

Specification Writing

Describing Your Agency's Needs



OFFICE OF STATE PROCUREMENT

Objectives

- Why write specifications?
- How to write specifications
- What is the outcome?



Why Write Specifications?



The law

To communicate your
agency's needs



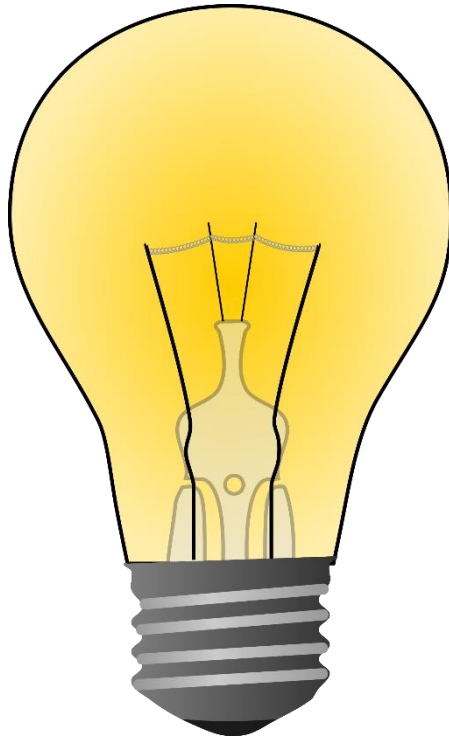
The Law

- Must be completed by OSP
- Commonly completed through the bid process
- Must be competitive

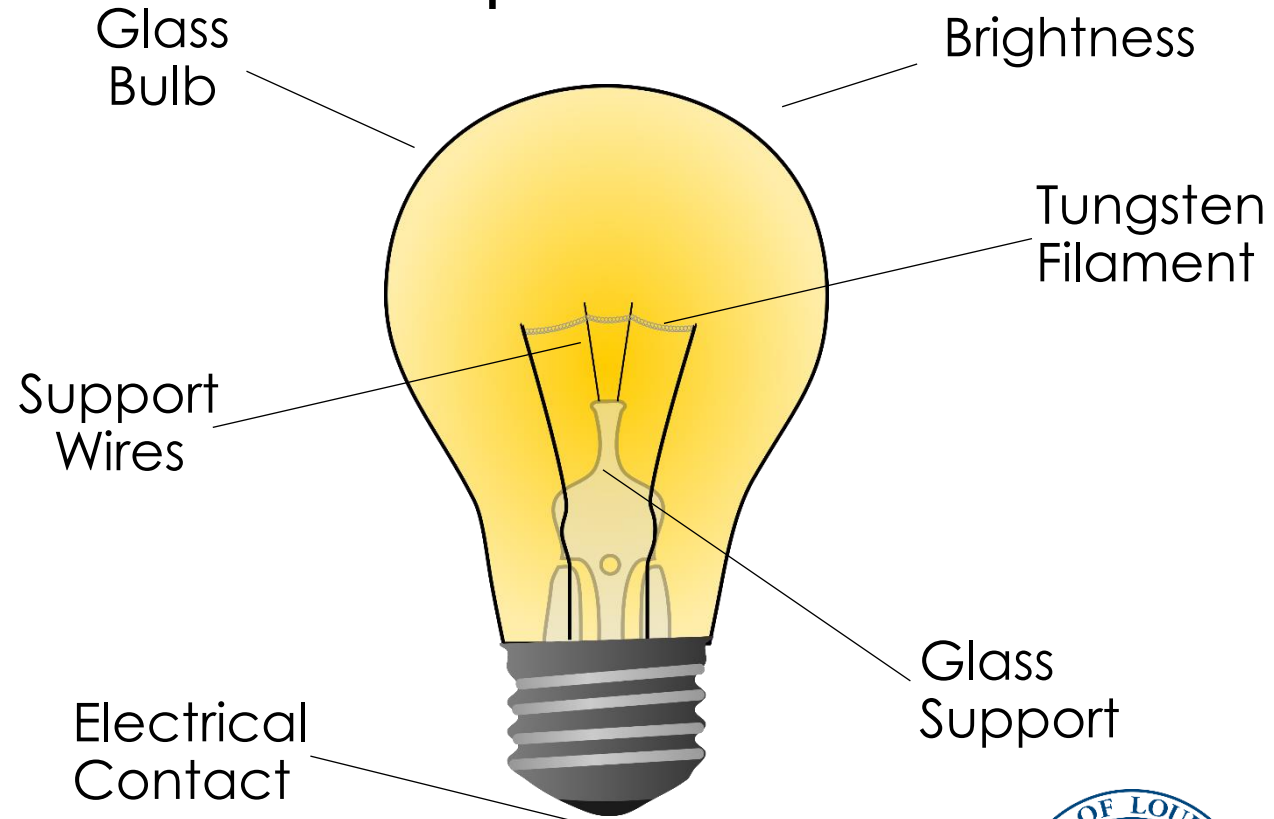


Communicate Needs

General



Specific



How to Write Specifications

- Through effective communication
- In a competitive manner
- With research



Procuring a New Playground

- Must be safe
- Must be suitable for children.
- Should be durable.
- Should have several play features.
- Should fit within the available space.
- Should be affordable.
- Installation should occur quickly.



