

## SPO ALERT

**Date:** 2/13/2024  
**To:** State Agencies  
**From:** State Procurement Office  
**Re:** Upcoming SPO Academy Training

### Upcoming SPO Academy Training:

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

Date	Course	Course ID	Location
2/15/24	\$10,000 Delegation Training	AD10KDE	Virtual
2/15/24	L&L: Risk Assessment and Management Process	SPOLNL11	Virtual
2/21/24	Negotiation Planning ( <b>Virtual Session</b> )	ADNEGPL1	Virtual
2/29/24	Legal Aspects of Contracting	ADCONT101	Virtual
3/7/24	\$100,000 Delegation Training	AD100KDE	Virtual
3/14/24	Lunch & Learn: Off-Contract Authorization Request	SPOLNL7	Virtual
3/21/24	Exceptions - CI, Sole Source, and Emergency Contracts	ADEXCPT1	Virtual

To view a brief course description of 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)