



Quick Facts

LENGTH
1 day

CONTACT HOURS
6

START TIME
9:00 AM

END TIME
4:00 PM

Basics of Writing Specification

Course Description:

The purpose of this training session is to review the various types of specifications and help the specification writer better understand when to use each type. The training session also reviews what areas of the specification to review, what resources to use for the verification of the content, and the appropriate application of insurance requirements.

Audience:

Professionals whose job responsibilities include any of the following functions:

- Any purchasing function
- Agency, college, or university legal staff that provides advice regarding procurement decisions
- Facilities management
- Contract administration
- End users involved in the requisition process or authorized to make purchasing requests

Objectives:

At the completion of this training session, you will be able to do the following:

- Explain the need for specifications
- Differentiate among the types of specifications
- Define the Purchasing Cycle
- Describe the fundamentals of good specification writing
- How to review or revise a specification
- How to validate information in a specification
- Differentiate specific language usage in specifications
- Describe the Bonds and Insurance considerations when writing a specification

Prerequisites:

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Basics of Writing Specification

- Introduction to State Purchasing - Part A and Exam
- Introduction to State Purchasing - Part B and Exam
- Fundamentals of State Purchasing and Exam

To register for this course, click this link: [Learning Management System \(LMS\)](#)