Procuring a New Playground

- Split into groups of 4-5 people
- Develop a proposal which answers these questions:
 - What playground would you provide?
 - How much would it cost?
 - What materials would you use?
 - How large would it be?
 - How quickly could you install it?
- Be creative!



Communication



OSP

Procures product/service
based on specifications



Agency

Writes specifications
based on need



End User

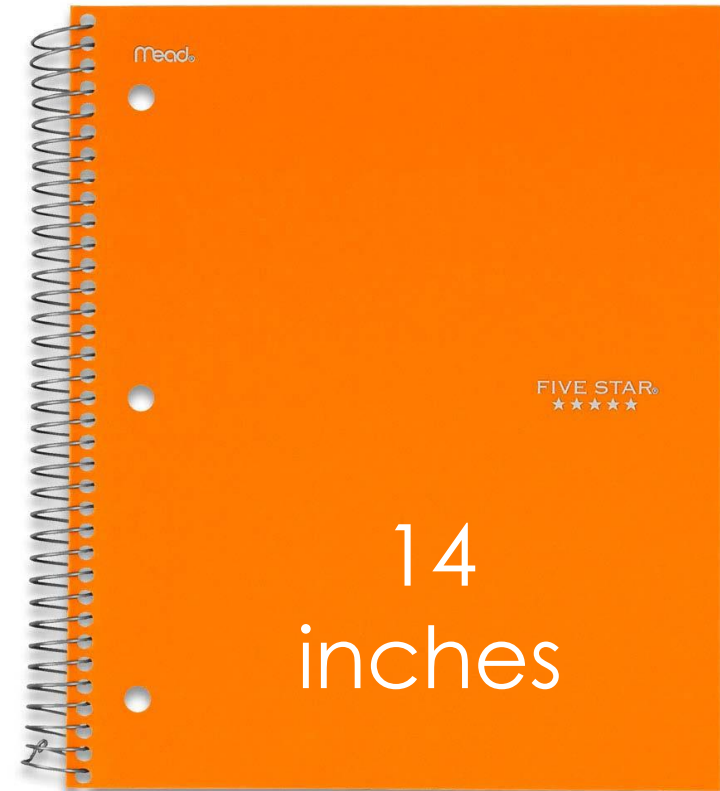
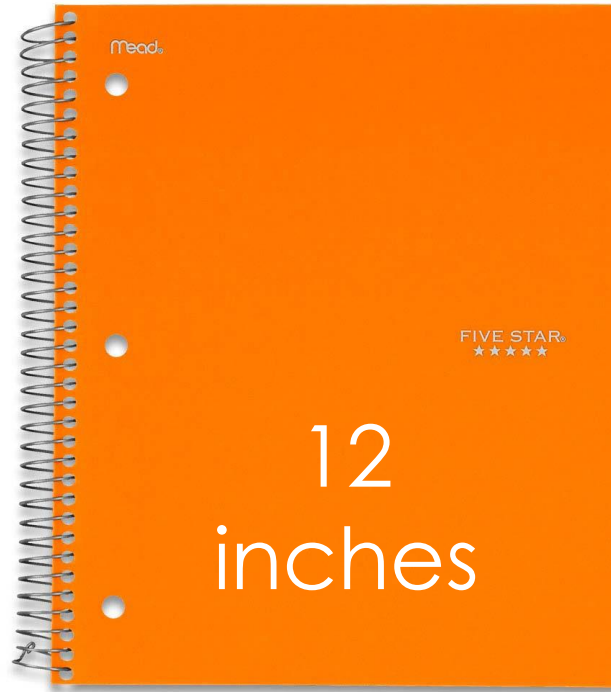
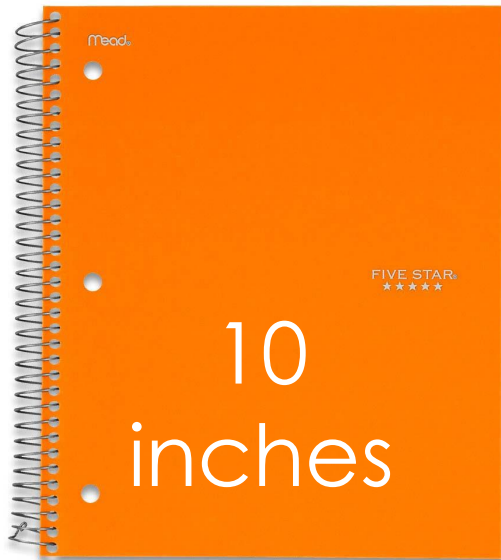
Has a specific need



