

BACK TO BASICS: WRITING SPECIFICATIONS FOR GOODS/SERVICES BIDS ADAPT NOT ADOPT

MAY 20, 2026 Webinar

Approved by DCA - CMFO, - 2 CEUs - 2 Financial Debt Management
Approved by DCA - CCFO - 2 CEUs - 2 Financial Debt Management OR 2 County Fiscal Operations
Approved by DCA - CPWM - 2 CEUs - 2 Government
Approved by DCA - QPA - 2 CEUs - 2 Procurement Procedures OR 2 Green Purchasing
Approved for 2 CPEs for CPA, RMA PA - 2 Management
Approved by DCA - RMC - 2 CEUs - 2 Finance
Approved by Rutgers University 2 RPPO/RPPS CEUs in Public Procurement
Approved by Rutgers University 2 CRPs in classroom
Approved by NJ State Board of Professional Engineers & Land Surveyors - 2 CPCs

10:00am-12:00 pm Webinar Timetable- \$50 per person

Specification for Public Procurement - What is a Specification?
Development of a Specification - Guidelines - Basic Concepts
Types of Specifications - Standard and Non-Standard
Characteristics of a good Specification - Characteristics - The Checklist
" Needs vs. Wants"
Developing standards / Standardization
Alternatives and Optional Items
Composition of a Specification - Provisions - Documents
Statutory Requirements for Specification - LPCL - Non-LPCL
Requirements Specifications Resources
Green Purchasing Requirements

Presenter: Nicola Reid, QPA, Purchasing Agent Stafford Township

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Just send your check with the application form!
You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator