

Upcoming SPO Academy Training

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If there are any questions, please feel free to contact John Jimenez, *Chief Learning Officer* at john.jimenez@azdoa.gov

Course	Description	Session	Date	Time	Location
Procurement 101	<p>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>Speakers: Jenn Calimag, <i>Statewide Compliance Manager, ADOA SPO</i> Charlie Stevens, <i>Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADPRO101	1/27/22	10:00 am - 11:30 am	Virtual

Course	Description	Session	Date	Time	Location
Request for Quotation	<p>We will explore the RFQ process and discuss the following:</p> <ul style="list-style-type: none"> ● What is a Request for Quotation (RFQ)? ● What Does an RFQ Mean in Procurement/Purchasing? ● What Is the Difference Between an RFQ, RFI and a RFP? ● When Should You Use an RFQ? ● RFQ Process Overview ● Best Practices for Writing an RFQ <p>Speaker: Stacy Ingalls, <i>Senior Procurement Specialist, AHCCCS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFQ1	2/10/22	10:00 am - 11:30 am	Virtual
Protest - Law & Best Practices	<p>Please join us for an in-depth look at the protest and administrative review process. We will walk through: the statutes and rules which govern protests and appeals; frequently-protested procurement determinations; and the SPO template for procurement officer decisions. Expect to hear stories from the courtroom about protests, and tips for how to set yourself up for success on appeal.</p> <p>Speakers: Jessica Klein, <i>Compliance Deputy Assistant Director, ADOA SPO</i> Kelly Wagner, <i>Assistant Attorney General, Office of the Attorney General</i> Renee Uliassi, <i>Statewide Procurement Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADPROT101	2/17/22	10:00 am - 12:00 pm	Virtual

Course	Description	Session	Date	Time	Location
Request for Proposal (RFP) Webinar Series - Background and Introduction	<p>This is the first webinar of the RFP webinar series. Topics include: IFB vs RFP, Terminology, Procurement Online Resource Library, Procurement Philosophy/Ethics, Structure Evaluation Methodology, and Significant Procurement Role.</p> <p>Speaker: Stacy Ingalls, <i>Senior Procurement Specialist, AHCCCS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP1	3/14/22	10:00 am - 11:00 am	Virtual
RFP Webinar Series - Development (Part A)	<p>This is the second webinar of the RFP webinar series. Topics include: Initiating the Procurement, IT Purchases, Pre Approval Requirements, Understanding Funding Requirements, and Pre Procurement Data Gathering.</p> <p>Speaker: Kerry Wells, <i>Senior Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP2	3/15/22	10:00 am - 11:30 am	Virtual
RFP Webinar Series - Development (Part B)	<p>This is the third webinar of the RFP webinar series. Topics include: Establishing the Procurement Schedule, Scope of Work, Terminology, Establishing Evaluation Criteria, Development of an Evaluation Scoring Tool, Uniform/Special Instructions to Offerors, and much more.</p> <p>Speaker: Kerry Wells, <i>Senior Statewide Compliance Manager, ADOA SPO</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP3	3/16/22	1:00 pm - 2:30 pm	Virtual

Course	Description	Session	Date	Time	Location
RFP Webinar Series - Publication and Opening	<p>This is the fourth webinar of the RFP webinar series. Topics include: Issuing the RFP, Advertising, Conducting the Pre-Offer Conference, Responding to Questions, Amending Solicitations, Receiving Proposals, and much more.</p> <p>Speaker: <i>Louis Anaya, Chief Procurement Officer, AZDEQ</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP4	3/17/22	10:00 am - 11:00 am	Virtual
RFP Webinar Series - Evaluation	<p>This is the fifth webinar of the RFP webinar series. Topics include the Evaluation Committee Kickoff Meeting, Initial Evaluation Committee Consensus Meeting, Determination of Not Susceptible for Award, Responsibility Determinations, Clarification of Offerors, and Determining Offerors to Negotiate With.</p> <p>Speaker: <i>Chris Ruth, Chief Procurement Officer, AZDHS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP5	3/18/22	10:00 am - 11:00 am	Virtual
RFP Webinar Series - Award and Contract Administration	<p>This is the sixth webinar of the RFP webinar series. Topics include: Completing the Evaluation Committee Report, Finalizing the Procurement File, Awarding the Solicitation, Obtaining Certificates of Insurance, Post Award Meeting, Amending the Contract, and much more.</p> <p>Speaker: <i>Stacy Ingalls, Senior Procurement Specialist, AHCCCS</i></p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>	ADRFP6	3/21/22	10:00 am - 11:00 am	Virtual