

## SPO ALERT

**Date:** 7/22/2022  
**To:** State Agencies  
**From:** State Procurement Office  
**Re:** Upcoming SPO Academy Training

### Upcoming SPO Academy Training:

Please join us for the upcoming SPO Academy Training!

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

Course	Description	Session	Date	Time	Location
Differences Between Agency Contracting Authority and Procurement Authority	Procurement professionals often assist with contracts not covered by the Procurement Code. Learn the practical differences and how to deal with an exempt contract, ISA, IGA, or MOU. <b>Speakers:</b> <b>Charles Grube</b> , <i>Assistant Attorney General</i> <b>Kelly Wagner</b> , <i>Assistant Attorney General</i> <b>Target Audience:</b> Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers	ADACPA	7/26/22	1:00 pm - 2:00 pm	Virtual
\$100K Delegation	\$100k delegation training will explain the procurement authority and responsibility granted within your delegation. Topics covered include the use of mandatory contracts, \$100,000 delegation requirements, and the source selection process. <b>Speakers:</b> <b>Ken Sanchez</b> , <i>Chief Procurement Officer, ADOA SPO</i> <b>Target Audience:</b> <b>Required training for Agencies with \$100k Delegation</b> , Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers	AD100KDE	7/28/22	10:00 am - 11:00 am	Virtual
\$10K Delegation	\$10k delegation training will explain the procurement authority and responsibility granted within your delegation. Topics covered include the use of mandatory contracts, \$10,000 delegation requirements, and the source selection process. <b>Speakers:</b> <b>Yanneth Montes</b> , <i>Procurement Analyst Statewide, ADOA SPO</i> <b>Cyndi Hawk</b> , <i>Procurement Analyst Statewide, ADOA SPO</i> <b>Target Audience:</b> <b>Required training for Agencies with \$10k Delegation</b> , Chief Procurement Officers, Procurement Managers, Requisitioners, Buyers, and Management	AD10KDE	8/4/22	10:00 am - 11:00 am	Virtual

Course	Description	Session	Date	Time	Location
Attorney-Client Privilege	Learn the legal basis of the privilege and why it matters in the procurement context. This will help procurement professionals to identify privileged communications and protect the State's legitimate interest in preserving the confidentiality of attorney-client communications. <b>Speakers:</b> <b>Charles Grube</b> , <i>Assistant Attorney General</i> <b>Kelly Wagner</b> , <i>Assistant Attorney General</i> <b>Target Audience:</b> Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers	ADATCLP	8/16/22	10:00 am - 11:00 am	Virtual
Contract Administration	Overview of the contract administration process which involves monitoring of suppliers, contractors, and service providers' performance in the fulfillment of their contractual obligations, contract implementation, scope, and terms and conditions. <b>Speakers:</b> <b>Jessica Klein</b> , <i>Compliance Deputy Assistant Director, ADOA SPO</i> <b>Louis Anaya</b> , <i>Chief Procurement Officer, AZDEQ</i> <b>Target Audience:</b> Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers	ADCONTAD	8/17/22	2:00 pm - 3:30 pm	Virtual

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

1. Select **Assigned Content**.
2. Type the COURSE ID (Session #) in the **Search** field and press the **Enter** key.
3. Select the Course.
4. Select the **Register button** to register for the course.
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)