

SPO ALERT

Date: 3/27/2024

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
5/8/24 12:00 pm - 1:00 pm	Course: Lunch & Learn: RFP Executive Summary, Award Determination, & Best Practices Description: This training walks through the RFP Executive Summary and Award Document, how to use the template, and reviews the standard work created for documenting the award process and stated best practices. Speakers: Kim Shelley , <i>Senior Statewide Compliance Manager, ADOA SPO</i> Target Audience: Chief Procurement Officer, Procurement Managers, Procurement Officer, and Buyers	SPOLNL8	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