Sustainable Procurement Best Practices

CHESC Conference -- June 27, 2017
RPN

International network

• States
• Local governments
• Federal agencies
• Colleges and universities
• School districts
• Businesses
• Nonprofits

Our Mission
Promote and practice responsible purchasing by identifying best practices, developing effective purchasing tools, educating the market, and using our collective purchasing power to maximize environmental stewardship, protect human health, and support local and global sustainability.
Playbook Outline

• Chap. 1: Executive Summary
• Chap. 2: Business Case
• Chap. 3: Sustainable Procurement Policy
• Chap. 4: Operating an Effective Sustainable Procurement Program
• Chap. 5: Setting Priorities
• Chap. 6: Creating Contracts
• Chap. 7: Tracking and Reporting Results
• Chap. 8: Electronics
• Chap. 9: Vehicles
• Chap. 10: Building Materials
Making the Business Case

Sustainable procurement can:

- Help a university or college meet its sustainability commitments
  - Climate/energy, water, zero waste, sustainable food, etc.
- Yield health benefits
  (e.g., by reducing toxic chemical exposures, etc.)
- Create measurable economic benefits
  (e.g., cost savings, local job creation, etc.)
- Promote sustainability in the community
  (e.g., by installing EV charging stations, water bottle refill stations, etc.)
Policy Development

Best Practices

1. Address all three pillars of **sustainability**: environmental, social and economic

2. Clearly define staff **roles and responsibilities**

3. Direct staff to develop sustainable procurement **tools** (e.g., standards, specifications)

4. Make sustainable procurement the **default action** for all major purchasing decisions
Policy Development

Best Practices (continued)

5. Direct staff to set sustainable procurement goals and develop a sustainable procurement plan

6. Encourage employees to assess best value when making purchasing decisions

7. Include tracking and reporting requirements

8. Direct staff to periodically review/update its sustainable procurement policy and procedures
UC Sustainable Practices Policy

G. Environmentally Preferable Purchasing

1. Environmentally preferable purchasing underlies and enables all other areas of sustainable practice in this Policy. Therefore, the University will maximize its procurement of environmentally preferable products and services.

2. The University will use its purchasing power to target environmentally preferable products and services for volume-discounted pricing to make them cost-competitive with conventional products and services.

3. For products and services without available environmentally preferable alternatives, the University will work with its existing and potential suppliers and leverage the University’s purchasing power and market presence to develop sustainable choices.

4. The University will integrate sustainability requirements into its practices for competitive bidding in materiel and services procurement, allowing for suppliers that meet these requirements to earn additional evaluation points.

5. Packaging for all products procured by the University should be designed, produced, and managed in an environmentally sustainable manner. The University shall seek products that have take-back programs, as appropriate.

6. When requested, suppliers citing environmentally preferable purchasing claims shall provide proper certification or detailed information on environmental claims, including benefits, durability, and take-back, reuse, and recyclable properties. Additionally, suppliers are responsible for providing proof of University of California-accepted third-party certification based upon the requirements of the University’s Procurement Services Department located in the Office of the President.
Program Design

Best Practices

1. Dedicate sufficient **staff time**
2. Undertake prioritization and planning
3. Develop sustainable procurement procedures (including standards, procurement templates)
4. Create effective outreach program
5. **Track and report** program activities & impacts
6. **Network** (participate in external sustainable procurement activities)
Best Practices

1. Create cross-functional team to undertake priority-setting process

2. Identify policy drivers that will help set priorities

3. Conduct a spend analysis to determine what your campus has historically spent a lot of money on

4. Review contracts to identify and prioritize upcoming sustainable procurement opportunities

5. Develop a sustainable procurement action plan
“Greening” Contracts

Best Practices

1. Establish a (multi-campus) contract development team
2. Look to see what other universities have done
3. Consider piggybacking on existing contracts
4. Conduct a market assessment (what green products are available)
5. Conduct life-cycle cost assessment (if initial cost is higher)
6. Pilot test available products (if needed)
7. Specify third-party certified products (if available)
“Greening” Contracts

Best Practices (continued)

8. Include **boiler plate** sustainability language in solicitation docs
9. **Add** sustainable products to bid list
10. **Block** unsustainable products from contract
11. Add **vendor survey** questions to RFPs
12. Include sustainability considerations in bid **evaluation**
13. Add **piggybacking** language so other universities can use it
14. **Promote and monitor** contract after award
UC Encourages Use of Third-Party Certifications

- The University will recognize recycled content and the following third-party certifications for the purpose of calculating the percentage of sustainable products the University purchases:
  - A. ENERGY STAR
  - B. EPEAT
  - C. GREENGUARD
  - D. Green Seal
  - WaterSense
Tracking & Reporting

Best Practices

1. Review **tracking and reporting requirements** in your sustainable procurement policy
2. Develop a tracking and reporting **plan** (including baseline assessments)
3. Create tracking and reporting **procedures** and **tools**
4. Track sustainable procurement **activities**
5. Track sustainable **spend ($)**
6. Track % **reductions in energy/water/consumables**
7. Track sustainability **benefits**
Tracking & Reporting

Best Practices (continued)

8. Track financial impacts
9. Require suppliers to provide tracking data
10. Use e-procurement system to facilitate tracking and reporting
11. Track “all-green” contracts
12. Communicate results
13. Use tracking results to plan future sustainable procurement actions
UC Success:
Renewable Energy Procurement

ON-CAMPUS RENEWABLE ENERGY CAPACITY (MW)
- Solar In Planning
- Solar
- Biogas

2014 policy goal

www.ResponsiblePurchasing.org
## UC Success: Sustainable Vehicle Procurement

### Transportation

<table>
<thead>
<tr>
<th>Goal</th>
<th>Progress</th>
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<tbody>
<tr>
<td>50% of all new light-duty fleet vehicles by 2025 to be zero emission or hybrid</td>
<td>29% of all new fleet vehicles in 2015 were purchased as all-electric or hybrids.</td>
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UC Success: Sustainable Food Procurement

**Food**

**GOAL**

By 2020, 20% of UC foodservice spending will be from sustainable products.

**PROGRESS**

20% of UC food purchases in 2015-16 were sourced from sustainable products. 6 of the 10 campus' residential dining services and four of the campus' retail services have met the goal four years early. 3 of the 5 medical centers have also met the goal early.

**Sustainable Food Purchases (Percent of Total Food Spend)**

- Medical Centers
- Residential Living
- Retail Dining
- Combined

**2020 policy goal**

- 2009-10
- 2010-11
- 2011-12
- 2012-13
- 2013-14
- 2014-15
- 2015-16
Potential Actions

- Review *Playbook* and UC EPP policies

- Benchmark your campus’ practices against the *Playbook*

- Identify opportunities to work collaboratively to create “green” specifications and/or contracts
Questions/Contact Info

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