

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
Exceptions - CI, Sole Source, Emergency Contracts	<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 Officers, Procurement Managers, and Contract Managers</p>	ADEXCPT1	8/14/24	2:00 pm - 4:00 pm	Virtual

Course	Description	Session	Date	Time	Location
Request for Quotation	<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 Officers, Procurement Managers, and Contract Managers</p>	ADRFQ1	9/19/24	10:00 am - 11:30 am	Virtual
Contract Administration	<p>This course provides an overview of the contract administration process which involves monitoring suppliers, contractors, and service providers' performance in the fulfillment of their contractual obligations, contract implementation, scope, and terms and conditions.</p> <p>Speakers: Jessica Klein, General Counsel, ADOA Louis Anaya, Chief Procurement Officer, AZDEQ</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Contract Managers, Requisitioners, and Buyers</p>	ADCONTAD	9/25/24	10:00 am - 12:00 pm	Virtual
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

Course	Description	Session	Date	Time	Location
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
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; RFP Background and Introduction and RFP Development.</p> <p>Speaker: Kerry Wells, Chief Procurement Officer, ADCRR Stacy Ingalls, Senior Procurement Specialist, AHCCCS</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADRF-P-D1	11/19/24	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; RFP Development and RFP Publication and Opening.</p> <p>Speaker: Louis Anaya, Chief Procurement Officer, AZDEQ Kim Shelley, Sr. Statewide Compliance Manager, ADOA</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADRF-P-D2	11/20/24	9:00 am - 12:00 pm	Virtual

Course	Description	Session	Date	Time	Location
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; RFP Evaluation and Award and Contract Administration.</p> <p>Speaker: Kim Shelley, Sr. Statewide Compliance Manager, ADOA Stacy Ingalls, Senior Procurement Specialist, AHCCCS</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADRFP-D3	11/21/24	9:00 am - 12:00 pm	Virtual