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| **REQUIREMENTS SPECIFICATION CONTENT GUIDANCE** |

1. **PURPOSE OF THE GUIDANCE**
2. To assist in the preparation of Requirement Specifications for obtaining high value quotations and tenders.
3. To assist in achieving procurement outcomes by the adoption of a structured approach to specifying requirements.
4. To enhance the quality of evaluation, decision making and transparency.
5. **BENEFITS OF A REQUIREMENT SPECIFICATION**
6. It helps to identify why you are considering the requirement, what you need it to do and what outcomes you are expecting to get from it.
7. It helps to define the requirement and thereby eliminate any confusion or misunderstanding from the initial stage of the procurement.
8. The information compiled can be used in a Quotation or Tender Document for inviting proposals in liaison with Procurement & Business Services for requirements between £15,000 to £75,000 or by Procurement & Business if in excess of £75,000 either singly or cumulative over four (4) years.
9. **NOTES**
10. If your requirement is IT related, it must firstly go through the University’s [Project Governance](https://docs.gre.ac.uk/rep/information-and-library-services/initial-project-development-request-ipdr-template) process involving submission of an Initial Project/Development Request (IPDR) Form to ILS.
11. This document should clearly, accurately and completely describe in detail what needs to be purchased and the desired outcomes. The document will provide suppliers with understandable information of what is required from the contract.
12. Your completed Requirement Specification should be submitted to Procurement & Business Services either to assist you in obtaining Quotations or for competitive tenders to be processed.
13. **FURTHER INFORMATION**
14. If you require assistance with completing your Requirement Specification, contact the appropriate Procurement Category Managers via [Procurement-Team@gre.ac.uk](mailto:Procurement-Team@gre.ac.uk) or by telephone numbers:

8697 - Supplies

8611 - Services

7710 – Works

8899 – High Value new requirements; strategy.

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| **REQUIREMENT/PROJECT NAME:** |  |
| **PROJECT REFERENCE:** |  |
| **EXECUTIVE SPONSOR:** |  |
| **PROJECT MANAGER:** |  |
| **FACULTY/INSTITUTE/DIRECTORATE:** |  |

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| **REQUIREMENT REVISION HISTORY** | | | |
| **VERSION** | **DATE** | **REVISION DESCRIPTION** | **REFERENCE/PERSON** |
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| Final Approval |  |  |  |

**1.0 BACKGROUND, OVERVIEW AND PURPOSE**

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| 1.1 | **Requirement Background Context and Evidence Base**  *[How does the requirement relate to current and other products or services? How does it relate to needs, trends, University-wide, sector or legislative requirements? Is it independent and self-contained? Does it interface with a variety of related systems or arrangements?*] |
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| 1.2 | **Project Purpose and the University’s Strategic Objectives**  [*Select (* 🗸) *which of the* [*University Strategic Plan Objectives*](https://docs.gre.ac.uk/rep/vco/strategic-plan) *(a to g) that this project supports or seek to satisfy?)* | | |
| a) | ***Changing student lives through outstanding, teaching and learning*** | |  |
|  | **Notes** |  | |
| b) | ***Enhancing science and society through inspiring research and enterprise*** | |  |
|  | **Notes** |  | |
| c) | ***Creating engaging campus environments and services*** | |  |
|  | **Notes** |  | |
| d) | ***Supporting and developing our staff*** | |  |
|  | **Notes** |  | |
| e) | ***Internationalising Greenwich*** | |  |
|  | **Notes** |  | |
| f) | ***Enhancing student employability.*** | |  |
|  | **Notes** |  | |
| g) | ***Embedding our values – ambition, creativity, determination, excellence, and inclusivity*** | |  |
|  | **Notes** |  | |

**2.0 REQUIREMENT SCOPE**

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| 2.1 | Requirement Scope and Features(This statement should identify and describe/explain what the Scope of the Services, and/or Goods that are required/requested and expected to be provided by the supplier, including any installation, training, documentation as well as their use, e.g. by staff, students [Example: “The Procurement Support System project will provide updated functionality to the existing application (In-Tend) in the areas of Strategic Sourcing, Supplier Adoption, enhanced e-Tendering, EU compliant tendering, Interactive Remote Competitive Tender Evaluation, Contract Administration and integrated Procurement Category Portfolio/Contract Management, compatible with the University’s eProcurement system, Quick Quotes functionality, Analytics and Spend Analysis, and provision of a single facility replacing three separate systems (In-Tend, Delta e-Systems, for use by Procurement Category Managers and local Buyers in Faculties, Institutes and Directorates). The user interface design (look and feel) of the system will be updated to provide a seamless transition from the existing separate systems and achieve better overall functional performance”.] |
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| 2.2 | Out of Project Scope [What falls outside the scope (boundary) of this project or procurement? What specifically will NOT change or NOT be included in this project or procurement? You may indicate whether items are targeted for a future phase. [**Example**: “*No items were identified as out of scope*. OR *This project will affect web-based platforms only; all other platforms are out of scope*.”] |
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**3.0 THE DESIRED OUTCOMES**

