

SPO ALERT

Date: 7/9/2021
To: State Agencies
From: State Procurement Office
Re: SPO Academy Training Series - Quarter 1 Schedule

FY22 SPO Academy Training Series: Quarter 1 Schedule

Procurement 101 Training				
Course	Session	Date	Time	Location
Procurement 101	ADPRO101	7/28/2021	10:00 am - 12:00 pm	Virtual
<p>Please join us for an upcoming Procurement 101 training.</p> <p>Content Description: Procurement 101 discusses the core elements needed to gain foundational knowledge in an area of critical importance to your agency's mission - procurement and contracting for goods and services that serve your clients. This includes defining procurement, its value, and role within government. The course will explore the influence of statutes, regulations, policies and the overall regulatory structure in doing the state's business.</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p> <p>To register for a webinar visit TraCorp (https://adoa.server.tracorp.com), and login:</p> <ol style="list-style-type: none"> 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 <p>Users will receive an email with Webex registration information. If there are any questions, please feel free to contact Joe Stubblefield, <i>Chief Learning Officer</i> at joe.stubblefield@azdoa.gov.</p>				

Negotiation Planning Training				
Course	Session	Date	Time	Location
Negotiation Planning	ADNEGO1	8/26/2021	9:00 am - 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

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*****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?

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Purchasing 101 Training				
Course	Session	Date	Time	Location
Purchasing 101	ADPURCH101	9/30/2021	10:30 am - 12:00 pm	Virtual

Please join us for an upcoming Procurement 101 training.

Content Description:

This training explains and facilitates understanding of the public purchasing process. This purchasing overview workshop contains lecture and discussion – as well as topic-based use case scenarios and solutions. Upon completion of the course, participants will be able to:

- Understand the Procure To Pay (P2P) process (what's a requisition, why state contracts vs. p-cards, etc.)
- Identify the best known methods for shopping
- Find items that are on contract
- Determine best methods for change orders

Suggested roles that would benefit from this course include: Administrative Service Officers, Administrative Assistants, Budget Officers, Finance (AP), Business Analyst, Requisitioners, Receivers, etc.

We need your assistance! Please distribute this email and invite non-procurement staff from your agency to register for this course.

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