

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
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, Senior Insurance Analyst, ADOA-Risk, Katie Rudd, Senior Insurance Analyst, ADOA-Risk</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADBRM100	11/14/24	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. Topics discussed during Day 1 include; RFP Background and Introduction and RFP Development.</p> <p>Speaker: Kerry Wells, <i>Chief Procurement Officer, ADCRR</i> Stacy Ingalls, <i>Senior Procurement Specialist, AHCCCS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADRFP-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. Topics discussed during Day 2 include; RFP Development and RFP Publication and Opening.</p> <p>Speaker: Louis Anaya, <i>Chief Procurement Officer, AZDEQ</i> Kim Shelley, <i>Sr. Manager of Compliance & Training, ADOA</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADRFP-D2	11/20/24	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. Topics discussed during Day 3 include; RFP Evaluation and Award and Contract Administration.</p> <p>Speaker: Kim Shelley, <i>Sr. Manager of Compliance & Training, ADOA</i> Stacy Ingalls, <i>Senior Procurement Specialist, AHCCCS</i></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

Course	Description	Session	Date	Time	Location
Grube's Laws of Commercial Combat	<p>This fast-paced session draws on Chuck Grube's 44 years of experience in commercial disputes, including administrative proceedings, trial court proceedings, appellate litigation, mediation, and arbitration. Expressed in 11 "laws" modeled (with apologies) on Murphy's Laws of Combat, this seminar explains some eternal and hard truths about contract disputes. The emphasis is on strategy, tactics, and behaviors for winning the best outcome, even when the best outcome is not to fight at all. It also tries to be funny.</p> <p>Speaker: Charles Grube, <i>Assistant Attorney General, Office of the Attorney General</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	SPOLNL13	12/4/24	10:00 am - 11:30 am	Virtual
SP 006 Document Standard Updates	<p>You have spoken and we have heard. Effective October 22, 2024, an updated Standard Procedure 006 was published. This session will highlight the recent changes, clarifications, and new sections, as well as address the APP COI process updates. Bring your questions and gain valuable insights to navigate the revised SP 006 with confidence.</p> <p>Speaker: Kim Shelley, <i>Sr. Manager of Compliance & Training, ADOA</i></p> <p>Target Audience: Users who complete solicitations or direct contracts.</p>	SPOLNL14	12/11/24	11:00 am - 12:00 pm	Virtual
Purchasing 101	<p>This training is designed to provide a comprehensive understanding of the public purchasing process. By the end of this course, participants will have the knowledge and skills to comprehend the Procure To Pay (P2P) process, recognize the most effective methods for purchasing, make use of State Contracts (APP Catalog/Contracts/Punchouts), and explain the Procurement Process.</p> <p>Speaker: John Jimenez, <i>Chief Learning Officer, ADOA</i>, Sullyna Mvula, <i>APP Training Manager, ADOA</i>, Joyann George, <i>Senior Compliance Manager, ADOA</i></p> <p>Target Audience: Administrative Service Officers, Administrative Assistants, Budget Officers, Finance (AP), Business Analysts, Requisitioners, and Receivers.</p>	ADPURCH1	12/12/24	10:00 am - 12:00 pm	Virtual