

HOW TO WRITE GOODS & SERVICES SPECIFICATIONS

Learn more at kingcounty.gov/procurement

10 TIPS TO AVOID COMMON MISTAKES

1

Be specific and give as much detail as possible; suppliers are only held accountable to what we put in writing.



2

“Or equal” language must include salient characteristics you will use to judge.



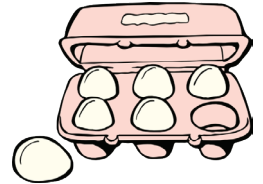
3

Include all requirements: business hours, a single point of contact, or delivery instructions.



4

Specify the unit of measure.



5

Set a reasonable expectation for usage (how many you'll need), and justify your estimate.



6

For services, state the frequency needed.



7

For services, adjust your specifications based on past experiences (likes & dislikes).



8

For services, give step-by-step instructions to ensure the correct outcome.



9

If reporting is required, explain the action and deliverable.



10

Consider a site visit with the pre-bid meeting.

