide Compliance Manager, ADOA SPO Francis Becker, Financial Consulting Manager, ADOA GAO</p> <p>Target Audience: Administrative Service Officers, Administrative Assistants, Budget Officers, Finance (AP), Business Analysts, Requisitioners, and Receivers.</p>	ADPURCH1	12/20/23	1:00 pm - 3:00 pm	Virtual
Procurement 101	<p>This training discusses the core elements needed to gain foundational knowledge in an area of critical importance to your agency's mission - procurement and contracting for goods and services that serve your clients. This includes defining procurement, its value, and its role within government. The course will explore the influence of statutes, regulations, policies, and the overall regulatory structure in doing the state's business.</p> <p>Speaker: Kim Shelley, Senior Statewide Compliance Manager, ADOA SPO Jenn Calimag, Statewide Compliance Manager, ADOA SPO</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADPRO101	1/17/24	10:00 am - 11:30 am	Virtual
Lunch & Learn: We Don't Say No; We say How	<p>Framing our communication for faster, more productive outcomes: Commonly, customers within an agency's programs and divisions believe procurement tells them what they can and can't buy. This course discusses scenarios and how to frame communication to demonstrate that we are not saying no. We are saying both "yes" and "here's how".</p> <p>Speaker: Kerry Wells, Chief Procurement Officer, ADCRR</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	SPOLNL1	1/19/24	12:00 pm - 1:00 pm	Virtual

Course	Description	Session	Date	Time	Location
Protest - Law and Best Practices	<p>Join us for an in-depth look at the protest and administrative review process. We will walkthrough: the statutes and rules that govern protests and appeals; frequently-protested procurement determinations; and the SPO template for procurement officer decisions. Expect to hear stories from the courtroom about protests, and tips for how to set yourself up for success on appeal.</p> <p>Speakers: Jessica Klein, <i>Compliance Deputy Assistant Director, ADOA-SPO</i> Kelly Wagner, <i>Assistant Attorney General, Office of the Attorney General</i> Renee Uliassi, <i>Statewide Senior Procurement Manager, SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Contract Managers</p>	ADPROT101	1/31/24	1:00 pm - 3:00 pm	Virtual
Negotiation Planning	<p>This course walks through strategies and best practices for preparing for contract negotiations.</p> <p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> ● Understand the importance of preparing for negotiation ● Gather historical and current data and information ● Conduct market analysis ● Build an effective negotiation strategy and develop a negotiation plan ● Track and celebrate negotiated savings <p>Speakers: Renee Uliassi, <i>Statewide Senior Procurement Manager, SPO</i> Yanneth Montes, <i>Procurement Supervisor, SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Contract Managers</p> <p>Location: 100 N. 15th Avenue Phoenix AZ, 85007 Conference Room 300 (Third Floor)</p>	ADNEGPL1	2/21/24	8:00 am - 12:00 pm	In-person