

Writing Effective Contract Specifications

In2
the bargain

Essential event for public sector practitioners

Virtual Teams Event/ In-Person/ Tailored to your Requirements

Training to meet your needs

The course is designed for anyone contributing to or writing contract specifications. This course is intended for public sector procurement practitioners, contract managers and operational stakeholders who wish to understand and apply the techniques, processes and legal requirements regarding specification writing in-order to ensure that specifications are effective at delivering objectives whilst being compliant with the Procurement Act.

The training programme below is designed to deliver the following learning outcomes for attendees:

- Understanding how specifications work, what a good specification looks like, and the common pitfalls in writing specifications
- Knowledge in selecting the most appropriate specification type to meet your objectives
- Designing and including the necessary critical elements into your specification
- Understanding the Procurement Act and other legal constraints
- How to develop a comprehensive specification template / checklist for your authority
- Being able to write an effective contract specification

Who should attend?

This event is designed for public sector procurement staff, as well as other staff who support the function, including heads of service, team managers, contract managers, lawyers, category managers and project managers.

What people say about our training:

I wanted to send my thanks for the training sessions which I recently attended. It was great to hear from Walter & Mohamed throughout the day and they have given me a great insight into the new Act and the opportunities. Please would you pass on my thanks to both for a superb session”.

Writing Effective Contract Specifications

Training

Course outline

09.30 Welcome, Introductions and Overview of the Day

1. Syllabus & Navigation

2. Contract specification – what is it and why it matters

- Definition of a contract specification
- How it works and common hazards in writing specifications
- Its role in contract law
- The legal and contractual impact of poor specifications and what good looks like
- Business Case impact on the specification

3. Structure of a Specification

- Walk through a specification template example
- Background & scope
- Supplier & buyer responsibilities
- Technical and/or quality requirements
- Payments, charging & invoicing
- Performance monitoring
- Test your knowledge / case study interactive workshop exercise

4. Specification and the tender documents and tender evaluation

- Encouraging fair and open competition
- Making your specification contribute to an effective procurement
- Linking the specification to award criteria and your assessment methodology
- Test your knowledge / case study interactive workshop exercise

5. Procurement Act impact on the specification

- Importance of market engagement
- Transparency, treating suppliers the same and Conflicts of interest
- References to brand names or standards
- Rules on technical specifications section 56
- Procurement Act KPI requirements
- Implied contract terms
- Other legal requirements & authority standards
- Test your knowledge / case study interactive workshop exercise

6. Including social value in your specifications

- Securing real social, environmental and economic benefits
- Test your knowledge / case study interactive workshop exercise

7. Selecting the type of scope and the type of charging mechanism

- Input / output and outcome
- Risk transfer in scope of service, charging mechanisms and terms & conditions
- Functional requirements vs performance requirements
- Test your knowledge / case study interactive workshop exercise

8. Specification examples

- Walk through best practice specifications

9. Measure, monitor and report on performance

- Developing KPIs and SLAs framed around robust effective specifications and scopes of work

10. Linking the specification to the contract

- Drafting a specification that fits and works together with the model contracts
- Linking your specification objectives to KPIs and escalating remedies.

16.00 Recap, Discussion, Questions & Close

Booking Details

Please book your tickets here

[Training – In2 the bargain](#)

PA2023.org subscription member
Tickets: £99.00 + VAT

Free basic or non-member ticket
Price: £165.00 + VAT

PA2023 free discount codes apply

There is an additional booking fee if using Eventbrite

Interested in joining NetworkPA2023.org

Further details are available at:

[Join – In2 the bargain](#)

Tailored Events

This event can be tailored for your team. Please contact us for details.

This training is delivered online via TEAMS with a 9:30 am start and 4 pm close.

Attendance is by invitation only.

For further information, please email

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or

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Membership Offer

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Network PA2023.org - providing expert advice, guidance, support and fellowship in public procurement

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Phone or email an expert helpdesk for technical support. Answering your questions on procurement as they arise. An expert on the line to talk things through with.

Training

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Remember your subscription includes free attendance places.

Updates

Timely technical procurement updates on latest developments and new regulations.
Full access to PA2023.org website resources.

Contact:

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for details of benefits and pricing