

SPO ALERT

Date: 2/2/2021

To: State Agencies

From: State Procurement Office

Re: RFP Webinar Series

Request For Proposal Webinar Series

Course	Session	Date	Time	Location
RFP Background and Introduction	ADRFP101	2/22/2021	10:00 am - 11:00 am	Virtual

This is the first webinar of the RFP webinar series. Topics include: IFB vs RFP, Terminology, Procurement Online Resource Library, Procurement Philosophy/Ethics, Structure Evaluation Methodology, and Significant Procurement Role

RFP Development (Part A)	ADRFP102	2/23/2021	10:00 am - 11:00 am	Virtual
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This is the second webinar of the RFP webinar series. Topics include: Initiating the Procurement, IT Purchases, Pre Approval Requirements, Understanding Funding Requirements, and Pre Procurement Data Gathering

RFP Development (Part B)	ADRFP102A	2/24/2021	1:00 pm - 2:30 pm	Virtual
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This is the third webinar of the RFP webinar series. Topics include: Establishing the Procurement Schedule, Scope of Work, Terminology, and Establishing Evaluation Criteria, Development of an Evaluation Scoring Tool, Uniform/Special Instructions to Offerors, and much more

RFP Publication and Opening	ADRFP04	2/25/2021	11:00 am - 12:00 pm	Virtual
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This is the fourth webinar of the RFP webinar series. Topics include: Issuing the RFP, Advertising, Conducting the Pre-Offer Conference, Responding to Questions, Amending Solicitations, Receiving Proposals, and much more

RFP Evaluation	ADRFP5	2/26/2021	11:00 am - 12:00 pm	Virtual
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This is the fifth webinar of the RFP webinar series. Topics include the Evaluation Committee Kickoff Meeting, Initial Evaluation Committee Consensus Meeting, Determination of Not Susceptible for Award, Responsibility Determinations, Clarification of Offerors, and Determining Offerors to Negotiate With.

RFP Award and Contract Administration	ADRFP6	3/2/2021	10:00 am - 11:00 am	Virtual
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This is the sixth webinar of the RFP webinar series. Topics include: Completing the Evaluation Committee Report, Finalizing the Procurement File, Awarding the Solicitation, Obtaining Certificates of Insurance, Post Award Meeting, Amending the Contract, and much more

Please join us for the upcoming RFP webinar series!

Content Description: Explore the RFP process and best practices from the decision to solicit using an RFP, development of the RFP document through evaluation, negotiation and completing the process. Hear from CPOs, Procurement Managers, and SPO staff as they share their experiences and procurement lessons. Whether you have RFP experience or are new to the process you will benefit from this hands-on, interactive course.

Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers

To register for a webinar visit TraCorp (<https://adoa.server.tracorp.com>), and login:

1. Click on Assigned Content
2. Type in the course number in the search field
3. Click on the down arrow next to the search box and select, "Entire Catalog"
4. Click on the search button, Magnifying Glass icon
5. Click on the search result
6. Click on the "Register" button

Users will receive an email with Webex registration information.

If there are any questions, please feel free to contact Joe Stubblefield, *SPO Training Administrator* at joe.stubblefield@azdoa.gov.