

PROCUREMENT & PURCHASING MANAGER SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements **and** are the **best qualified** for the position will continue in the exam process.

PLEASE BE ADVISED THAT although you may possess the minimum requirements for this exam, you are **not guaranteed** advancement in the selection process. Return your completed application and supplemental questionnaire immediately as the exam may close at any time.

DIRECTIONS:

It is critical that you respond to this supplemental questionnaire completely AND submit with your completed application; however please limit your responses to one page for each question. Indicate your name on each page of your response. Failure to complete the supplemental questionnaire will result in the rejection of your application.

1. Describe your experience (beyond what is stated in your resume and application) in a professional procurement capacity, particularly any experience may have in the public sector. Indicate your years of experience, organization name, what you procured, amount of the procurement and the level of independence under which you worked.
2. List professional services which you have procured. Indicate the methods used to procure the services.
3. Provide an example of a service or project that you analyzed prior to taking the steps to procuring it. Include your methods of analysis and your conclusion. Please provide specifics detailing the work you did beyond textbook explanations.
4. Provide information regarding federal, state or local laws under which you had to comply in your procurement activities. Indicate the steps you took to ensure compliance.
5. Describe a difficult interaction you had with a contractor or vendor and how you resolved it.
6. Describe your experience implementing and/or using an automated procurement process, the system used and what type of electronic content management you maintained.