

BACK TO BASICS -ADAPT, NOT ADOPT

Specifications for Public Procurement

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
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

In New Jersey public procurement, a specification is a precise, clear description of the physical or functional characteristics, standards, and requirements for goods or services to be acquired. Designed to foster open competition, these documents establish minimum acceptability for vendors and define the scope of work, testing, and, for construction, methods and materials.

Specifications ensure fairness, provide clear guidelines for bidders, and allow for proper bid evaluation, often standardizing requirements for efficiency. They must encourage free and open competition. They cannot include restrictions not directly related to the purpose of the contract.

The Areas of Discussion For This Webinar Include:

- **Specifications for Public Procurement - What is a specification?**
- **Statutory Requirements for Specifications - LPCL - Non LPCL requirements**
- **Specification Resources**

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.

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Michael F. Conti, Program Coordinator