

Nº 1600

# Contents

Preface v  
 Acknowledgments vii

## Part 1. Processes

1. Getting Organized	3
2. Gathering Information	25
3. Production Management	41
4. Proposal Evaluation	57
5. Purchase Document Preparation	65
6. Specification Enforcement Management	69

## Part 2. Techniques

7. Specification Scope	79
8. Content	91
9. Organization, Format, and Style	107

<b>10. Administrative and Legal Matters</b>	<b>123</b>
<b>11. Proposal Evaluation Techniques</b>	<b>135</b>
<b>12. Enforcement Techniques</b>	<b>145</b>
<b>13. Production</b>	<b>153</b>
Index	162