

SPO ALERT

Date: 2/7/2023

To: State Agencies

From: State Procurement Office

Re: SPO Academy Training - **New Training Added**

Upcoming SPO Academy Training:

Please join us for the upcoming SPO Academy Training!

The following training was recently added to the schedule:

Date	Course	Course ID	Location
2/23/23	10K Delegation Training	AD10KDE	Virtual
3/1/23	100K Delegation Training	AD100KDE	Virtual
3/22/23	Off-Contract Authorization Request	SPOLNL7	Virtual
3/30/23	RFP Executive Summary, Award Determination, & Best Practices	SPOLNL8	Virtual
4/12/23	Negotiation Planning	ADNEGO1	In-Person

***To view the full description of the course, please visit the [SPO Academy Training Page](#).**

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

1. Select **Assigned Content**.
2. Type the COURSE ID (Session #) in the **Search** field and press the **Enter** key.
3. Select the Course.
4. Select the **Register button** to register for the course.
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