

## 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 provide methods for organizing the information in the specifications and methods for verifying the validity of information received from the end user.

### Audience:

Professionals whose job responsibilities include any of the following functions:

- Any purchasing function that requires the writing of specifications
- 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:

- Describe the need for specifications.
- Describe end-user and procurement staff responsibilities.
- Describe steps for ensuring specifications are clear and allow for competition.
- Describe steps for verifying information is valid and accurate.
- Describe steps for ensuring specifications follow procurement administrative rules.

### Prerequisites:

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

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