

## **SPECIFICATION DEVELOPMENT**

The requisitioning department should clearly communicate the specifications and requirements for the commodity or service needed. A specification is a detailed description of a product or service that a user seeks to procure, and consequently, a description of what a bidder must offer to be considered for an award, or a vendor if awarded a contract, is required to supply. Specifications are the primary means of communicating the requirements expected of the product or services.

Specifications control the following procurement aspects:

- the quality of the product
- the amount of competition
- suitability of the product or service for the job
- the method of evaluation used in making an award and in determining the bid with the best value for the purchase

**Submit Competitive Specifications** based on the following guidelines:

Specifications should not limit or eliminate competition unless the proprietary component of the specification is justified. Specifications should incorporate a clear and accurate description of the goods or services to be procured. The specifications should be as flexible, simple and competitive as possible. This description should include:

- a statement setting minimum requirements;
- the specific features of the goods or services which must be met;
- language with additions, extensions of the order, escalations, etc.;
- dates of service or delivery terms for items being purchased, as required; minimum essential characteristics and standards of items or services to which they must conform if they are to satisfy their intended use; special clauses for funding purposes, as required;
- include any written data requirements, if necessary
- evaluation factors, which will be used in determining the successful bidder if other
- factors will be considered. (warranty information or other value added aspect of the goods or services)

### **Performance and Design Specifications**

Descriptions may include a statement regarding the qualitative nature of the purchase and should identify minimum essential characteristics and standards to

which the purchase must conform if it is to satisfy its intended use. "Performance" requirements should be identified. "Design" or "construction" specifications may be written where minimum mandatory design characteristics are appropriate.

**A bidder or contract participant may provide free technical assistance to a department. A department may not accept a bid or award a contract to a vendor who received compensation from the agency to participate in the preparation of the specifications or request for proposals on which the bid or contract is based.**

**Note: A requisitioning department may not expect a vendor to provide any service or item that was not requested in the bid specification.**