



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
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

Course	Description	Session	Date	Time	Location
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, Sr. Manager of Compliance & Training, ADOA</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	SPOLNL15	2/12/25	11:00 am - 12:00 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>Speaker: Ken Sanchez, Chief Procurement Officer, ADOA Yanneth Montes, Procurement Supervisor, ADOA</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, Statewide Senior Procurement Manager, ADOA Yanneth Montes, Procurement Supervisor, ADOA</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADNEGPL1	2/20/25	10:00 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
Legal Aspects of Contracting: Developing a Better Understanding of Key Terms and Conditions	<p>This training will walk through core terms and conditions in the current SPO templates of uniform and special terms and conditions. We aim to assist procurement officers in negotiations with vendors and contract administration by providing information and practical tips related to the underlying statutes and legal concepts.</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></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADCONT101	3/5/25	10:00 am - 12:00 pm	Virtual
Exceptions - CI, Sole Source, Emergency, NPTQ	<p>This course offers an overview of the specific terms and conditions that bind both the vendor and the State, along with guidance on exceptions such as Competition Impracticable, Sole Source, Emergency Contracts, and Not Practicable to Quote.</p> <p>Speaker: Ken Sanchez, <i>Chief Procurement Officer, ADOA</i> Kerry Wells, <i>Chief Procurement Officer, ADCRR</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, and Contract Managers</p>	ADEXCPT1	3/12/25	1:00 pm - 3:00 pm	Virtual

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>Chief Procurement Officer, AZDEQ</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