



# Office of State Procurement

## *Specifications*

Agency Training



# Specifications - Topics

- Definition & Purpose of a Specification
- The Importance of a Clear Specification
- Review Tips on Writing Specifications
- Information to Include on a Shopping Cart
- Test Your Knowledge
- Questions



# Definition of a Specification

- “Specification” means any description of the physical, functional, or performance characteristics of an item, OR the nature of a supply, a service, construction job, or a major repair.
- It may include a description of any necessary requirements for inspecting, testing, or preparing a supply, service, or major repair for delivery to your agency.



# Purpose of a Specification

To serve as a basis for obtaining products or services that are suitable for the state's needs, in a cost effective manner.

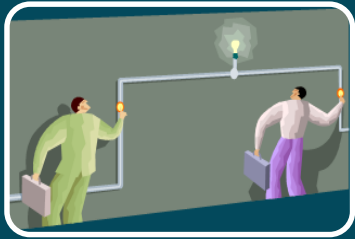
“The best product or service at the best price”



# Importance of a Clear Specification



Eliminates protests that delay procurement



Helps bidders understand your requirements



Bids cannot be evaluated on criteria that is not included in the specification



# CLASS EXAMPLE:

Let's say your office needs to buy a garbage can.

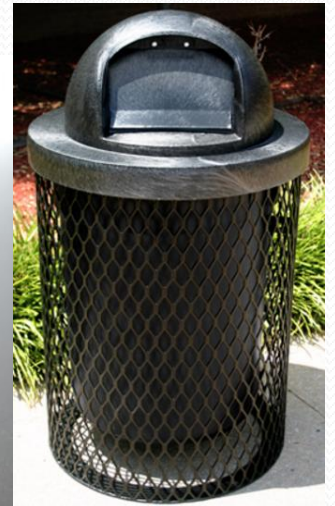
(We're not considering the amount of money spent, for this example).

Seems pretty straightforward, right?

Something to throw trash in.

Well ... let's take a look at some of the different types of garbage cans you can buy ...







## Questions to ask yourself:

- What size do you want?
- What color – (or does it matter)?
- What material – plastic, metal, wood, stone, some other material, or a mix?
- Do you need a cover? If so, is the cover attached or removable? Does it lock?
- What shape? Square, round, oval, or does it matter?
- Does it need to be scavenger-resistant?
- What features must it have? (foot press, wheels, cigarette disposal area, etc)

