

SPO ALERT

Date: 5/4/2022
To: State Agencies
From: State Procurement Office
Re: SPO Academy Training

SPO Academy Training:

Negotiation Planning (In-Person)				
Course	Session	Date	Time	Location
Negotiation Planning	ADNEGO1	5/11/22	9:00 am - 4:30 pm	In-Person 100 N. 15th Avenue Phoenix AZ, 85007 Conference Room 300
<p>Content Description: This class provides best practices, strategies, and tactics for conducting Contract negotiations. Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none">• Learn how tools and benchmarking will help you decide on a strategic approach• Discuss the value and importance of preparation and practice for Negotiations• Learn a proven negotiation process that can be implemented as desired• Learn how to build an effective negotiation strategy• Develop a negotiation plan• Track and celebrate negotiated savings <p>Speakers: Ed Jimenez, <i>State Procurement Administrator, ADOA-SPO</i> Steve Nettles, <i>Senior Procurement Manager, ADOA-SPO</i> Renee Uliassi, <i>Procurement Analyst Statewide, ADOA-SPO</i> Yanneth Montes, <i>Statewide Procurement Manager, ADOA-EPS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>				

Legal Aspects of Contracting: Developing a Better Understanding of Key Terms and Conditions				
Course	Session	Date	Time	Location
Legal Aspects of Contracting	ADCONT101	5/12/22	10:00 am - 12:00 pm	Virtual

Content Description: This training will walk through core terms and conditions in the current SPO templates of uniform and special terms and conditions. Our aim is to assist procurement officers in negotiation with vendors and contract administration by providing information and practical tips related to the underlying statutes and legal concepts.

Speakers:

Jessica Klein, *Compliance Deputy Assistant Director, ADOA-SPO*

Kim Shelly, *Statewide Compliance Manager, ADOA-SPO*

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

Basic Risk Management Training				
Course	Session	Date	Time	Location
Basic Risk Management Training	ADBRM100	5/24/22	10:00 am - 12:00 pm	Virtual

Content Description: Gain knowledge of fundamental concepts encompassing the various insurance programs provided through the Arizona self-insurance program, insurance processes performed by ADOA Risk Management, and how to access online tools and templates.

Topics:

- Commercial General Liability, Business Auto Liability, Property, Workers' Compensation & Employers' Liability, Crime/Fidelity, Professional Liability.
- Network Security & Privacy Liability
- Certificates of Insurance
- Exception Requests, Sole Proprietor Waivers, Independent Contractor Agreements

Speakers:

Keith Johnson, *State Risk Manager, ADOA-Risk*

Jim Abdo, *Senior Insurance Analyst, ADOA-Risk*

Katie Rudd, *Senior Insurance Analyst, ADOA-Risk*

Karina Charley, *ADMV SVCS OFFCR 2, ADOA-Risk*

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

To see a list of upcoming SPO Academy Training visit [Upcoming SPO Academy Training](#) and follow the steps listed below to register.

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

1. Click on Assigned Content
2. Type in the course session 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 John Jimenez, *Chief Learning Officer* at john.jimenez@azdoa.gov