
SPO Training Alert: State Procurement Office Training Opportunity – Negotiation Planning, Strategies & Tactics Training

SPO Training Alert

Date: September 4, 2018
To: Agency Procurement Professionals
From: Arizona State Procurement Office
Re: State Procurement Office Training Opportunity - Negotiation Planning, Strategies & Tactics Training

The following ProcureAZ classroom training is available for registration through HRIS/YES:

PAZ000220C - Negotiation Planning Training

This class provides strategies and tactics for conducting Contract negotiations. **There are no prerequisites for this course.**

New Sessions open for registration:

Course	Session	Date	Time	Location
PAZ000220C	403	9/27/18	9:00am - 3:00pm	ADOA 100 N. 15 th Ave. Room 300

To register log in to HRIS/YES (https://portal.hris.azdoa.gov/CES/ces_login.jsp), select Employee Training in the menu on the left, then select Registration by Category, and finally select ADOA Courses.

1. Scroll through the list in the small window on the top right to find:
PAZ000220C Negotiation Planning Training (you can sort the courses alphabetically by clicking on the column heading 'Course').
2. Click on the course number (**PAZ000220C**) and register for the **session** in the middle window on the right (click on the session number).
3. You will receive an email confirming your registration.

We ask if you are going to attend that you complete the following pre-work and bring it with you for the class.

1. What are the top 3 Solicitations you have coming up within the next 6 months?
2. What's the budget (for new Solicitations)?
3. What's the funding source?
4. What's the annual spend (for rebids)?
5. What's the applicable NIGP codes?
6. What are known benchmarks (Acceptable Rates and costs)?
7. Anticipated Length/Term of resultant Contracts?

If you have difficulty registering please call the Help Desk at 602-542-7600 (option 3) or email procure@azdoa.gov. If you have question in regards to the class please e-mail Jennifer Wenger at Jennifer.wenger@azdoa.gov.

Jennifer D. Wenger