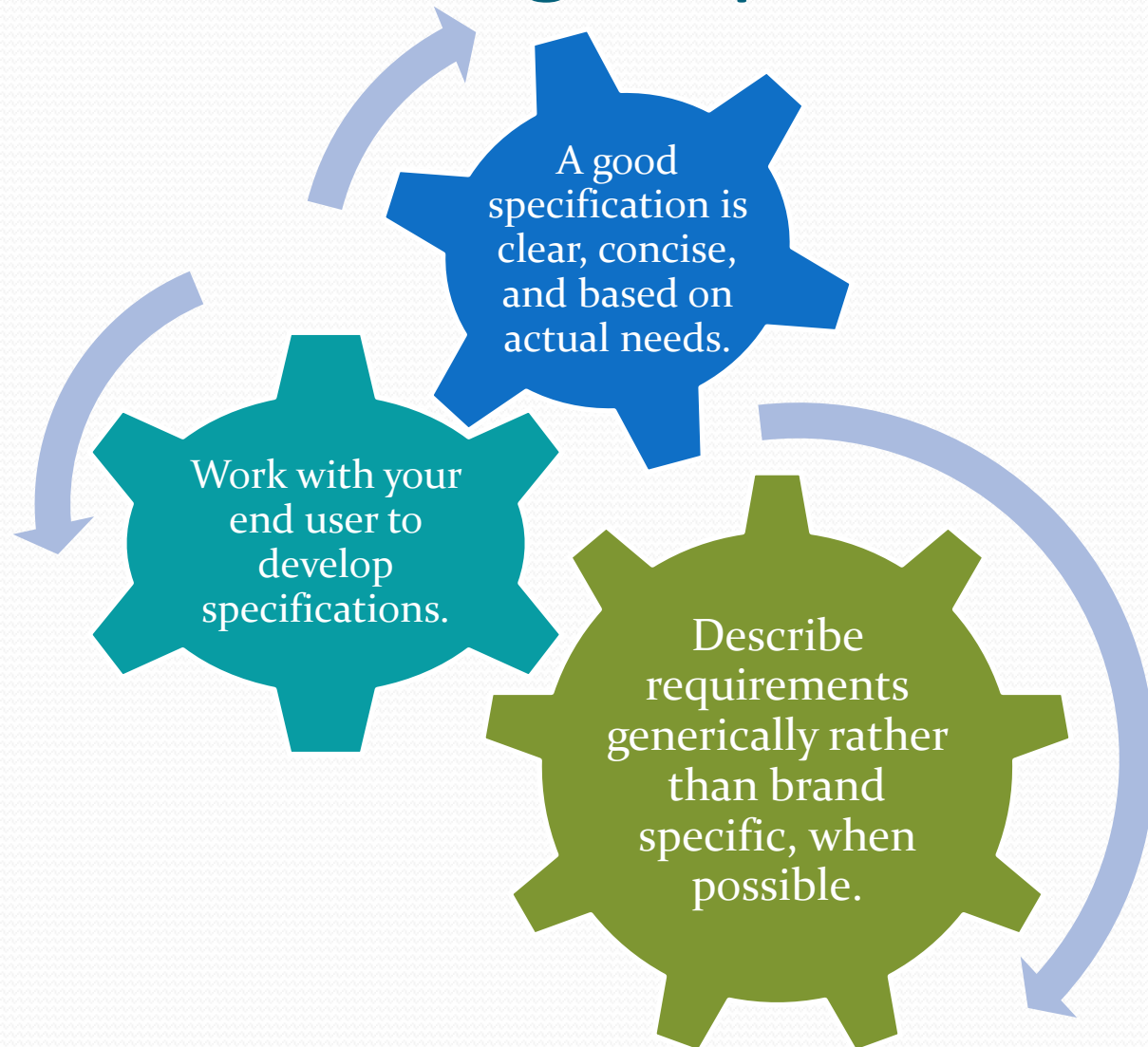
These are the types of questions an agency needs to ask itself when writing specs for any type of product or service – no matter how basic or simple you think it is. YOU are the only one who truly knows what you need.

At OSP, we are always willing to help with specifications on a bid. But if you don't tell us what you need, there is no way for us to know – and no way for a vendor who is bidding on the solicitation to know, either. And once we get to the point of awarding a bid, if a special feature or service was not listed on the bid, then we cannot go around a low bid vendor who is not quoting that feature.



