Developing a sourcing specification

Template

(Insert procurement activity and reference number)

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| **When to use this template**This template can be used to assist when developing a specification. **Please delete this text box and remove any user notes before use.**Use of this template is optional – remember to check your agency’s policies and procedures to check whether your agency has a standard template available that you are required to use.**For more information on the *Buy Queensland* approach to procurement please visit** [www.qld.gov.au/buyqueensland](http://www.qld.gov.au/buyqueensland).Get involved! This document is part of the Procurement Resource Centre. We would love to hear what you think, so please email your feedback to betterprocurement@hpw.qld.gov.au.**Disclaimer**This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency’s procurement policies and procedures, and any other relevant documents.The Department of Housing and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention a reasonable effort will be made to correct them. |

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# Sourcing specification

## (Insert name of procurement)

[User note: it is not necessary to use all the headings shown below – headings can be amended, combined and/or removed as required. Additional documents, drawings and/or standards may also need to be attached. Refer to the [Developing specifications](http://www.hpw.qld.gov.au/SiteCollectionDocuments/ProcurementGuideDevelopingSpecifications.pdf) guidance for further information.

Specification development should also include consultation with end users, technical subject matter experts and other relevant stakeholders. Efforts should also be made to:

* use plain English
* ensure the specification is as clear and concise as possible
* contain enough information for suppliers to be able to cost the needed goods/services.]

# Purpose and background

## Purpose

[User note: understanding the purpose and the objectives of the procurement is critical in assisting a prospective supplier to understand an agency's needs and the outcomes sought.]

The purpose of this procurement is (insert information).

The procurement objectives are (insert information).

## Background

[User note: this section can be used to set the scene. Giving prospective suppliers an understanding of how and why the requirement arose may help them put together the best solution.]

(Insert information.)

# Detailed description of scope

## Overview

(Insert a description of what goods and/or services are required – this should include a description of the outcomes/outputs sought.)

## Mandatory requirements

[User note: these are yes/no scenarios where a failure to meet the specified requirement would render the offer as non-compliant. This may include some of the headings provided below under ‘Desirable requirements’. Mandatory requirements may include things such as:

* Australian Standards
* accreditation requirements
* legislative reporting requirements or other obligations.]

(Insert information.)

## Detailed requirements

[User note: describe exactly what goods or services are required. Break the description down as far as is necessary so that suppliers can fully understand what is required. The following headings can also form part of this section.

In developing specifications users should also be mindful of opportunities to drive innovation using an outcomes-based specification (as opposed to technical, performance or functional specifications). For further information please refer to the guidance on [Using an outcome-based procurement approach](https://www.hpw.qld.gov.au/__data/assets/pdf_file/0018/3456/usingoutcomebasedprocurementapproach.pdf).]

(Insert information as applicable.)

### Statistical and technical information

[User note: list any statistical information provided to help suppliers or attach any technical drawings.]

(Insert information or attach as appropriate.)

### Compliance with standards

[User note: any standards of relevance to the procurement should be mentioned and the importance made clear.]

(Insert information if applicable.)

### Relevant legislative and policy requirements

[User note: any legislation and/or policy of relevance to the procurement should be mentioned and the importance made clear.]

(Insert information if applicable.)

### Queensland Government’s economic, environmental and social targets and commitments for procurement

[User note: insert any relevant targets and commitments. Specific guidance on individual targets can be found on [the](http://www.hpw.qld.gov.au/Procurement/ProcurementStrategy/Resources/Pages/default.aspx) [*Buy Queensland* website](http://www.qld.gov.au/buyqueensland).]

(Insert information about any applicable targets and commitments.)

### Term

[User note: insert for how long the goods and/or services will be required.]

(Insert information.)

### Delivery timetable

[User note: where appropriate a timetable for the production of periodic reports and the achievement of specific results should be included.]

(Insert information.)

### Number and location of suppliers

[User note: use this section to insert details about where the goods or services are required. For example, does the agency require contractors located in each region, or a single contractor that can service the whole state?]

(Insert details about where the good or services are required.)

### Goods inspection/tests required

[User note: use this section to detail any inspections and/or tests the offered goods/services will be required to undergo prior to acceptance.]

(Insert information if applicable.)

### Training, service, support and warranties

[User note: use this section to detail any training, service, warranties and/or other support services the supplier will be required to provide.]

(Insert information.)

### Key performance indicators

[User note: key performance indicators are used to measure and report progress and are generally chosen to reflect the critical success factors of a project/deliverable.]

(Insert information.)

### Reporting

[User note: use this section to include details about any reports that the supplier is required to provide.]

(Insert information if applicable.)

### Implementation and/or transition requirements

[User note: use this section to include implementation and/or transition requirements that the supplier is required to provide.]

(Insert information if applicable.)

### Copyright and intellectual property rights

[User note: the specifications should contain information about the ownership of any intellectual property, if applicable.]

(Insert information if applicable.)

### Confidentiality requirements

[User note: the specifications should contain information about any specific confidentiality requirements the supplier or its personnel is required to meet.]

(Insert information if applicable.)

### Resources provided by the principal

[User note: use this section to document any resources that will be provided to the supplier by the agency. For example, this may include office accommodation, documentation, or access to key stakeholders.]

(Insert information if applicable.)