Procurement at Saint Mary’s College
AGENDA

- Workshopping a policy
- Building capacity to enact policy
- Current status at Saint Mary’s College
- 4,000 students
- Catholic, liberal arts school
- Sustainability Committee in 2007
- 1st officer in 2015
• Decentralized:
  • $3,000 barrier

• Detailed policies on:
  • How to purchase
  • When to purchase

• Some policies on:
  • Where to purchase
  • What to purchase
1. Workshopping a Policy

Education, facilitation & stakeholder engagement
Who was invited?

All staff who do purchasing for their department, particularly those purchases under $3,000.
EDUCATING STAFF

◮ Workshops – why have a policy?
◮ Higher Ed context
◮ Catholic context
◮ Environmental/social justice context

◮ Emphasizing ‘what we already do?’
◮ Fair Trade Certified College
“Purchasing is always a moral – and not simply economic – act”

-Pope Benedict XVI, Caritas Veritate, 2009
Sample slide: What do we value?

Conventional Criteria
- Price
- Quality
- Availability

Life-cycle impacts

Environmental
- Embodied energy & carbon
- Decommissioning / Disposal
- Hazardous materials

Social
- Ethical labour
- Socially responsible trade
- Local economic development

Economic
- Transportation costs
- Operating costs
- End-of-life costs
Sample Slide: We’re already doing it...

- $47,000+ in 30% recycled content office paper
- $5,300 in GreenSeal / EcoLogo cleaning products
- $370,000 in EPEAT certified electronics
- $205,000 in waste landfilled
FACILITATING INPUT

- Workshop 1 – before policy drafted
- Researching other institutional policies
  - Principles, Categories & Responsibilities

Techniques used: Table Rotations, Voting on Ideas
PRINCIPLES

* Local
  * EPP Product
  * Compostable
  * Central Resource
  * Education/Training
  * Quality
  * Quantifiable
  * Incentivized
  * Recycled/Reusable
  * Culture of Less
  * Moral Responsible
  * Digitized
  * Energy/Water Efficient
  * Toxicity

CATEGORIES

* Ink/Toner
  * Paper/Ream
  * T-Shirts
  * Bottled Water
  * Food
  * Office Supplies
  * Furniture
  * Electricity
  * Mattresses
  * Electronics
  * Textbooks
  * Mailings/Promos
  * Vehicles

Responsibilities

* SmC
  * Provide Preferred (EPPs) List
    * Best Practices
    * Provide Leverage
    * Incentivizing
    * Green Purchasing Checklist
    * Assessment

* Users
  * Provide Feedback
  * Avenue/Culture
    * To Ask
  * Collaborative Buying
Approval

Policy approved by the Cabinet and President: June 20, 2016
FACILITATING INPUT

- Workshop 2 – after policy drafted
- Visioning exercises
- Enlisting champions
- Developing implementation steps

Techniques used: Post-It Brainstorming, Small Group Stations
Sample Slide: How do we measure/envision successful implementation of this policy?

3-6 exercise
-3 min post-it brainstorming
-6 min to organize)
2. Enacting the Policy

Staff Outreach, Business Office operations, Vendors
# Incrementally Moving Forward

<table>
<thead>
<tr>
<th>Staff Outreach</th>
<th>Business Office</th>
<th>Campus Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Educational Resources</td>
<td>- Approval Chain</td>
<td>- Work with existing networks (ex. Office Depot, ABLE)</td>
</tr>
<tr>
<td>- Communications</td>
<td>- Spend Data</td>
<td></td>
</tr>
<tr>
<td>- Green Office Program</td>
<td>- Build into standards</td>
<td>- Build into future contracts</td>
</tr>
</tbody>
</table>
3. Current Status at SMC
Create the Program

Chapter 2

PREPARE
a vision for the sustainable purchasing program.

ENLIST
support from key internal and external stakeholders.

DESIGN
the proposed sustainable purchasing program.

COMMIT
to the sustainable purchasing program.

Run the Program

Chapters 3 & 4

ANALYZE
Identify impacts within spending. Prioritize categories for action.

PLAN
Identify and select proven strategies for mitigating impacts while delivering value.

LAUNCH
Convene a cross-functional team appropriate for the cycle’s objectives.

IMPLEMENT
Set goals, timelines and policies. Train staff and engage suppliers.

REPORT
Track and benchmark performance. Evaluate for continuous improvement.

COMMIT
to the strategy.
< $3,000
- Goods
- Services
- FAQ/Best Practices
- Preferred Vendors
- Collaborative purchasing

> $3,000
- Leverage with Partners
- Bidding Language
- Contracts
- Purch. Dept. practices
- Communication to Authorizers
- Contract language
THANKS!

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