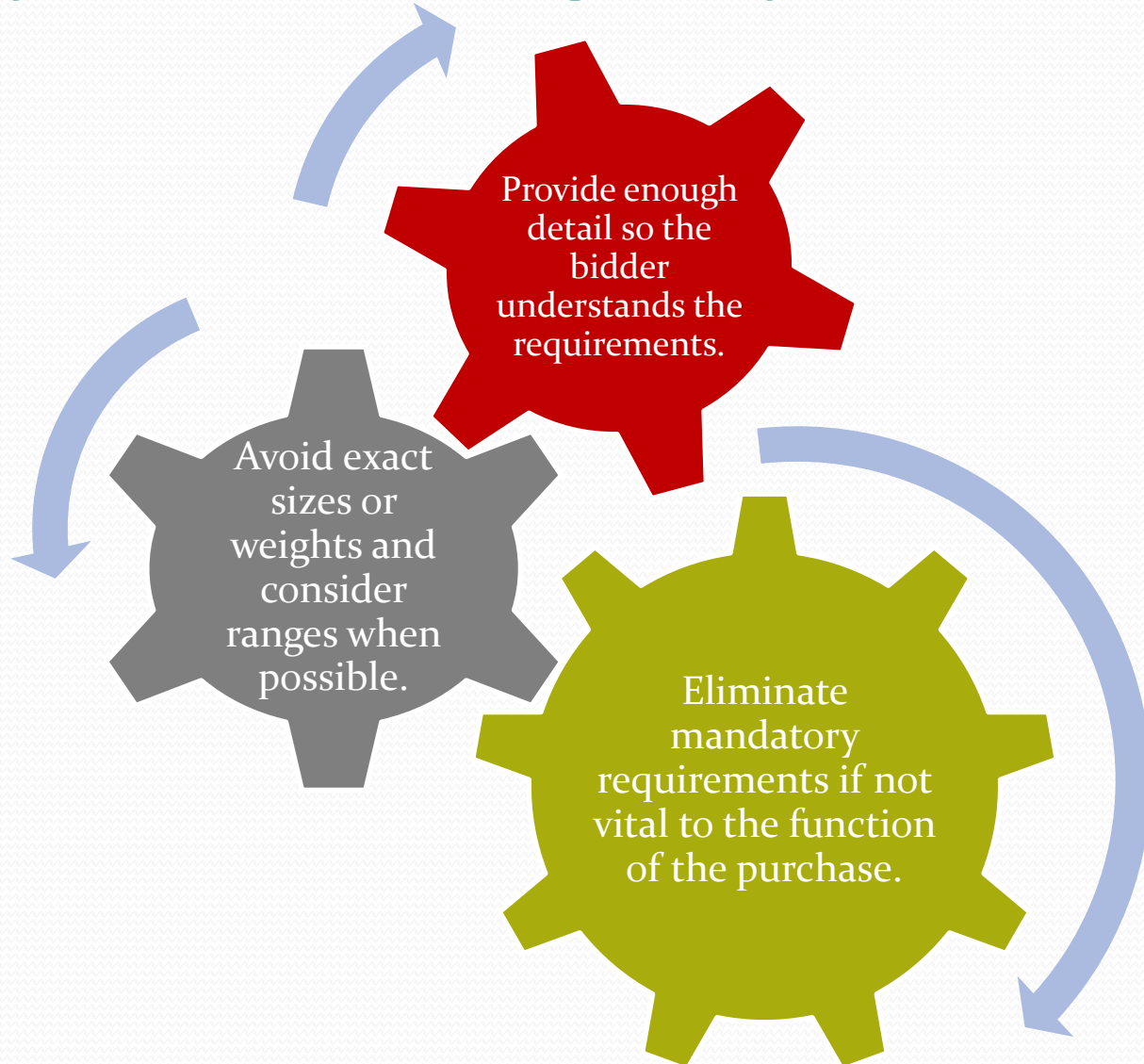


# Tips on Writing a Specification



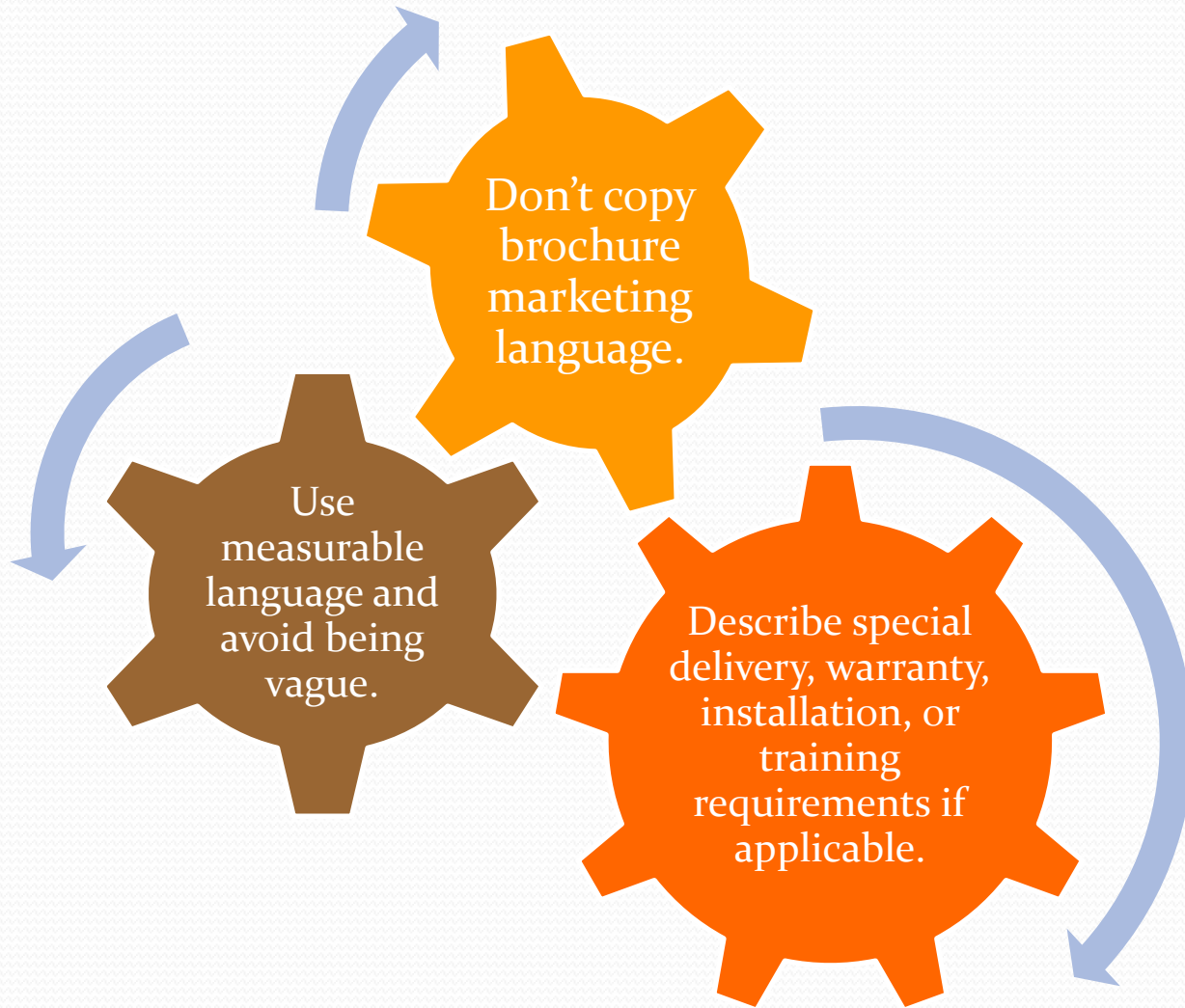


