Date: **November 7, 2024**

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
11/14/24	Basic Risk Management Training	ADBRM100
11/19/24 11/20/24 11/21/24	Request For Proposal Training (Day 1) Request For Proposal Training (Day 2) Request For Proposal Training (Day 3)	ADRFP-D1 ADRFP-D2 ADRFP-D3
12/4/24	Grube's Laws of Commercial Combat	SPOLNL13
12/11/24	SP 006 Document Standard Updates	SPOLNL14
12/12/24	Purchasing 101	ADPURCH1
1/15/25	Procurement 101	ADPRO101
1/22/25	On Track with the Arizona Procurement Code	SPOLNL15
1/29/25	Protest: Law and Practice	ADPROT101
2/6/25	10K Delegation Training	AD10KDE
2/13/25	100K Delegation Training	AD100KDE
2/20/25	Negotiations Planning (Virtual)	ADNEGPL1
2/25/25	Contract Administration	ADCONTAD

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*