



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>Speaker: Louis Anaya, <i>Deputy Assistant Director, ADOA SPO</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, Contract Managers, Requisitioners, and Buyers</p>	ADITPRO101	4/17/25	10:00 am - 12:00 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, Public Monies Laws, and select policies and ethical codes.</p> <p>Speakers: Jessica Klein, <i>General Counsel, ADOA</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, Contract Managers, Requisitioners, and Buyers</p>	ADPROCETH	5/14/25	1:00 pm - 3:00 pm	Virtual
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, Professional Liability. ● Network Security & Privacy Liability ● Certificates of Insurance ● Exception Requests, Sole Proprietor Waivers, Independent Contractor Agreements <p>Speakers: Jim Abdo, <i>Senior Insurance Analyst, ADOA Risk</i> Katie Rudd, <i>Senior Insurance Analyst, ADOA Risk</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Contract Managers, Requisitioners, and Buyers</p>	ADB RM100	5/15/25	10:00 am - 12:00 pm	Virtual

Course	Description	Session	Date	Time	Location
Request for Proposal (Day 1)	<p>This course walks through the Request for Proposal (RFP) process and discusses best practices from the decision to solicit using a RFP to award and contract Administration.</p> <p>Topics discussed during Day 1 include:</p> <ul style="list-style-type: none"> ● RFP Background and Introduction ● RFP Development <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADRFP-D1	5/20/25	9:00 am - 12:00 pm	Virtual
Request for Proposal (Day 2)	<p>This course walks through the Request for Proposal (RFP) process and discusses best practices from the decision to solicit using a RFP to award and contract Administration.</p> <p>Topics discussed during Day 2 include:</p> <ul style="list-style-type: none"> ● RFP Development ● RFP Publication and Opening <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADRFP-D2	5/21/25	9:00 am - 12:00 pm	Virtual
Request for Proposal (Day 3)	<p>This course walks through the Request for Proposal (RFP) process and discusses best practices from the decision to solicit using a RFP to award and contract Administration.</p> <p>Topics discussed during Day 3 include:</p> <ul style="list-style-type: none"> ● RFP Evaluation and Award ● Contract Administration. <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADRFP-D3	5/22/25	9:00 am - 12:00 pm	Virtual