# Tips on Writing a Specification





# Tips on Writing a Specification



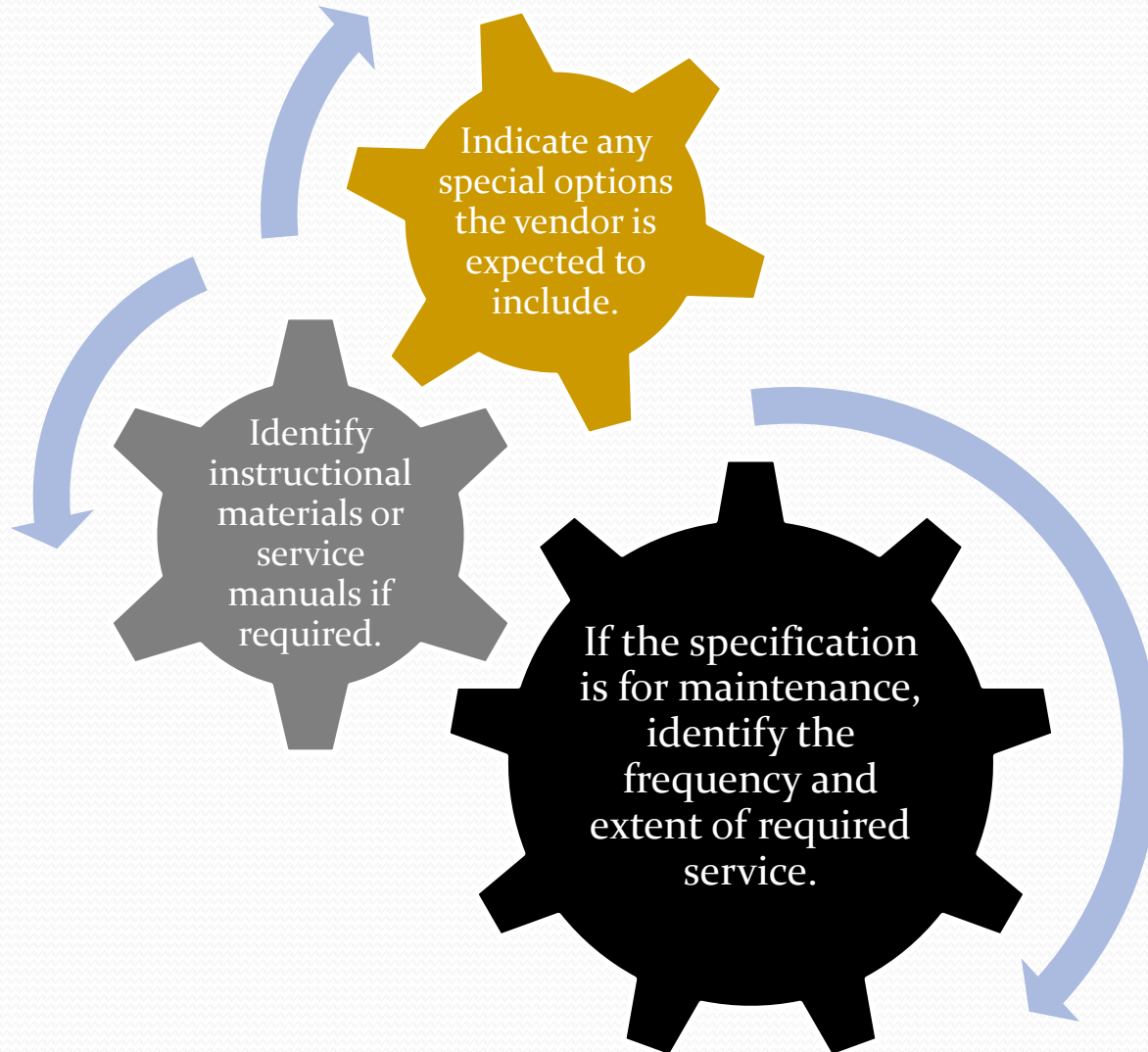
Don't copy brochure marketing language.

