

SPO ALERT

Date: 3/14/2024

To: State Agencies

From: State Procurement Office

Re: Upcoming SPO Academy Training **(New Training Added!)**

Upcoming SPO Academy Training:

Join us for the upcoming SPO Academy Training!

The following training was recently added to the schedule:

Date/Time	Course	Course ID	Location
4/25/24 12:00 pm - 1:00 pm	<p>Course: Lunch & Learn: RFQ Template, Award Determination, & Standard Work</p> <p>Description: This training session focuses on the Arizona Procurement Code (APC) requirements for a Request for Quotation (RFQ). It covers the existing RFQ template and the required attachments. It provides a live walk-through of the RFQ Executive Summary and Award Determination Template as well as the Standard Work from the Determinations Library.</p> <p>This course is designed to be useful for delegation holders of \$100k or more, or for anyone who would like to learn more about RFQs, including the different ways an RFQ can be structured and modified to meet your solicitation needs.</p> <p>Speakers: Kim Shelley, <i>Senior Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officer, Procurement Managers, Procurement Officer, and Buyers</p>	SPOLNL12	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 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