

SPO ALERT

Date: September 5, 2024
To: State Agencies
From: State Procurement Office
Re: SPO Academy Microlearning Available!

New SPO Academy Microlearning:

The following microlearning course was recently added to Tracorp.

Course	Description	Course ID	Location
Source Selection Microlearning	This microlearning course covers aggregate dollar amount and source selection methods, focusing on the key differences between small dollar purchases, RFQ (Request for Quotation), IFB (Invitation for Bid), RFP (Request for Proposal), and RFQu (Request for Qualifications).	ADSPOML00 1	Tracorp

To view a complete list of all upcoming SPO Academy 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/time it will be offered.

To complete the course or to register for any courses visit TraCorp (<https://adoa.server.tracorp.com>), and log in.

1. Type the COURSE ID (Session #) in the **Search** field and press Enter.
2. Select the Course.
3. Select the **Assign** button to register for the course. (*Users are welcome to join the waitlist if a course is full*)
4. 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