The preparation of suitable procurement specifications to clearly define technical scope of work requirements and prepare legal binding documents is a complex task that all state agencies are required to complete in order to comply with NC General Statutes 143-49(2) and 143-53. Writing a procurement specification for the commodity or service is the first step in finding vendors that provide these goods and services to meet NCDOL needs. A procurement specification is a clear, concise, and accurate statement of the technical scope of work requirements to be satisfied by a product, material, or process. A descriptive procurement scope of work helps the NCDOL Purchasing Officer determine a level of suitability and solicits competition from other vendors that can provide the good or service at the “best value” for NCDOL. To assist the NCDOL Purchasing Officer in writing this scope of work, please answer the questions below which describe and outline the procurement information being requested.

**What is being procured?**

**Is this a service or commodity?**

**Reason/need for good or service to be purchased:**

**Relevant background or product/service preferences:**

**Specifications: *The task(s), or commodity descriptions the Vendor must provide***

**Delivery Timeline: *When needed?***

**Contract Time Period (*for Services*):**

**Source of Funding for Contract:**

**Payment Frequency (check one):** [ ]  **one-time** [ ]  **weekly** [ ]  **monthly** [ ]  **quarterly** [ ]  **annually**

**Requestor Contact Information:**

**Email: Phone:**

**Supervisor Approval: Date:**

**(Scope of Work Example)**

**What is being procured?** The NCDOL OSH Bureau is requesting the rental of multiple golf carts for the upcoming NC State Fair. These golf carts will be used to carry OSH employees around to the different rides to perform inspection services.

**Is this a service or commodity?** Service

**Reason/need for good or service to be purchased:** The NCDOL OSH Bureau conducts inspections of all the rides at the NC State Fair. These golf carts will be used to carry OSH employees around the State Fair grounds to perform these inspections.

**Relevant background or product/service preferences:** Golf carts play an important part in the NC State Fair ride inspections as they assist in quickly transporting staff and diagnostic tools between rides which improves efficiency and timeliness of these inspections. These are rented annually in order to perform these duties.

**Specifications: (Task(s) or commodity descriptions the Vendor must provide)**

1. Vendor must supply six (6) two passenger and five (5) four passenger golf carts for the requested timeframe.
2. All golf carts must be gas.
3. Vendor must be able to replace an unworking golf cart within two (2) hours of being notified.
4. Vendor must maintain the set delivery and pick up schedule as requested below:
* *Deliver golf carts at 10:00 am on 10/17/19 and pick up all golf carts by 4:00 pm on 10/27/19.*

**Delivery Timeline: *When needed?*** All golf carts must be delivered by 10:00 am on 10/17/19.

**Contract Time Period:** 10/17/19 thru 10/27/19

**Source of Funding for Contract:** Receipt funding will be used for this procurement request.

**Payment Frequency (check one):** [x]  **one-time** [ ]  **weekly** [ ]  **monthly** [ ]  **quarterly** [ ]  **annually**

**Requestor Contact Information: Kathy Dale, Financial Services Division**

**Email:** **kathy.dale@labor.nc.gov** **Phone: 919-707-7754**

**Supervisor Approval: Kent Woodson**  **Date: 09/09/2019**