

SPO ALERT

SPO Alert

Date: 9/17/2021
To: State Agencies
From: State Procurement Office
Re: SPO Academy Training Series - Quarter 2 Schedule

**FY22 SPO Academy Training Series:
Quarter 2 Schedule**

| Contract Administration Training | | | | |
|---|----------|----------|-------------------|----------|
| Course | Session | Date | Time | Location |
| Contract Administration | ADCONTAD | 10/27/21 | 1:00 pm - 2:30 pm | Webinar |

Content Description:

Overview of the contract administration process which involves monitoring of suppliers, contractors and service providers' performance in the fulfillment of their contractual obligations, contract implementation, scope, and terms and conditions.

Target Audience:

Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers

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

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

Users will receive an email with Webex registration information.

If there are any questions, please feel free to contact Joe Stubblefield, *SPO Chief Learning Officer* at joe.stubblefield@azdoa.gov.

| Exceptions - CI, Sole Source, and Emergency Contracts | | | | |
|--|---------|------|------|----------|
| Course | Session | Date | Time | Location |

| | | | | |
|---|---------|----------|---------------------|---------|
| Exceptions - CI, Sole Source, and Emergency Contracts | ADEXCPT | 12/16/21 | 10:00 am - 11:30 am | Virtual |
|---|---------|----------|---------------------|---------|

Please join us for an upcoming training on Exceptions.

Content Description: A basic discussion on specific terms and conditions binding both the vendor and the State, and basic guidance on Exceptions including; CI, Sole Source, and Emergency contracts.

Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers

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