Competition



More bidders = more chances at lower price



Research



Internet search



Review history



Update if necessary



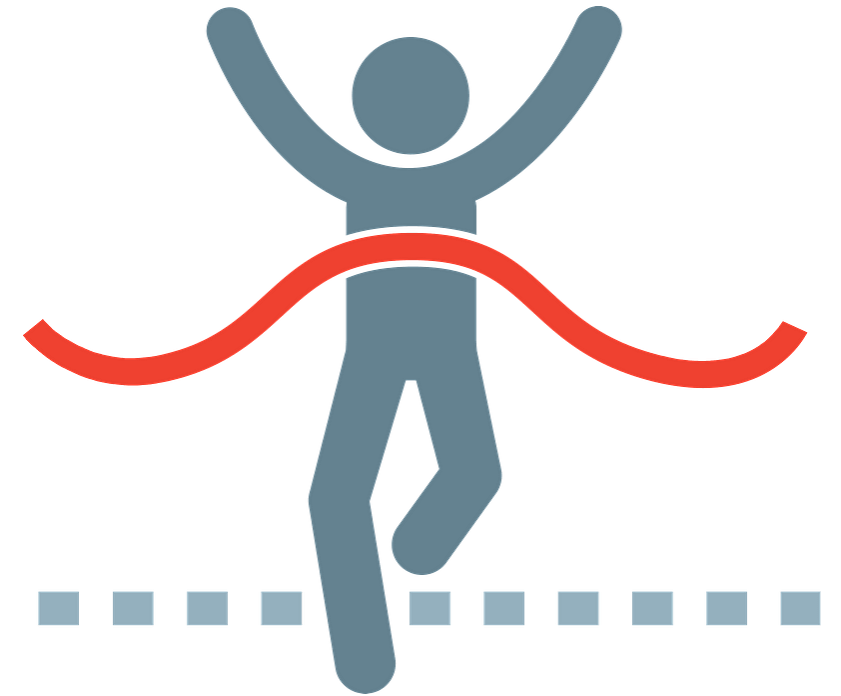
Additional Information

- No template needed
- The past does not define the present or future
- Manufacturer specifications are not your specifications



What is the Outcome?

- Achieving the end goal
- Successful procurement of the product/service



Example: Initial Request



Hey, I need hammers. I personally use the Best Hammer™ brand at home and want those for work! I'll take 1,250, please!

Research



\$16



\$18



\$25

Communicate

Requirements

- Head weight at least 22 ounces
- Shock reduction grip



Drafting Specifications

✔ Head weight must be at least 22 ounces

✔ Must have shock reduction grip

? Length of hammer

? Must have nail claw



Submitting to OSP



- Brand: Best Hammer Or Equal
- Model: #55520 Or Equal
- Minimum Overall Length: 12 inches
- Maximum Overall Length: 16 inches
- Minimum Head Weight: 22 ounces
- Maximum Head Weight: 24 ounces
- Head Material: Steel
- Padded Shock Reduction Grip
- Nail Claw



Achieving the End Goal

- Getting the end user, and the State, what they need
- Do so in a legal, competitive manner
- Generate the lowest cost to the State



Services



Janitorial



Security Guards



Landscaping

Landscaping



Enough *is* Enough

- State what you *need* – no more, no less





Insufficient

- Brand: Best Hammer or Equal
- Material: Steel
- Nail Claw





Overly Specific

- Brand: Best Hammer Or Equal
- Model: #55520 Or Equal
- 13.8 inches long
- 22.5 ounce head weight
- Hammer head constructed of The Best™ Steel, which is meticulously hand crafted in our local warehouse for use by The Best people
- Durable and strong grip to reduce most shock that also feels comfortable, nice, and good. Grip comes in an array of The Best™ colors.
- A hammer with a nail claw capable of removing even the most imbedded nails! The claw is cast with the head, keeping congruence throughout this great hammer.



