



The Global Standard for Procurement and Supply

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Leading global excellence in procurement and supply

Segment 5.3 Specifying Goods and Services

Level: Operational

Theme: Contracting

Knowledge: Will know and understand	Capabilities: Will be able to
<p>Types of specifications used in the procurement of goods or services, such as drawings, samples, branded, technical, conformance, output- or outcome-based specifications</p>	<p>Develop appropriate specifications for the procurement of goods or services</p>
<p>Sources of information that can be used to create specifications, such as published standards, the internet, suppliers and directories</p>	<p>Research appropriate sources of information for the development of specifications for the short and longer term</p>
<p>The typical sections of a specification such as scope, definitions, descriptions of requirements, testing and acceptance, change control mechanisms and remedies</p>	<p>Develop and complete all required documentation for the specification of through-life contracts</p>
<p>The impact of specifications on the organisations' cash input costs</p>	<p>Ensure that the design and performance of specifications avoids unnecessary costs for both the organisation and suppliers</p>
<p>The risks that can result from inadequate specifications, particularly from under or over specifying needs</p>	<p>Monitor the creation of specifications by colleagues and other internal stakeholders and work to ensure that risks are mitigated</p>

Knowledge: Will know and understand

The use of standardisation, value analysis and value engineering programmes to regulate specifications

Capabilities: Will be able to

Identify opportunities to regulate specifications both in the short and longer terms by the implementation of standardisation, value analysis or value engineering programmes and provide guidance to internal stakeholders on their implementation

The use of social and environmental criteria in specifications

The use of social and environmental criteria in specifications

Related CIPS Knowledge Links

[Corporate Social Responsibility \(CSR\) - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Sustainability/Corporate-Social-Responsibility-CSR/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Sustainability/Corporate-Social-Responsibility-CSR/)

[Specification Development - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Understand-Need---Market-and-options-assessment/Setting-KPIs/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Understand-Need---Market-and-options-assessment/Setting-KPIs/)

[Value Generation - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Efficiency/Value-Generation1/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Efficiency/Value-Generation1/)