

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.</p> <p>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.</p> <p>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.</p> <p>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

Course	Description	Session	Date	Time	Location
Procurement 101	<p>Procurement 101 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: Joyann George, <i>Senior Compliance Manager, ADOA</i> Jenn Calimag, <i>Senior Compliance Manager, ADOA</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADPRO101	1/15/25	10:00 am - 11:30 am	Virtual
On Track with the Arizona Procurement Code	<p>The Arizona Procurement Code outlines the legal requirements for the State of Arizona to do business and applies to every expenditure of public monies. This course will review APC basics such as purpose, confidentiality, and conflicts of interest, and clarify some commonly misunderstood terminology such as susceptibility vs. responsiveness.</p> <p>Speaker: Kim Shelley, <i>Sr. Manager of Compliance & Training, ADOA</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	SPOLNL15	1/22/25	11:00 am - 12:00 pm	Virtual
Protest: Law and Practice	<p>Join us for an in-depth look at the protest and administrative review process. We will walk through: 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 setting yourself up for success on appeal.</p> <p>Speaker: Kim Shelley, <i>Sr. Manager of Compliance & Training, ADOA</i> Kelly Wagner, <i>Assistant Attorney General, Office of the Attorney General</i> Renee Uliassi, <i>Statewide Senior Procurement Manager, ADOA</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADPROT101	1/29/25	10:00 am - 12:00 pm	Virtual

Course	Description	Session	Date	Time	Location
10K Delegation Training	<p>The \$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>Speaker: Ken Sanchez, <i>Chief Procurement Officer, ADOA</i> Yanneth Montes, <i>Procurement Supervisor, ADOA</i></p> <p>Target Audience: Required training for agencies with a \$10K delegation</p>	AD10KDE	2/6/25	10:00 am - 11:00 am	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>Speaker: Ken Sanchez, <i>Chief Procurement Officer, ADOA</i> Yanneth Montes, <i>Procurement Supervisor, ADOA</i></p> <p>Target Audience: Required training for agencies with a \$100K delegation</p>	AD100KDE	2/13/25	10:00 am - 11:00 am	Virtual
Negotiations Planning (Virtual)	<p>This course walks through strategies and best practices for preparing for contract negotiations. 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>Speaker: Renee Uliassi, <i>Statewide Senior Procurement Manager, ADOA</i> Yanneth Montes, <i>Procurement Supervisor, ADOA</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADNEGPL1	2/20/25	8:30 am - 12:00 pm	Virtual

Course	Description	Session	Date	Time	Location
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>Speaker: Kim Shelley, <i>Sr. Manager of Compliance & Training, ADOA</i> Louis Anaya, <i>Chief Procurement Officer, AZDEQ</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADCONTAD	2/25/25	1:00 pm - 3:00 pm	Virtual