

SPO ALERT

Date: 4/11/2024

To: State Agencies

From: State Procurement Office

Re: Upcoming SPO Academy Training

Upcoming SPO Academy Training:

Join us for the upcoming [SPO Academy Training!](#)

Upcoming Training:

Date	Course	Course ID	Location
4/23/24	Basics of IT Procurement	ADITPRO101	Virtual
4/25/24	Lunch & Learn: RFQ Template, Award Determination, & Standard Work	SPOLNL12	Virtual
5/8/24	Lunch & Learn: RFP Executive Summary, Award Determination, & Best Practices	SPOLNL8	Virtual
5/15/24	Procurement Ethics	ADPROETH101	In-Person
5/16/24	Basic Risk Management	ADBRM100	Virtual
5/21/24	Request for Proposal	ADRF100	In-Person
5/30/24	\$10K Delegation Training	AD10KDE	Virtual
6/13/24	\$100K Delegation Training	AD100KDE	Virtual

To view a complete list of all upcoming training visit the [SPO Academy Training Page](#) here you will find a list of upcoming courses, a brief description of the course, and the date/time it will be offered.

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