Course : Drawing up special technical specifications (CCTP) for computer systems

Practical course - 3d - 21h00 - Ref. RCT
Price : 2270 CHF E.T.

NEW

This training course will enable you to define your IT requirements precisely and draw up a clear, coherent and secure SCC. You'll learn how to structure your requirements, integrate sensitive clauses and reinforce the legal soundness of your documents. You'll also learn how to manage your relationship with your supplier more effectively, and avoid the frequent errors that weaken IT contracts.

Teaching objectives

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

- Define and formalize IT requirements clearly and completely
- Structuring and drafting a coherent, comprehensible and legally secure SCC
- Identify sensitive clauses (SLA, security, RGPD, reversibility...)
- Managing the contractual relationship with an IT supplier
- Avoid common mistakes that undermine IT contracts

Intended audience
Technical specifiers, IT project managers, buyers, department managers.

Prerequisites
General knowledge of IT or public procurement projects.

Practical details
Hands-on work
Alternance d'apports théoriques et de cas concrets. Études de CCTP réels issus de projets informatiques variés. Mises en situation et ateliers de rédaction collective.

Teaching methods
Alternating theoretical contributions, practical presentations and exercises.

Course schedule

1. The fundamentals of IT procurement

- The role of the technical specifier: between business needs and contractual requirements.
- Le cadre juridique simplifié : Les grands principes (égalité, transparence, libre accès). Les différents types de procédures (MAPA, appel d'offres, dialogue compétitif).
- The specifics of IT purchasing: licenses, cloud, maintenance, SaaS, data.
- Focus on intellectual property (software, usage rights, open source).

Hands-on work
Identify risks and areas to be vigilant about using examples of IT services (hosting, development, TPAM, etc.).

2. From idea to formalized need

- Identifying needs: how to translate a business need into functional requirements.
- Distinguish between functional and technical needs.
- Take into account constraints: budget, deadlines, scalability, security.
- Identify the supplier market: sourcing, monitoring, benchmarking.
- Choose the right contract structure (purchase orders, instalments, fixed price, time and materials).

Hands-on work
Write the requirements specification sheet for a typical project (e.g. implementation of a document management tool).

3. The keys to a clear and complete SCC

- Composition of a consultation file (RC, AE, CCAP, CCTP, BPU, etc.).
- How to articulate contractual documents without redundancy.
- The role of the SCC: to describe needs, define deliverables and set out obligations.
- Draft precise clauses without over-specifying.
- Les clauses sensibles à maîtriser : Sécurité et continuité de service. Interopérabilité et compatibilité. Réversibilité et restitution des données. RGPD et protection des données personnelles. SLA et indicateurs de performance.

4. Drafting method and contractual consistency

- Structure your SCC into logical chapters.
- Use simple, precise and unambiguous vocabulary.
- Formalize deliverables, milestones and acceptance criteria.
- Integrating financial elements: DPGF, BPU, DQE - how to ensure consistency with the content of the CCTP?
- Clauses on training, support, lead times and maintenance.

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.

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.

⑤ From market launch to service provider selection

- Le processus de consultation en pratique : Mise en ligne du DCE, gestion des questions/réponses. Réception et analyse des offres : critères, rapport de synthèse, négociation.
- Best practices for preparing the selection meeting and securing decisions.
- Write a clear, defensible analysis report.

Intersession digital activities
Compare two offers from service providers and identify the one that best meets the expressed need.

⑥ Manage contractual relations and monitor quality

- Market start-up: checklist of points to be validated (schedule, deliverables, comitology).
- Suivre la prestation : Indicateurs de performance (SLA, incidents, reporting). Gestion des écarts, avenants et litiges.
- Market closure: VA, VSR, feedback and capitalization.

Hands-on work
The service provider announces a delay in the delivery of a critical module - how should I react according to the contract?

⑦ Conclusion and summary

- The 10 most common mistakes when writing a SCC.
- Best practices to enhance market clarity, security and performance.
- Tools and templates to reuse for future projects.

Dates and locations

REMOTE CLASS
2026 : 9 Mar., 17 June, 7 Sep., 9 Dec.