

## SPO ALERT

**Date:** 5/7/2024  
**To:** State Agencies  
**From:** State Procurement Office  
**Re:** Upcoming In-Person SPO Academy Training (Seats still available!)

### Upcoming In-Person SPO Academy Training:

We still have available seats for our upcoming in-person training. This is a great opportunity for you to expand your knowledge and improve your skills in Procurement Ethics and the Request for Proposal process. We encourage you to register as soon as possible to guarantee your spot in the sessions. We cannot wait to see you there!

Date	Time	Course	Course ID	Location
5/15/24	9:00 am - 12:00 pm	Procurement Ethics	ADPROETH10 1	In-Person
<b>Course Description:</b> A basic discussion of the ethical requirements for state employees whose responsibilities include procurement. The training will review sections of the Procurement Code, Conflict of Interest Laws, Criminal Code, Public Monies Laws, and select policies and ethical codes. <b>Location:</b> 100 N. 15th Avenue Phoenix AZ, 85007 Conference Room 300 (Third Floor)				
Date	Time	Course	Course ID	Location
5/21/24	9:00 am - 4:00 pm	Request for Proposal	ADRFP100	In-Person
<b>Course Description:</b> 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 this course include; RFP Background and Introduction, Development of a RFP, Publication and Opening, RFP Evaluation, Award and Contract Administration. Hear from CPOs, Procurement Managers, and SPO staff as they share their experiences when working with a RFP. Whether you have RFP experience or are new to the process you will benefit from this hands-on, interactive course. <b>Location:</b> 100 N. 15th Avenue Phoenix AZ, 85007 Conference Room 300 (Third Floor)				

To view all upcoming SPO Academy training visit the [SPO Academy Training Page](#).

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

1. Select **Assigned Content**.
2. Type the COURSE ID (Session #) in the **Search** field and press Enter.
3. Select the Course.
4. Select the **Register** button to register for the course. (*Users are welcome to join the waitlist if a course is full*)
5. Users will receive a confirmation email from Tracorp.

If there are any questions, please feel free to contact John Jimenez, *Chief Learning Officer* at [john.jimenez@azdoa.gov](mailto:john.jimenez@azdoa.gov)