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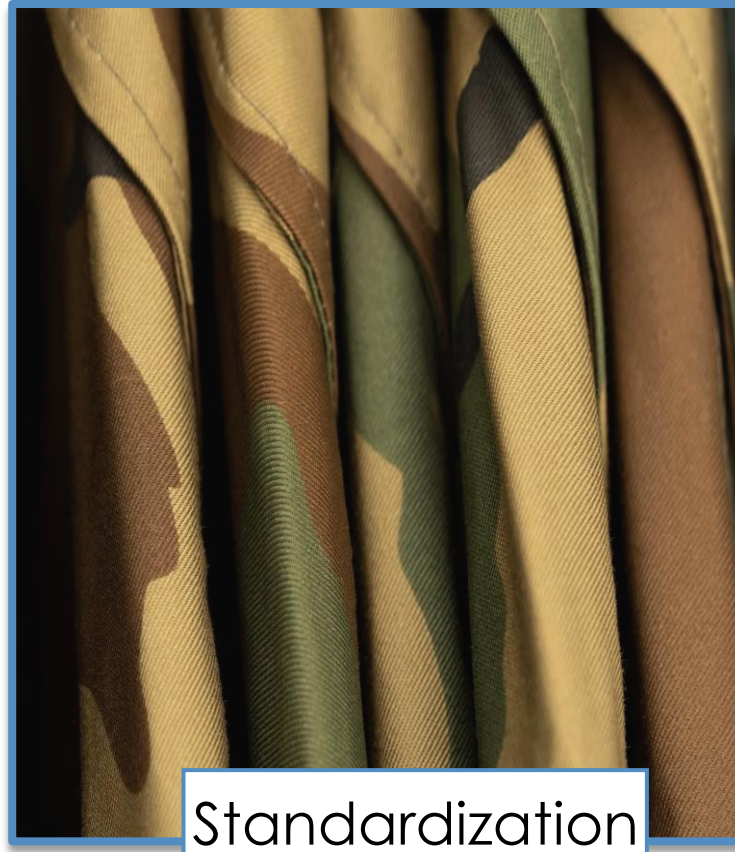
Proper



Proprietary Specifications



Maintainability



Standardization



Compatibility

Special Requirements



Vocabulary

Shall

Should

And

Must

May

Or



Helpful Tips

- When it comes to measurements of any kind, list ranges, minimums, or maximums
- Do not list requirements if they are not necessary
- Do not copy brochure marketing language
- Include any requirements the vendor must provide, such as installation, training, warranty, etc.
- List any special delivery or bid requirements
- Communicate





STATE OF LOUISIANA

SSD Cafeteria / LAGOV PURCHASING ORGANIZATION

SHOPPING CART

Number: 1000317125
Buyer:
Fiscal Year: 2024
Date: 03/05/2024
Contact: MASON BOURGEOIS
Telephone: 225-342-5434
Email: mason.bourgeois@la.gov

Total of Shopping Cart: 14,000.00

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED VALUE
1	COMMODITY CODE: 52141601 MATERIAL DESCRIPTION: Washing Machine Furnish Only Brand: Speed Queen or equal Model #: 1500 or equal Wash Tub Material: Stainless Steel Outer Tub Material: Porcelain ADA Compliant Contains Automatic Balancing System Contains Agitator Exterior Finish: Minimum 3-Coat Finish Main Color: White Motor: Two-Speed	4	EA	3,500.00000	14,000.00



Wash Tub Material: Stainless Steel Outer Tub Material: Porcelain ADA Compliant Contains Automatic Balancing System Contains Agitator Exterior Finish: Minimum 3-Coat Finish Main Color: White Motor: Two-Speed Motor Horsepower: 1/2 HP - 1HP Load Size Selections (minimum): 2 Contains Option for an Extra Rinse Cycle Minimum Spin Speed: 1,000 RPM Capacity: 4 cubic feet - 4.5 cubic feet Maximum Width: 27" Maximum Height: 44" Maximum Depth: 34" Minimum Temperature Selections: 4 Contains Rear Self-Leveling Legs Contains Bleach Dispenser Contains Fabric Softener Dispenser Minimum Parts and Labor Warranty: 5 year				
Special Delivery Instructions: Vendor to deliver inside. Washing Machines must be carried down four flights of stairs. Stairway hallway doors are 40 inches wide. Forklift available on site if needed. DELIVERY: 03/05/2024 PREFERRED SUPPLIER: APPLIANCE PARTS CO INC 1700 COMMON ST LAKE CHARLES, LA 70601 Deliver To: DOA/OSP 1201 N. Third St. Baton Rouge, LA 70804-9095				



- Why they must be written
- How to write them
- Outcome of proper specifications
- How many are required
- Proprietary specifications
- Special requirements
- Important vocabulary
- Helpful tips
- Shopping cart

CONCLUSION



References

- Competitive Sealed Bidding Requirements.....[R.S. 39:1594](#)
- Specification Regulations (Statute).....[R.S. 39:1651 – 1657](#)
- Specification Regulations (Administrative Code).....[L.A.C. 34:V Ch. 1 & 3](#)



OSP Contact Information

OSP Website

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OSP Main Desk

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