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| 3.1 | Requirements Changes and Characteristics*(What are the critical changes that the new requirement will make to current products, systems and processes, etc.? Describe the main characteristics of the outcomes that the requirement aims to deliver]* |
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| 3.2 | Outcomes Achievement Indicators *[What are the indicators for identifying that the Outcomes are achieved? What methodology is to be used to monitor and check this?]* |
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**4.0 TECHNICAL AND FUNCTIONAL REQUIREMENTS**

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| 4.1 | **General Technical and Functional Requirements**  *[If applicable describe the features of the technical and functional requirements, e.g. Volume/Quantity, size/dimensions, weight, colours, Brands or Equivalent]* |
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| 4.2 | Specific Hardware Requirements Interfaces *[If applicable describe the specific features of any hardware that must be supplied or used]* |
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| 4.3 | Specific Software Requirements Interfaces *[If applicable describe the specific features of any software that is needed]* |
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| 4.4 | Specific Communications Interfaces *[If applicable state any communication functions the specified requirement will use; for example, e-mail, web browser, etc.]* |
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**5.0 NON-FUNCTIONAL OPERATIONAL REQUIREMENTS**

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| 5.1 | **Performance and Response Times**  [*Describe where possible any operational elements of what is needed, such as Delivery, Performance Response Times, timeframes, etc.]* |
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| 5.2 | Training and Documentation *[If applicable, list the training and documentation components that will be delivered as part of the requirement. (e.g., user manuals, online help, tutorials, job aids, etc.). Required certification, licensing and/or training needed to use/operate the item. Identify delivery formats (e.g., online, PDF, web page, etc*.)] |
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| 5.3 | Business Continuity Recovery Time *[If applicable, define the maximum recovery time that can elapse before the system is required to be recovered after disaster declaration. Consider customer impact, financial impact, regulatory issues, and other needs]* |
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**6.0 USERS AND KEY STAKEHOLDERS**

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| 6.1 | User Categories and Characteristics[What are the profiles of users (staff/students) i.e. technical expertise, experience, other general characteristics? Note: If applicable, please list each category or group of users and provide the following for each: How many users make up the category (estimate)? What Business/Service Support functions will use the requirement. Indicate whether each category is “Critical”, meaning that users in this category will be given priority in change requests, deliveries, etc.] | | | |
|  | **User Category Name** | **Number of Users (Est.)** | **Critical (Y/N)** | **Special Usage Characteristics** |
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| 6.2 | Key Stakeholders *[Who are the key stakeholders other than users of what is being specified for procuring? (Note: Include any 3rd Party stakeholders)]* | | |
|  | Name | Key Role | **Faculty/Directorate/Institute/** Externals |
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**7.0 OPERATING/WORKING ENVIRONMENT**

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| 7.1 | Operating/Working Environment *[Briefly define the environment in which the requirement that is being specified will be used. Include answers to the following questions: Who will use it? What are the essential user requirements? What electronic or manual operating system platforms are required? What special information does the supplier or contractor need to know about the working environment that will be helpful in preparing a proposal?* |
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| 7.2 | Environmental Constraints *[Briefly describe any aspects of the working environment items that will constrain or impact on what is being proposed by the supplier/contractor to meet your requirement, e.g. parallel operation of legacy equipment, access, resource limitations, etc.]* |
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| 7.3 | **Regulatory and Compliance Environment**  *[If applicable describe any business, governmental, or regulatory agency demands for which compliance must be considered as part of the proposed solution, including any third-party ownership issues]* |
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| 7.4 | Globalisation/Localisation *[If applicable, define the environment required to support people who speak languages other than English. May include translation, managing projects across different time zones, and all the items and processes necessary to transition a product]* |
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**8.0 KEY PERFORMANCE INDICATORS**

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| 8.1 | KPIs and Success Criteria Weightings *[List the Key Performance Criteria Elements and % Weightings assigned to each Criteria that will be used to evaluate proposals and measure the success to the users and stakeholders.]* | | |
|  | KPI Criteria | Criteria Elements | Measure/Weightings (%) |
| a) | Price Competitiveness | Comparative Price; Sustained competitiveness |  |
| b) | Quality | Suitability for purpose; Quality Improvements |  |
| c) | Sustainability | Resource Reductions Social Value; |  |
| d) | Efficiency/Support Service | Sustained support; Support Improvements |  |
| e) | Other: |  |  |
|  | Total |  | 100% |

**9.0 ASSUMPTIONS AND DEPENDENCIES**

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| 9.1 | Main Assumptions[List any current assumptions made which could affect the type of product or service that is to be procured.] |
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| 9.2 | Key Dependencies[If relevant, list any major dependencies that the item(s) or project have on external factors outside its control (e.g. successful deployment of other related items, regulatory rulings, etc.)] |
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**10.0 OTHER REQUIREMENT ELEMENTS**

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| 10.1 | Other Assumptions[List any additional assumptions made which could affect what is to be procured.] |
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