

SPO ALERT

Date: December 3, 2024
To: State Agencies
From: State Procurement Office
Re: SPO Academy On-Demand \$10,000 Delegation CBT

New SPO Academy On-Demand Training:

A new on-demand Computer-Based Training (CBT) module has been added to Tracorp. This training satisfies the \$10,000 Delegation training outlined in Technical Procedure (TB) 002. Individuals who wish to pursue a \$10,000 delegation must complete this course. The Training and Compliance team is in the process of developing a \$100,000 Delegation training, which will be available in the near future. If you are an EPS-supported agency, you will still be required to attend the \$10k delegation training provided by Ken Sanchez and Yanneth Montes in addition to completing this CBT course.

Course	Description	Course ID	Location
\$10,000 Delegation Training	<p>The \$10,000 delegation training explains the procurement authority and responsibility granted within a \$10,000 delegation.</p> <p>By the end of this course, learners will be able to:</p> <ul style="list-style-type: none">• Describe the role of the State Procurement Office• Define a \$10,000 Procurement Delegation Authority• Outline delegation reporting requirements• Identify mandatory contracts in APP• Explain available source selection options	AD10KDEL	Tracorp

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 in the **Search** field and press Enter.
2. Locate Course
3. Select the **Assign and Launch/Launch this Content** button to launch the course.
4. Complete the course

If there are any questions or feedback on the course, please contact John Jimenez, *Chief Learning Officer* at john.jimenez@azdoa.gov