

## S415: Prepare specifications for contracts

**Overview:** Prepare specifications for contracts including agreement of the selection criteria.

**Links:** Business Resources; Communications

**Specific skills:**

- Analysing
- Evaluating
- Monitoring
- Negotiating
- Planning
- Prioritising
- Problem-solving
- Reporting

### Performance Indicators

1. Prepare specifications for products/services
2. Prioritise requirements for specifications
3. Prepare and agree selection criteria for specifications for products/services
4. Identify requirements for contractor(s), consulting with others where required

### Knowledge & Understanding

- A. The purpose and benefits of contracts and other forms of agreement
- B. The different types of contracts and agreements, when they are appropriate and the correct ones to use for a particular product or service
- C. The legal, regulatory and organisational requirements governing contracts
- D. The correct terminology to use in specifications and contracts
- E. The purpose and benefits of requirements and specifications for contracts
- F. How to prioritise requirements and the purpose and benefits for doing so
- G. The purpose and benefits of having objective selection criteria
- H. How to identify requirements for contractors, consulting with others where required
- I. How to prepare a specification for products/services