Use measurable language and avoid being vague.

Describe special delivery, warranty, installation, or training requirements if applicable.

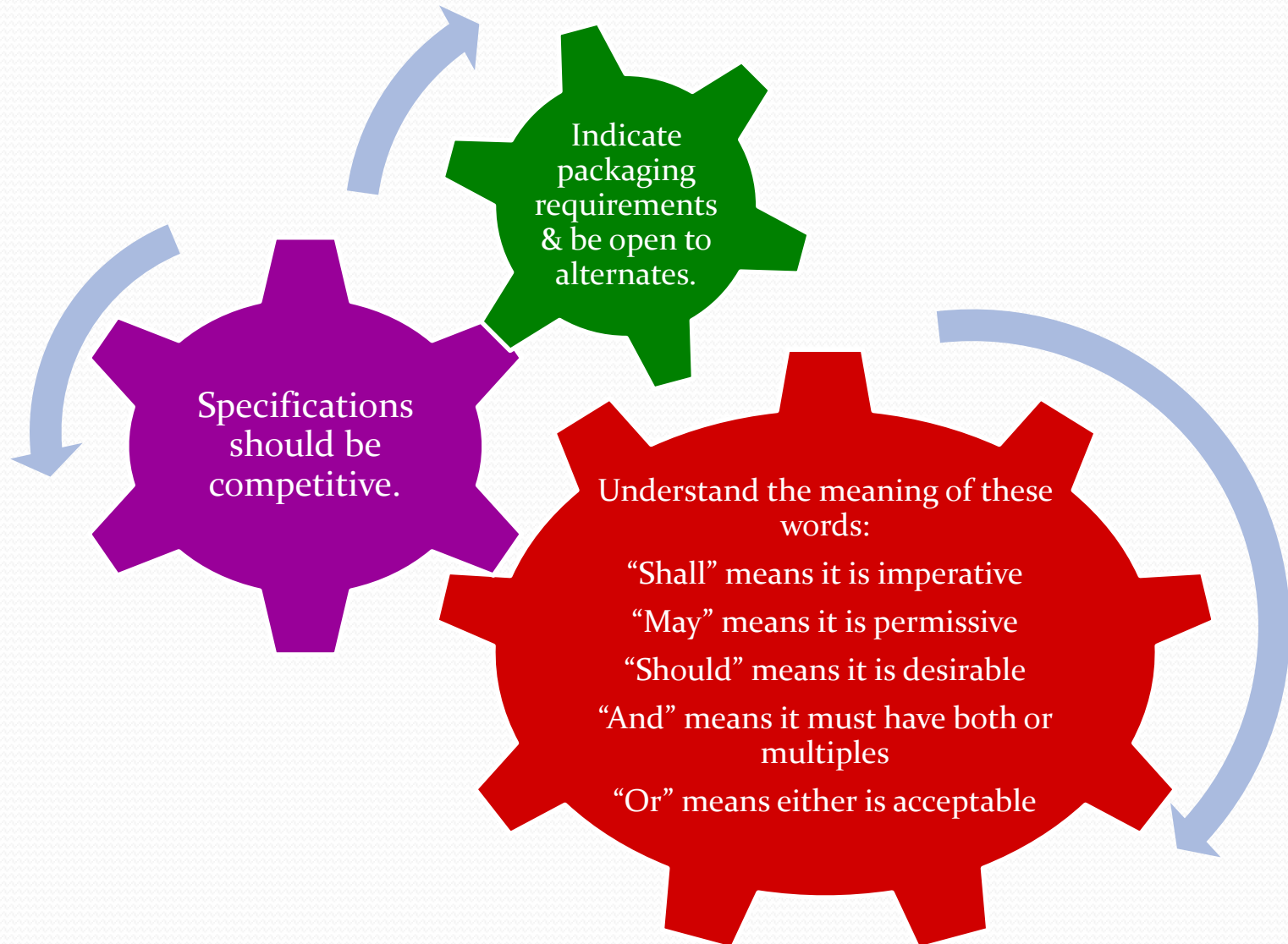


# Tips on Writing a Specification





# Tips on Writing a Specification





# Information to Include on a Shopping Cart

Item or Service Description

Correct Commodity Code

Suggested Vendors

Correct Unit of Measure

Estimated Cost

Exact or Estimated Quantities



# Information to Include on a Shopping Cart

Special Delivery Requirements

Special Packaging Requirements

Award Formula (Grouped, All-or-None)

Site Visit Information (if required)

