



Specification Development and Evaluation

Part of the Procuring for Impact – LEARNING Program
Procurement Excellence for Community Outcomes

Programme overview

A one-day interactive program designed to introduce essential elements of sourcing, develop skills in specification writing, and provide clarity on how to conduct procurement evaluation processes in a local government context. Participants will be taken through the key steps and activities.

Course content

- › Importance and role of procurement
- › Sourcing principles
- › How to develop clear, concise specifications to deliver the right outcomes
- › Methods of approaching the market and advantages/disadvantages of each
- › Understanding the difference between price and cost
- › Assess and understand tools to map and mitigate key risks across projects and supply chains
- › Awareness and understanding of the types of evaluation methods and benefits of each
- › Negotiating the contract

Learning outcomes

By the end of the workshop participants will be able to:

- › describe the value of the sourcing process in procurement;
- › identify the different types of specifications, and how and when they should be applied;
- › be empowered to lead evaluation panels; and
- › plan, work collaboratively and come up with good coherent strategies.

Organisational benefits

This course is designed to equip attendees with the tools and skills to better design specifications and facilitate core sourcing processes, leading to better outcomes, more successful relationships with suppliers and improved value for money.

Workshop fees

\$600 per person, excl. GST

Workshop timings

9am – 4:30pm