

Functional Specification



1 WHEN IS FUNCTIONAL SPECIFICATION USEFUL?

Specify functionality:


- Possible added value of supplier
- Stimulate innovation as a goal

2 MAKE AN OVERVIEW OF FUNCTIONAL NEEDS

Get a fundamental understanding of needs:

- Which problem do you want to solve?
- Why is this a problem?
- What is the reason of this problem?
- Find a balance between specific and general questions



 Every user group has its own needs



3 FORMULATE THE SPECIFICATIONS

- ✓ Find a balance between requirements and latitude
- ✓ Use objective and neutral terms
- ✓ Make a mix of functional and detailed specifications
- ✓ Describe the needs of the organisation
- ✓ Ensure total coverage of the objective
- ✓ Describe the domains

4 CHECK THE SPECIFICATIONS

Estimation of suppliers:

- Use knowledge of suppliers and producers
- Think of a market survey or market consultation



5 CHECK THE SOLUTION

Describe not only the function of the solution, but make it also testable for an assessment or monitoring

Legal Framework

Recital 74 Preamble of the Directive 2014/24/EU on public procurement

Art. 42 of the Directive 2014/24/EU on public procurement



This Roadmap has been developed with support and funding of:

PROCEDIN

Building Procurement Capability for Embedding and Driving Innovation