Any licenses or certifications needed

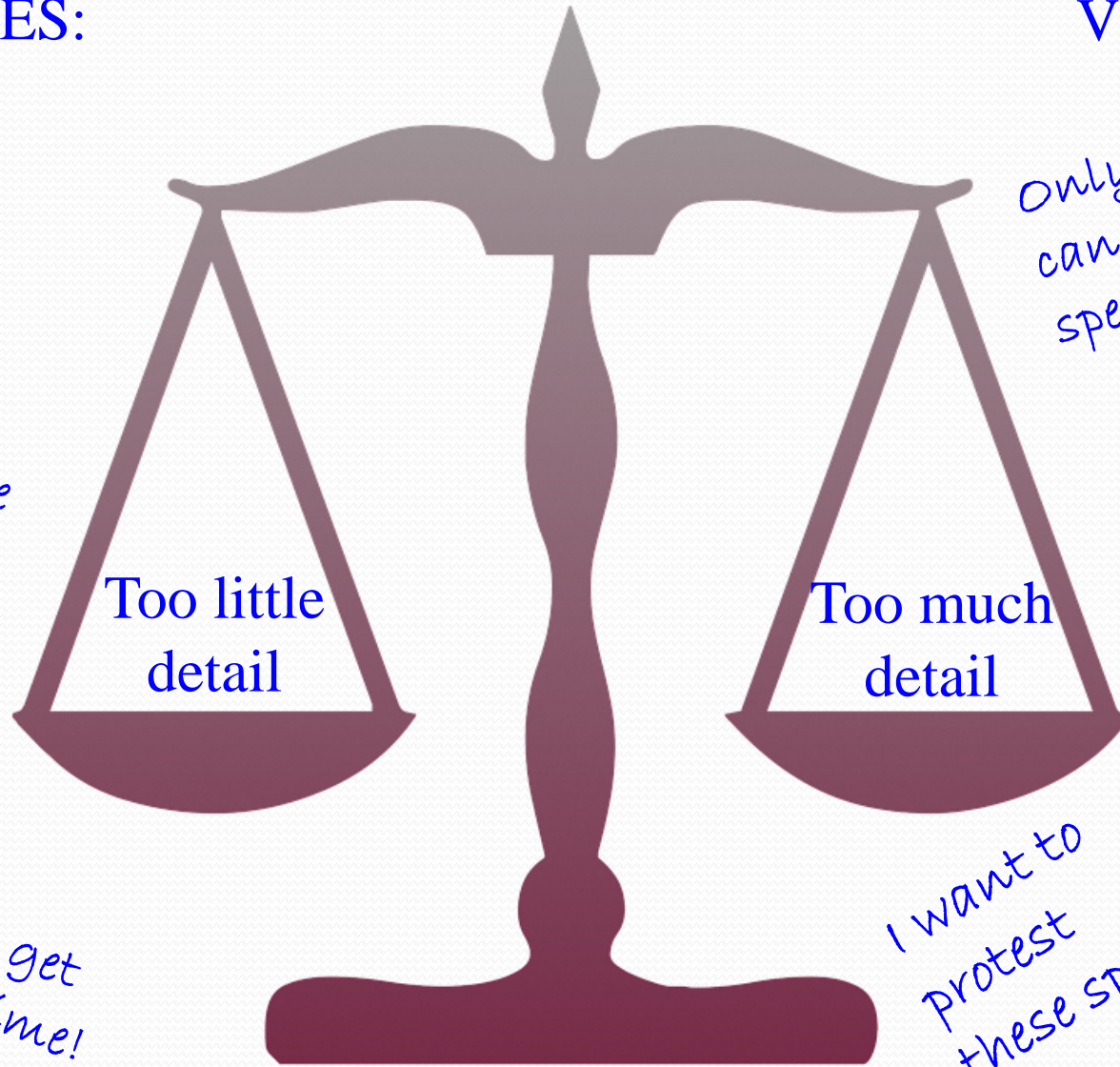
Any other special requirements or T&C's



# It's a Balancing Act ...

## AGENCIES:

## VENDORS:



*It's not the right size!*

*It doesn't have all the features we need!*

*It doesn't match what we use now!*

*It won't get here in time!*

*Only this brand can meet those specs!*

*I can't bid at all.*

*I could bid a lot lower if the specs weren't so restrictive.*

*I want to protest these specs!*





# Pop Quiz!

1. A specification that limits bidders to one particular brand & model of equipment is known as what?

Proprietary

2. Instead of stating that a chair seat must be 18" high, you should specify a \_\_\_\_\_?

Range

3. A specification is a description of the \_\_\_\_\_, functional, or performance characteristics of an item.

Physical

4. If you need a large piece of equipment to be installed, it is often recommended that you request vendors to do a \_\_\_\_\_ \_\_\_\_\_ as part of your specs.

Site Visit

5. The purpose of a specification is to obtain products or services that are suitable for the state's needs, in a \_\_\_\_\_ \_\_\_\_\_ manner.

Cost Effective



# Test Your Knowledge

**WHAT'S  
WRONG WITH IT?**



# Lawn Care Service (A)

Blanket Order to supply lawn care services for Agency for the period beginning July 1, 2019 through June 30, 2020.

Quantity: 12 mo

- Vendor is to mow lawn at least twice per month.
- Vendor is to weed eat and edge driveways and walkways as needed.
- Vendor is to trim bushes, shrubs and hedges as needed.
- Blow off all driveways and walkways.



# Lawn Care Service (B)

Blanket Order to supply lawn care services for Agency for the period beginning July 1, 2019 through June 30, 2020.

## SCOPE OF WORK

Quantity: 12 mo

1. Weekly basis: April thru November (8 months) :
  - a. mowing all lawn spaces
