

## SPO ALERT

Date: 1/5/2020

To: State Agencies

From: State Procurement Office

Re: Invitation for Bid (IFB) Training

### Invitation for Bid

Course	Session	Date	Time	Location
Invitation For Bid	ADIFB101	1/21/2021	10:00 am - 12:00 pm	Virtual

Please join us for an upcoming training on Invitation For Bid!

**Content Description:**

- Explore how to use a simplified, low-bid process to award contract(s) for a defined, specific scope.
- Explain how to maximize competition, and utilize determinations.
- Review the importance of accurate specifications

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

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

1. Click on Assigned Content
2. Type in the course number 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 Joe Stubblefield, *SPO Training Administrator* at [joe.stubblefield@azdoa.gov](mailto:joe.stubblefield@azdoa.gov).