

SPO ALERT

**Date:** 10/7/2021

**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](mailto:joe.stubblefield@azdoa.gov).

## Procurement Ethics Training

Course	Session	Date	Time	Location
Procurement Ethics	ADPROCETH	12/9/21	10:00 am - 12:00 pm	Virtual

Please join us for an upcoming training on Procurement Ethics!

**Content Description:** 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.

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

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

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Exceptions - CI, Sole Source, and Emergency Contracts				
Course	Session	Date	Time	Location
Exceptions - CI, Sole Source, and Emergency Contracts	ADEXCPT1	12/16/21	10:00 am- 11:30 am	Virtual
<p>Please join us for an upcoming training on Exceptions.</p> <p><b>Content Description:</b> 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.</p> <p><b>Target Audience:</b> Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers</p> <p><b>To register for a webinar visit TraCorp (<a href="https://adoa.server.tracorp.com">https://adoa.server.tracorp.com</a>), and login:</b></p> <ol style="list-style-type: none"> <li>1. Click on Assigned Content</li> <li>2. Type in the course number in the search field</li> <li>3. Click on the down arrow next to the search box and select, "Entire Catalog"</li> <li>4. Click on the search button, Magnifying Glass icon</li> <li>5. Click on the search result</li> <li>6. Click on the "Register" button</li> </ol> <p>Users will receive an email with Webex registration information.</p> <p>If there are any questions, please feel free to contact Joe Stubblefield, <i>SPO Chief Learning Officer</i> at <a href="mailto:joe.stubblefield@azdoa.gov">joe.stubblefield@azdoa.gov</a>.</p>				

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