  - b. edging along all sidewalks, curbs adjacent to all parking lots, and driveways
  - c. blowing off of all sidewalks, parking lots, and driveways of any and all debris
  - d. removal of all associated trash and debris, including but not limited to: litter, leaves, branches and pine straw
  - e. trimming (weed-eating) of grass around buildings, trees, outdoor seating, fences, and other outdoor fixtures



# Lawn Care Service (B)

2. Biweekly basis: December thru March (4 months) :
  - a. mowing all lawn spaces
  - b. edging along all sidewalks, curbs adjacent to all parking lots, and driveways
  - e. blowing off of all sidewalks, parking lots, and driveways of any and all debris
  - d. removal of all associated trash and debris, including but not limited to: litter, leaves, branches and pine straw
  - e. trimming (weed-eating) of grass around buildings, trees, outdoor seating, fences, and other outdoor fixtures
3. Monthly basis :
  - a. trimming of all hedges, shrubbery, and bushes
  - b. removal of weeds from all sidewalks and flower beds
  - c. removal of all associated trash and debris, including but not limited to: litter, leaves, branches and pine straw



# Microwavable Bowls (A)

Microwavable Bowls:

Quantity: 1200 CS

- Plastic Bowl
- Size: 1.6 liter, 7 cups
- Warp-resistant



# Microwavable Bowls (B)

Microwavable Bowls:

Quantity: 1200 cs

- Plastic Bowl
- Bowl Color: clear
- With Lid, any color
- Size: 1.6 liter, 7 cups
- Warp-resistant, freezer, dishwasher & microwave-safe
- Packaged: 6 bowls & lids per case
- Rubbermaid No. 7J67, or equal



# Pier Repairs (A)

Pier Repairs:

Quantity: 1 lot

- Vendor to supply labor and equipment to repair pier at (agency location).
- Vendor will replace 15 deck boards that will be supplied by agency.
- Vendor will also supply and replace 4 pilings.





