FM Procurement department, Debi Geiger, Steve Haner, Scott Pedersen, Bill McNamara, Ray Strong, Donna Van Buskirk and Randy West were determined to standardize processes and purchasing methods; they partnered with users and university procurement to establish vendor quoting capabilities. Today we have a team of dedicated staff whose daily focus is: ensuring the right part is ordered, tracking those orders, and notifying you as soon as it arrives - so the job can be completed.

Faced with the unique challenges of procuring a very large diverse group of materials requested by multi-trade zones, a centralized procurement team was formed consisting of a general construction buyer, electric buyer, plumbing buyer, building care buyer, and two administrative support staff.

The formation of this group helped to reduce by half the number of people procuring materials, helped to free up valuable administrative assistants time so they could assist their areas more efficiently, and allowed additional tradespersons that were also purchasing to be in the field performing work.

Each member of the procurement team brought their own unique style of buying which in turn became the foundation for the procurement team business practices. A main focus for the team was how they could be more efficient in getting material into the hands of the tradesperson and as quickly as possible.

Knowing the team would have to execute over 2,500 material orders per month for over 600 staff through E-shop and P-cards, the need to receive all of this material, and the need to complete all of the required paperwork associated with purchasing, would be quite a task to take on.

Through many brainstorming sessions the team came away with new and advanced buying processes that have been identified and implemented.

- Better defined roles and responsibilities for administrative staff, buyers, and material receivers, enabling greater efficiencies in purchasing methods
- Centralized a delivery/pick-up area
- Established a single common material request form and standard ordering process
- Partnered with Central Procurement to establish an E-shop vendor quoting capability
- Utilized current technology for data capture

This team was nominated by Mark Giblin, pictured above with VP KyuJung Whang and Jim Kazda, Sr. Director Contract Colleges.