

## SPO ALERT

**Date:** 7/29/2021  
**To:** State Agencies  
**From:** State Procurement Office  
**Re:** Negotiation Planning

Negotiation Planning Training				
Course	Session	Date	Time	Location
Negotiation Planning	ADNEGO1	8/26/2021	9:00 am to 4:30 pm	1700 W Washington St, Phoenix, AZ 85007 (State Capitol Executive Tower, 2nd Floor Conference Room)

Please join us for an upcoming Negotiation Planning training.

**Content Description:** This class provides best practices, strategies and tactics for conducting Contract negotiations. Upon completion of the course, participants will be able to:

- 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

**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

**\*\*\*We ask if you are going to attend that you complete the following pre-work and bring it with you for the class.\*\*\***

1. What are the top 3 Solicitations you have coming up within the next 6 months?
2. What's the budget (for new Solicitations)?
3. What's the funding source?
4. What's the annual spend (for rebids)?
5. What's the applicable NIGP codes?
6. What are known benchmarks (Acceptable Rates and costs)?
7. Anticipated Length/Term of resultant Contracts?

If there are any questions, please feel free to contact Joe Stubblefield, *Chief Learning Officer* at [joe.stubblefield@azdoa.gov](mailto:joe.stubblefield@azdoa.gov).