# Pier Repairs (B)

Pier Repairs:

Quantity: 1 lot

- Vendor to supply labor and equipment to repair pier at (agency location).
- Vendor will remove, dispose of, and replace 15 damaged 2 in. x 6 in. x 4 ft. wooden pier deck boards. New boards will be supplied by agency.
- Vendor will supply and replace 4 (four) creosote pressure-treated round wooden pilings, 10 ft. length x 12 in. diameter. Pilings must be set 4 ft. into ground below water. Old pilings must be removed and disposed of by vendor.
- Agency requests mandatory jobsite visit.



# Watch (A)

Wristwatch:

Quantity: 100 ea

- Buckle and Band to be made of high-quality solid 316L hand-polished stainless surgical steel mesh
- Size: 1.69 in.
- Watch face to be made of hardened mineral glass with a high degree of crack & scratch-resistance
- Dial to be cobalt blue
- Hand movement to be highest precision
- Silver oxide battery
- Watch must be adjustable to fit comfortably on any wrist
- Must be water-resistant for 30 minutes at 10 feet



# Watch (B)

Men's Wristwatch:

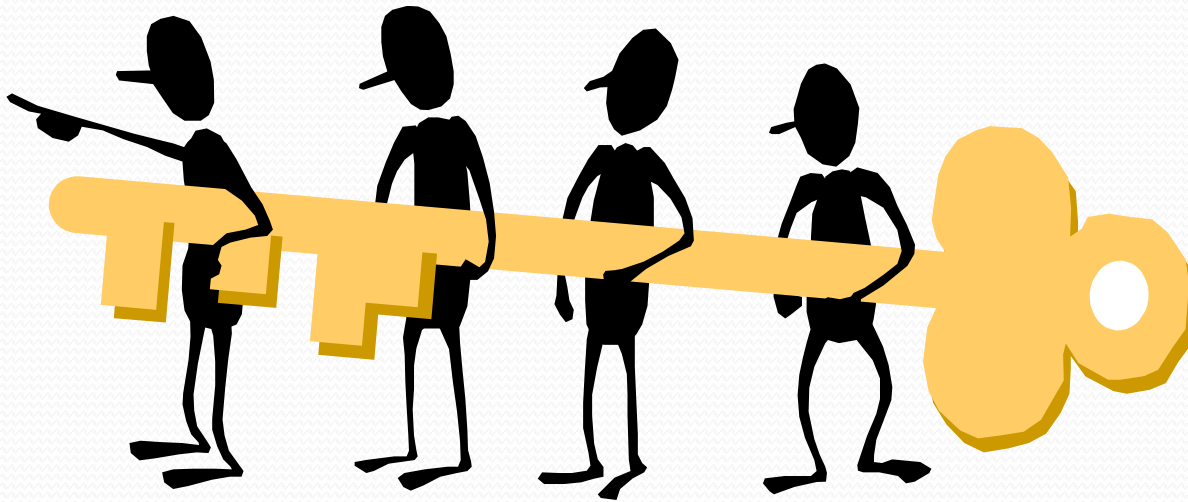
Quantity: 100 ea

- Analog, to include hour, minute, and second hands
- Stainless steel mesh band, with adjustable sliding buckle
- Size: 1.5 – 1.7 in.
- Dark blue or black dial
- Crack and scratch-resistant glass face
- Battery Life to be a minimum of 2 years
- Water-resistant for 30 minutes up to a minimum of 10 feet
- Limited lifetime warranty – covers all inner mechanical components of watch
- Obaku Model Venlig-Cyan, or equal



# Working Together

The key to success throughout the Procurement Cycle is through teamwork between agencies and OSP, so that the state receives the correct, necessary goods and services in a prompt, efficient manner while getting the best value for its dollar.





# CONTACT INFORMATION:

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