

SPO ALERT

Date: June 18th, 2024
To: State Agencies
From: State Procurement Office
Re: Upcoming SPO Academy Training

Upcoming SPO Academy Training:

The following course was recently added to the schedule.

Date/Time	Course	Course ID	Location
7/17/24 1:00 pm - 2:30 pm	Procurement 101	ADPRO101	Virtual
<p>Course Description: This training will cover the essential elements required to establish a foundational understanding of the critical area of procurement and contracting for goods and services that support your agency's mission and serve your clients. This includes defining procurement, understanding its value, and recognizing its role within government. The course will also examine the impact of statutes, regulations, policies, and the overall regulatory framework on conducting the state's business.</p> <p>Speakers: Kim Shelley, Senior Statewide Compliance Manager, ADOA SPO Jenn Calimag, Statewide Compliance Manager, ADOA SPO</p> <p>Target Audience: Chief Procurement Officers, Procurement Managers, Contract Managers, Requisitioners, and Buyers</p>			

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

1. Select **Assigned Content**.
2. Type the COURSE ID (Session #) in the **Search** field and press Enter.
3. Select the Course.
4. Select the **Register button** to register for the course. (*Users are welcome to join the waitlist if a course is full*)
5. 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