

SPO ALERT

Date: 01/05/2024

Target Audience: Chief Procurement Officers, Contract Managers, Procurement Officers

From: State Procurement Office

Re: Contract Management Enhancements

Please join us for upcoming webinar sessions! You can attend one of three 30-minute training sessions on changes made to contract management.

This training will go over several enhancements that have been introduced in the contracting process. Browse Contracts gives users an easier understanding of a Contract Lifecycle. Fields such as Extended End Date, Renegotiation, and Renegotiation Countdown have been enhanced. Tooltips have been refreshed, giving users a greater understanding of how those fields behave.

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

1. Select **Assigned Content**.
2. Type the COURSE ID - **ADAPPCM24** in the **Search** field and press Enter.
3. Select the Course.
4. Select the **Register button** to register for the course.
5. Users will receive a confirmation email from Tracorp.

| Date | Time |
|----------|---------------------|
| 01/09/24 | 10:00 am - 10:30 am |
| 01/09/24 | 1:00 pm - 1:30 pm |
| 01/10/24 | 11:30 am - 12:00 pm |

For questions, please feel free to contact *Sullynna Mvula*, APP Training Manager, at sullynna.mvula@azdoa.gov