

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
Procurement 101	<p>This training will cover the essential elements required to establish a foundational understanding of the critical area of procurement and contracting for goods and services that support your agency's mission and serve your clients. This includes defining procurement, understanding its value, and recognizing its role within government. The course will also examine the impact of statutes, regulations, policies, and the overall regulatory framework on conducting the state's business.</p> <p>Speakers: Kim Shelley, Senior Statewide Compliance Manager, ADOA SPO Jenn Calimag, Statewide Compliance Manager, ADOA SPO</p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Contract Manager, Requisitioners, and Buyers</p>	ADPRO101	7/17/24	1:00 pm - 2:30 pm	Virtual

Course	Description	Session	Date	Time	Location
<p>Exceptions - CI, Sole Source, Emergency Contracts</p>	<p>A basic discussion on specific terms and conditions binding both the vendor and the State, and basic guidance on Exceptions including; CI, Sole Source, and Emergency contracts.</p> <p>Speakers: Kerry Wells, Chief Procurement Officer, ADCRR Ken Sanchez, Chief Procurement Officer, SPO-EPS</p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Contract Manager, Requisitioners, and Buyers</p>	<p>ADEXCPT1</p>	<p>8/14/24</p>	<p>2:00 pm - 4:00 pm</p>	<p>Virtual</p>
<p>Request for Quotation</p>	<p>We will explore the RFQ process and discuss the following:</p> <ul style="list-style-type: none"> ● What is a Request for Quotation (RFQ)? ● What Does an RFQ Mean in Procurement/Purchasing? ● What Is the Difference Between an RFQ, RFI, and a RFP? ● When Should You Use an RFQ? ● RFQ Process Overview ● Best Practices for Writing an RFQ <p>Speaker: Stacy Ingalls, Senior Procurement Specialist, AHCCCS</p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Contract Manager, Requisitioners, and Buyers</p>	<p>ADRFQ1</p>	<p>9/19/24</p>	<p>10:00 am - 11:30 am</p>	<p>Virtual</p>

Course	Description	Session	Date	Time	Location
10K Delegation Training	<p>\$10k delegation training will explain 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, Chief Procurement Officer, SPO-EPS Yanneth Montes, Procurement Supervisor, SPO-EPS</p> <p>Target Audience: Required training for agencies with a \$10K delegation</p>	AD10KDE	10/10/24	1:00 pm - 2:00 pm	Virtual
100K Delegation Training	<p>The \$100k delegation training will explain 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, Chief Procurement Officer, SPO-EPS Yanneth Montes, Procurement Supervisor, SPO-EPS</p> <p>Target Audience: Required training for agencies with a \$100K delegation</p>	AD100KDE	10/22/24	10:00 am - 11:00 am	Virtual