

Purchasing Scenario

Background

Agency CLN01 is responsible for all of the cleaning and general maintenance of property owned or leased by the City of Tiny Town. The Agency performs its function by hiring contractors to do the work. The contractors bill the Agency based on time and materials. The State owns and operates 10 buildings and has about 20,000 employees.

You were just hired as the Director of Purchasing. Your first action item is to perform a risk assessment and determine the best use of your resources. Your office staff is as follows:

- Sandi - Purchasing Officer – 5 years in position:
 - In the department for over 20 years
 - Started her career as an administrative assistant and worked her way up
 - Under qualified for her position
 - Often struggles with her duties
 - Participates in Tiny Town's bimonthly demolition derby
- Sarah – Purchasing Manager – 6 months in position:
 - Previously worked for Mr. Clean and Associates (one of the City's long time contractors)
 - Sarah and Bob met in Las Vegas just before he was hired
- Bob – Purchasing Assistant – 2 months in position:
 - Often misses deadlines and needs frequent reminders to complete his tasks
 - Bob attends night school and takes frequent weekend trips to casinos
- Tim – Purchasing Clerk – 10 years in position:
 - He is an expert in his position
 - Tim is in the middle of a costly divorce and custody battle
- Ed – Purchasing Clerk – 2 years in position
 - Has a Bachelor's Degree in Computer Science
 - He is still learning the ins and outs of his position and the many responsibilities
 - Ed is recently married and has a baby on the way
- Rebecca – Purchasing Clerk – 8 years in position:
 - Keeps mostly to herself; she is very knowledgeable and consistently meets deadlines
 - Rebecca has three cats, a ferret, and a parrot. Rebecca cat sits after work and on the weekends.
- Wilson - Contract Manager – 2 years in position:
 - Used to own and operate a used car company that recently went out of business
 - He is a very hard worker, but has difficulties learning about contract management and has been known to overlook important details.
- Allison – Administrative Assistant – 1 year in position:
 - Hired after graduating high school; no prior work experience
 - Allison was crowned as Miss Teen Tiny Town and was elected Prom Queen.