

# SFJCPS4.1

## Specify and award contracts for services



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### Overview

This standard is about specifying and awarding contracts for services. You will need to develop specifications and documentation for services and offer contracts in accordance with legal and organisational requirements.

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### Performance criteria

- You must be able to:*
- P1 draw up an accurate and complete specification of the services required
  - P2 ensure your specification clearly states:
    - P2.1 the aims and objectives of services and the outcomes required
    - P2.2 how the objectives of services and the level of service will be monitored, evaluated and periodically reviewed
  - P3 ensure your specification takes into account recognised good practice in commissioning and delivering services
  - P4 ensure that the contract protects all parties in accordance with legal and organisational requirements
  - P5 negotiate the details of contracts with providers in order to ensure that services represent best value
  - P6 ensure contracts meet organisational and legal requirements
  - P7 offer contracts for the provision of services to those providers who meet best value

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### Knowledge and understanding

*You need to know and understand:*

- K1 the relevant legislation in relation to the service provision with which you are concerned
- K2 the legislation and guidelines relevant to commissioning in your occupational area and where to obtain information and guidance about this
- K3 the ethics and requirements of sustainability as applied to the service provision with which you are concerned
- K4 organisational requirements relevant to the functions being carried out
- K5 what service specifications, tender documents and contracts and/or agreements should contain
- K6 how to develop service specifications and related documentation
- K7 how to obtain guidance on the drafting of contracts and/or agreements where required
- K8 when alternative funding mechanisms may be used (e.g. grants)
- K9 the use of evidence-based practice in your work
- K10 your organisation's procurement procedures
- K11 the range of suitable providers and the services they provide
- K12 how to select and manage service providers according to legal and organisational
- K13 how to evaluate the quality and cost-effectiveness of services

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### Additional Information

#### Behaviours

- 1 You listen actively, ask questions, clarify points and rephrase others' statements to check mutual understanding.
- 2 You present information clearly, concisely, accurately and in ways that promote understanding
- 3 You comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes
- 4 You act within the limits of your authority.
- 5 You show integrity, fairness and consistency in decision-making.
- 6 You confront performance issues and resolve them directly with the people involved.
- 7 You clearly define what is expected of others and hold them to account.
- 8 You make best use of available resources and proactively seek new sources of support when necessary.
- 9 You take timely decisions that are realistic for the situation.

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**Suite** Commissioning in the Public Sector

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