Course : Mastering the Drafting of Specifications and Mitigating Contractual Risks in Public Procurement

Delivering Strong Performance and Minimizing Execution Risks

Practical course - 1d - 7h00 - Ref. CTV

Price : 970 € E.T.

NEW

The goal of this training is to ensure that the company's contractual obligations are safeguarded and that all parts of the contract are consistent, in order to minimize the risk of litigation and financial losses.

Teaching objectives

At the end of the training, the participant will be able to:

- Analyze the clauses to distinguish between obligations of means, obligations of results, and implicit constraints
- Structuring a Technical Specification Document Focused on Implementation and Operational Management
- Draft technical provisions that are specific, measurable, and verifiable
- Verify consistency among the various contractual documents
- Secure commitments to minimize the risk of disputes and additional costs

Intended audience

Experienced public procurement professionals involved in analyzing or drafting bid documents

Prerequisites

None

Practical details

Please enter the instructional description here

Course schedule

PARTICIPANTS

Experienced public procurement professionals involved in analyzing or drafting bid documents

PREREQUISITES

None

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Analyze and Audit a Technical Specification Document

Compétences visées

- Identify the hierarchy of contractual documents and their scope
- Identify technical provisions that pose a risk to the company
- Distinguishing Between Explicit and Implicit Commitments
- Analyze technical specifications and standards
- Assess the contractual and operational impacts of the clauses

Activités pédagogiques

- Comprehensive audit of an actual set of construction specifications, including risk mapping

2 Structuring a Construction Specification Focused on Execution

Compétences visées

- Design a set of technical specifications tailored to the type of contract
- Organize the technical requirements in a hierarchical manner
- Balancing obligations of means and expected results
- Create clear, readable documents for operational teams
- Optimizing Requirements Traceability for Project Management

Activités pédagogiques

- Redesign of the structure of an existing technical specifications document

3 Drafting Secure Technical Clauses

Compétences visées

- Develop objective and measurable technical requirements
- Setting Guidelines for Performance and Scope of Interpretation
- Adapt the text to operational constraints
- Limit excessive or uncontrolled commitments
- Justify editorial decisions based on risk

Activités pédagogiques

- Rewriting sensitive technical provisions and cross-checking contractual documents

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

4 Ensure consistency and prevent disputes

Compétences visées

- Analyze the consistency between the Specifications, the Construction Drawings, the Environmental Quality Documentation, and the Technical Report
- Identify contradictions that create risks
- Revise the documents before submitting the bid
- Anticipating difficulties in contract performance
- Secure the overall contract file

Activités pédagogiques

- Comprehensive Case Study on Securing a File

This programme is an original creation, developed by the teaching teams at ORSYS Formation. Any reproduction, representation, adaptation or use, in whole or in part, without the prior written authorisation of ORSYS, is strictly prohibited. ORSYS reserves the right to take any action necessary to protect its intellectual property rights.

Dates and locations

REMOTE CLASS
2026 : 18 Dec.

2027 : 5 Mar., 11 June, 3 Sep., 26 Nov.

PARIS LA DÉFENSE
2026 : 18 Dec.

2027 : 5 Mar., 11 June, 3 Sep., 26 Nov.