Guide For Writing a

Specification or Scope of Work

1. What is the purpose, goal or objective of this procurement?

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1. What are the significant materials or services to be delivered? (Attach detailed specification or Scope of Work)

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1. Is the item or service to be purchased considered proprietary or only available from one vendor? (Sole source justification required)

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1. What is the estimated cost of the materials or services to be provided?

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1. Who is the primary contact person and their phone number?

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1. Who is the intended contract administrator and their phone number?

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1. When is the contract expected to begin?

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1. When is the contract expected to end?

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1. How will project completion or acceptance be defined?

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1. What is the address of the location where services are to be provided?

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1. What are the building access or delivery issues, if any?

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1. Will it be necessary to conduct a pre-solicitation site visit for interested vendors?

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1. Will the contractor be working on agency property? (Insurance required)

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1. What, if anything, will be installed?

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1. Will the installation be required to interface with an existing system? If yes, what is that system?

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1. Will there be a risk of the vendor failing to perform? (Liquidated damages or performance bond may be required)

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1. If the procurement method to be used is a Request for Proposals, what evaluation criteria will need to be used?

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1. Are resumes of contractor staff required?

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1. Are examples of past projects required?

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1. Are references required?

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1. What, if any, warranty provisions need to be included?

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1. What, if any, training will the contractor need to provide to agency staff?

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1. Will the contractor be required to travel for and be reimbursed under the agency’s travel policy?

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1. What will the agency be required to provide in the way of services or access?

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1. Will any current equipment be considered for trade-in?

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1. Are there any other issues to be considered?

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