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| Wisconsin Department of administration  Division of Enterprise operations  DOA-3833 (R 11/2018)  s. Ch. 16.71; 16.72(4); 16.75(1)(c) |  |  |

Purchasing Personnel Inventory

Instructions: Completion of this form supports an agency’s request for purchasing delegation. It is designed to capture purchasing experience and knowledge of employees who impact the agency’s procurement functions. Please complete a separate Purchasing Personnel Inventory for the special designated agent and each individual purchasing staff.

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| --- | --- | --- |
| **Section 1: Personal Information** | | |
| Provide the information below on the individual and the employing procurement office. | | |
| Name: | | Date: |
| Title: | | Agency or UW Campus: |
| Phone: | | Division or Bureau: |
| Email: | | Address: |
| Please select the applicable procurement position below: | | |
| Person seeking delegation (Special Designated Agent) | | |
| Procurement Supervisor/Manager | | |
| Procurement Position (i.e. Specialist, Agent, etc.) | | |
| Procurement Support Position (i.e. Office Associate, etc.) | | |
| Print Buyer | | |
|  | | |
| **Section 2: Procurement Experience** | | |
| Describe your experience creating, awarding, and administering requests for bids (RFBs) and requests for proposals (RFPs).  Procurement experience refers to the person's depth of experience, where it was acquired and the complexity of the procurement (e.g.: 3-5 years creating, awarding and administering rocket fuel contracts for NASA; 6-10 years purchasing equipment to make rocket fuel for TNT Corp). You may provide narratives in multiple ranges. | | |
| > 20 years’ experience  Describe the most complex work in the most recent 5 years: |  | |
| 11 to 20 years’ experience |  | |
| 6 to 10 years’ experience |  | |
| 3 to 5 years’ experience |  | |
| 1 to 2 years’ experience |  | |
| < 1 year of experience |  | |
|  | | |
| **Section 3: Market Experience** | | |
| Describe the type of commodity or service market and where you acquired the specialized knowledge. Market experience refers to the person’s experience working in specific commodities and/or services (e.g.: 1 to 2 years in software purchases in the public sector; 3 to 5 years with vehicle purchases at Milwaukee Public Schools, etc.). You may provide narratives in multiple ranges. | | |
| > 20 years’ experience | |  |
| 11 to 20 years’ experience | |  |
| 6 to 10 years’ experience | |  |
| 3 to 5 years’ experience | |  |
| 1 to 2 years’ experience | |  |
| < 1 year of experience | |  |
|  | |  |
| **Section 4: Experience Conducting Presentations or Classes** | | |
| Describe your specific experience conducting presentations or classes. | | |
| Demonstrated experience conducting formal training sessions, vendor outreach, conference presentations, etc. | |  |
|  | |  |
| **Section 5: Management Training and Experience** | | |
| Describe how you acquired the skill set and how the skill set is utilized, including where it was acquired and the number of years. Additional skill sets may be added to this list. | | |
| Written communication skills | |  |
| Oral communication skills | |  |
| Computer skills: spreadsheets | |  |
| Computer skills: word processing | |  |
| Conflict management | |  |
| Continuous improvement (TQM: Total Quality Management) | |  |
| Leadership skills | |  |
| Problem analysis and problem solving | |  |
| Strategic planning | |  |
| Team management | |  |
| Other – please list | |  |
|  | |  |
| **Section 6: Technical and Continuing Education and/or Experience** | | |
| The intent of this section is to assess your skill sets and how these skill sets were acquired. Describe if skill sets were acquired from formal or on-the-job training. | | |
| Activity based costing/total cost of ownership | |  |
| Environmental (green) buying | |  |
| Contract writing | |  |
| Cost/price analysis | |  |
| Electric commerce | |  |
| Information technology buying | |  |
| Materials management | |  |
| Negotiation | |  |
| Outsourcing analysis | |  |
| Procurement card management | |  |
| Purchasing law | |  |
| Service buying | |  |
| Supplier assessment | |  |
| Supplier alliances | |  |
| Other – please list | |  |
|  | |  |
| **Section 7: Wisconsin State Agency/UW Sponsored Education** | | |
| Describe when and where each Department of Administration course that applies to you was taken. Additional courses and state sponsored training should be added to this list, including the corresponding dates. | | |
| An Introduction to the Wisconsin Purchasing Process | | When:  Where: |
| Writing and Conducting Requests for Bids | | When:  Where: |
| Writing and Conducting Requests for Proposals | | When:  Where: |
| Purchasing Printing for the State of Wisconsin | | When:  Where: |
| Contract Administration | | When:  Where: |
| Negotiating on Behalf of the State of Wisconsin | | When:  Where: |
| Cost Benefit Analysis | | When:  Where: |
| **Optional Training:** | | |
| Software Licensing 101 | | When:  Where: |
| WISBuy Refresher and Advanced Training | | When:  Where: |
| Strategic Sourcing | | When:  Where: |
| Other (provide description) | | When:  Where: |
|  | |  |
| **Section 8: Professional Certifications** | | |
| Enter the date beside each professional certification you hold. Additional professional certifications and corresponding certification dates may also be entered. | | |
| Institute for Supply Management (ISM) | | |
| * CPM: Certified Purchasing Manager | | Date: |
| * APP: Accredited Purchasing Practitioner | | Date: |
| National Institute of Governmental Purchasing (NIGP) | | |
| * CPPO: Certified Public Purchasing Officer | | Date: |
| * CPPB: Certified Professional Public Buyer | | Date: |
| National Contract Management Association (NCMA) | | |
| * CPCM: Certified Professional Contracts Manager | | Date: |
| * CACM: Certified Associate Contracts Manager | | Date: |
| Other certifications: | | |
|  | | |
| **Section 9: Formal Education** | | |
| For each level of education, state the name of the institution and highest degree, certificate or diploma earned. | | |
| University: | |  |
| Technical College: | |  |
| Other: | |  |