



## ONE-DAY WORKSHOP

# HOW TO WRITE A SUCCESSFUL SPECIFICATION

### Introduction

This workshop/module has been produced to help you manage the process of writing a successful specification document when procuring a service or system from an external provider. It will cover the full procurement journey from identifying the need to procure through to the management of the contract.

While there is no “one size fits all” approach to writing a successful specification document, the content of this workshop/module is based on best practice procurement framework and provides you with templates to manage this process in a variety of ways.

Whether you're considering writing a specification document for a small procurement exercise, or an organisational wide procurement, it's common to feel uneasy and intimidated by the scale of the challenge.

You know that there needs to be a specification in place, but you don't really know how to go about creating it. Where do you start? Whom do you involve? How do you see it through to the end?

This workshop/module will provide delegates with the skills and knowledge to achieve a successful specification document and ultimately successful contract management.

The workshop/module is composed of the following

### Understanding the need for a Specification:

The first section explores the key principles behind the need for a specification within an organisation and the requirements surrounding successfully creating one. The following will be covered utilising group activities and discussion:

- **The need for a specification**
- **Responsibilities for creating specifications**
- **Approaches to developing specifications**
- **Working with stakeholders to improve specifications**
- **Allocating technical and commercial risks**
- **Contract management teams**

This section contains practical activities utilising templates in determining outcomes and outputs for successful procurement exercises.

## **General Principles in Developing Specifications:**

This section explores the process of writing a specification in public sector organisations utilising group activities and discussion. The following common elements are examined:

- **Structure of a template for developing specifications**
- **How a specification fits into the procurement process**
- **Specifying on a total life cost basis**
- **Creating a template for assessing total life costs**
- **Specifying services**
- **Timelines and budgets**
- **Conformance based to outcome-based approaches**
- **Using specifications to maximise competition and innovation**

This section contains a practical exercise utilising tools and templates for the development of a successful specification.

## **Contract Standards and Performance**

This section enables the delegates to successfully identify and address any issues regarding the specification and contract involved in the procurement process. It covers the following approaches to ensure successful contracts:

- **The use of standards in contract management:**
  - ✓ **Why use standards? - Understanding the need for standards**
  - ✓ **Seeking information on applicable standards**
- **Sustainability and environmental aspects**
- **Creating key performance indicators (KPIs)**
- **Managing KPI's in contract performance**
- **Other contract provisions on contract performance**
- **Payment by results and other innovative models**
- **Social value in purchasing**

This section contains a practical exercise to address service needs regarding the contract.

## **Legal Aspects Relating to Specifications**

Understanding the right Legal requirements for your specification and subsequent contract is vital to ensuring success. This section demonstrates how to develop the appropriate legal specification for your situation and explores the following:

- **Legal aspects relating to specifications**
- **The legal impact of specifications in contracts for goods and services**
- **Dealing with non-conformance**

Case studies from public sector organisations will be used to reinforce the importance of these practices.

Delegates will be provided with a full suite of electronic materials on completion of the programme which includes toolkits and training materials.

## **Facilitator**

David Leask, Consultant, NEREO.

## **Further Details**

For further information, or to book an event, please contact Maureen O'Keefe on 0191 2495874 or email [mokeefe@ner eo.gov.uk](mailto:mokeefe@ner eo.gov.uk)