

## SPO ALERT

Date: 12/6/2022

To: State Agencies

From: State Procurement Office

Re: SPO Academy Upcoming Training - **Register Today!**

### New Cost and Pricing Data Process Improvements - **New Training!**

Course ID	Date	Time	Location
SPOLNL4	12/12/2022	1:00 pm - 2:00 pm	Webinar

The SPO Library has created a new template and standard work for use when reviewing price increases requested under AAC R2-7-702 through -705. This short training will walk through these new documents. There will also be a discussion of issues related to this process, particularly with regard to gathering the appropriate information from suppliers to assess requested increases to contract pricing.

**Speakers:**

**Jessica Klein**, Compliance Deputy Assistant Director, ADOA-SPO

**Steve Nettles**, Senior Procurement Manager, ADOA SPO

**Target Audience:**

Chief Procurement Officers and Procurement Managers

### Procurement Ethics

Course ID	Date	Time	Location
ADPROCETH	12/15/2022	10:00 am - 11:30 am	Webinar

A basic discussion of the ethical requirements for state employees whose responsibilities include procurement. The presentation will review sections of the Procurement Code, Conflict of Interest Laws, Criminal Code, and Public Monies Laws in addition to select policies and ethical codes.

**Speakers:**

**Jessica Klein**, Compliance Deputy Assistant Director, ADOA-SPO

**Kelly Wagner**, Assistant Attorney General, Office of the Attorney General

**Charles Grube**, Assistant Attorney General, Office of the Attorney General

**Target Audience:**

Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers

Procurement 101			
Course ID	Date	Time	Location
ADPRO101	1/10/2023	1:00 pm - 2:30 pm	Webinar
<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><b>Speakers:</b>  <b>Kerry Wells</b>, <i>Senior Statewide Compliance Manager, ADOA SPO</i>  <b>Jenn Calimag</b>, <i>Statewide Compliance Manager, ADO SPO</i></p> <p><b>Target Audience:</b>  Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>			

PO/Uniform Term and Conditions - <b>New Training!</b>			
Course ID	Date	Time	Location
SPOLNL5	1/12/2023	10:00 am - 11:30 am	Webinar
<p>The uniform terms and conditions and purchase order terms and conditions have been updated for the first time in roughly a decade. This presentation will cover how these documents have changed and why, so that procurement officers can better utilize them in contract administration.</p> <p><b>Speakers:</b>  <b>Jessica Klein</b>, <i>Compliance Deputy Assistant Director, ADOA SPO</i></p> <p><b>Target Audience:</b>  Chief Procurement Officers and Procurement Managers</p>			

RFP Document Walkthrough - <b>New Training!</b>			
Course ID	Date	Time	Location
SPOLNL6	1/19/2023	10:00 am - 11:30 am	Webinar
<p>The Request for Proposal documents have recently been updated to account for the new uniform terms and conditions, as well as other changes designed to make the document more user-friendly. This presentation will walk through the changes made to the special terms and conditions (including the documents used for insurance requirements), as well as updates to RFP attachments.</p> <p><b>Speakers:</b>  <b>Jessica Klein</b>, Compliance Deputy Assistant Director, ADOA SPO</p> <p><b>Target Audience:</b>            Chief Procurement Officers and Procurement Managers</p>			

Protest - Law & Best Practices			
Course ID	Date	Time	Location
ADPROT101	1/26/2023	10:00 am - 12:00 pm	Webinar
<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><b>Speakers:</b>  <b>Jessica Klein</b>, Compliance Deputy Assistant Director, ADOA SPO  <b>Kelly Wagner</b>, Assistant Attorney General, Office of the Attorney General  <b>John Redhorse</b>, IT Procurement Group Manager, ADOA SPO</p> <p><b>Target Audience:</b>            Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p>			

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

1. Click on Assigned Content
2. Type in the Course ID 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

If there are any questions, please feel free to contact John Jimenez, *Chief Learning Officer* at [John.Jimenez@azdoa.gov](mailto:John.Jimenez@azdoa.gov).