

ARIZONA

SPO ALERT

Date: 3/4/2025

To: State Agencies

From: State Procurement Office

Re: Upcoming SPO Academy Training!

Upcoming SPO Academy Training:

The following SPO Academy courses are available for registration:

Date	Course	Course ID
3/5/25	Legal Aspects of Contracting: Developing a Better Understanding of Key Terms and Conditions	ADCONT101
3/12/25	Exceptions - CI, Sole Source, Emergency, NPTQ	ADEXCPT1
4/17/25	Basics of IT Procurement	ADITPRO101
5/14/25	Procurement Ethics	ADPROCETH
5/15/25	Basic Risk Management	ADBRM100
5/20/25	RFP Series Day 1	ADRFP-D1
5/21/25	RFP Series Day 2	ADRFP-D2
5/22/25	RFP Series Day 3	ADRFP-D3

To view a complete 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/time it will be offered.

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

1. Type the COURSE ID (Session #) in the **Search** field and press Enter.
2. Select the Course.
3. Select the **Register** button to register for the course. (*Users are welcome to join the waitlist if a course is full*)
4. 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