**Standard-Setting Exercise for Procurement Specifications**

In keeping with the Procurement Regulations, 2018, this standard setting exercise has been developed by the Central Procurement Office (CPO) to enable government entities to included trademarks or brands in their procurement specifications where appropriate.

The inclusion of non-generic specifications can restrict competition and innovation opportunities. However, in cases where significant investments have been made in research, planning, training, capital expenditure and other factors, value for money can still be achieved through standardisation.

The following exercise is meant to detail the need for standardisation along with the appropriate term. Once completed, please submit it in word document format to the CPO for review: [procurement@gov.ky](mailto:procurement@gov.ky). Please answer the below questions with as much detail as possible.

**Recommended Brand/Standard: [Please Insert]**

|  |  |  |
| --- | --- | --- |
| 1 | Does the entity already have any investment in the recommend brand(s)? If yes, continue to Q2. **If no, go to Q6.** |  |
| 2 | How much capital expenditure (KYD) has been made to date in this brand? |  |
| 3 | How many years of life do these capital items have remaining? |  |
| 4 | How many members of staff have been trained to use this specific brand? |  |
| 5 | How much has been spent (KYD) on training to use this specific brand? |  |
| 6 | Do you have any equipment/systems that require your proposed brand to operate? If yes, what is the value and remaining life of this equipment? |  |
| 7 | What is the estimated life, in years, of the standardisation? Please explain what this is based on. |  |
| 8 | Does local capacity exist to be able to provide and/or service this brand? Please list any local vendors and explain the plan for sourcing this brand. |  |
| 9 | Would standardisation require a direct award? |  |
| 10 | Are their competing or comparable brands or standards? If yes, why is this one better value for money? |  |
| 11 | What is the estimated cost of complete standardisation? Please consider equipment, training and all operating cost |  |
| 12 | Are there any expected savings from this standardisation? Please explain where those savings would be realised. |  |

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| --- | --- |
| Prepared by: | (Type Name) |
| Reviewed & Supported by (EPC Chair): | (Type Name) |

For CPO Review Only (Send to [procurement@gov.ky](mailto:procurement@gov.ky))

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| --- | --- |
| CPO Feedback |  |
| CPO Recommendation | [Approve / Disapprove] |

For CO/CEO Decision

|  |  |  |
| --- | --- | --- |
| Name | Decision | Signature |
|  | [Approve / Disapprove] |  |