

## **CIPFA Procurement Webinar**

### **Start off on the Right Foot - Developing Effective Specifications**

Webinar

27 January 2022

#### **Purpose**

The specification is one of the most important parts on the procurement documents, as it sets out an organisation's requirements, however bidders often complain that they cannot fully understand what has been specified. This will lead to problems not just during the procurement process, but also once the contract has been awarded and is being delivered. This webinar has been designed to provide the complete "how to" essentials for better specification writing. Good quality specifications are essential for developing sound contracts that deliver value for money and help to achieve efficiency savings. The webinar will provide delegates with a greater level of clarity and ability to produce robust and commercially sound specifications, gained through new insights, techniques and practical advice.

#### **Learning Outcomes**

##### **How will you benefit?**

Key learning outcomes include:-

- the do's and don'ts of writing tender specifications
- understand how to structure and format the specification
- explanation of key steps in writing an effective specification
- tools and techniques for scoping and structuring specifications
- technical writing skills and importance of using correct terminology
- using the specification to ensure completion in your tenders

#### **Who Will Benefit**

The webinar is ideal for staff involved in the writing, preparation and approving of the specification for use in tenders. It will support, procurement, commissioners and budget holders who have to write or advice on the development of specifications, as well as contract & commercial managers, finance, project managers and auditors who have to use specifications to ensure contracts are delivered on time and within budget.

## Programme

09.15 – 09.30

### Join the Webinar

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09.30 – 11.00

### Importance of Getting the Specification Right

This session will cover the importance of writing specifications and consider extent of legislative guidelines in this area. It will include:

- What is a specification?
  - Role and purpose of specifications in the procurement process
  - Minimising cost, time and need for commercial risks
  - Why tenders and contracts fail
  - What is not included in a specification
  - What to do before preparing a specification
  - Importance of market engagement
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11:00 – 11.15

### Comfort Break

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11.15 – 12.30

### Key Steps in Developing a Robust Specification

Using a structured way to writing specifications will lead to more robust and effective content. This session will include how to:

- Accurately define requirements
  - Set out scope & key objectives
  - Resourcing - who writes the specification?
  - Engaging with stakeholders and client teams
  - Role of demonstrations and pilots
  - Clarifying specifications during the procurement process
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12.30 – 13.10

### Lunch

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13.10 – 14.30

### Structure & Style of a Specification

This session will cover practical tips on how to write the specification. It will include how to:

- Divide the specification into sections/ sub-sections
  - Useful cost benefit analysis, QCLSDM, pareto analysis
  - Setting KPI quality targets and performance measures
  - How to write down complex technical terms
  - The importance of 'equivalence' and specifying brands
  - Avoiding technical jargon and grammatical errors
  - Keeping the reader at the forefront
  - Separating mandatory, desirable & optional aspects
  - Implementation issues & handover
  - Having a specification checklist
  - Reviewing a sample specification
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14.30 – 14.55

### Online Poll Assessment

This session will include a series of questions based on the earlier sessions and delegates will be able to take part to support and enhance the learning experience.

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14.55 – 15.05

### Discussion, questions & close

**CIPFA Sustainability Policy**

CIPFA is delivering all of our training courses, workshops and seminars in accordance with our sustainability strategy. We do not provide hardcopy course materials to delegates and these are now distributed by email in advance of the event. We are striving to reduce our carbon footprint in every way that we can, and we hope that we can count on your support.