OP 11: Sustainable Procurement

3 points available

Rationale

This credit recognizes institutions that apply sustainability criteria when making procurement decisions. Each purchasing decision an institution makes represents an opportunity to choose environmentally and socially preferable products and services, to support companies with strong commitments to sustainability, and to support just and resilient local economies.

Applicability

This credit applies to all institutions.

Criteria

Part 1. Institution-wide sustainable procurement policies

Institution has written policies, guidelines, or directives that seek to support sustainable purchasing across multiple commodity categories, institution-wide. For example:

- A stated preference for post-consumer recycled or bio-based content, for carbon neutral products, or to otherwise minimize the negative environmental impacts of products and services.
- A stated intent to support *disadvantaged businesses*, *social enterprises* and/or local *small and medium-sized enterprises* (SMEs), or otherwise support positive social and economic impacts and minimize negative impacts.
- A vendor code of conduct or equivalent policy that sets standards for the social and environmental responsibility of the institution's business partners that exceed basic legal compliance.

Part 2. Life Cycle Cost Analysis

Institution employs *Life Cycle Cost Analysis* (LCCA) as a matter of policy and practice when evaluating energy- and water-using products, systems, and building components (e.g., HVAC systems). Practices may include structuring requests for proposals (RFPs) so that vendors compete on the basis of lowest total cost of ownership (TCO) in addition to (or instead of) purchase price.

Please note that LCCA is a method for assessing the total cost of ownership over the life cycle of a product or system (i.e., purchase, installation, operation, maintenance, and disposal). Life Cycle Assessment (LCA), by contrast, is a method for assessing the environmental impacts of a product or service over its life cycle. While LCAs may inform the sustainability criteria recognized in Part 1 and Part 3 of this credit, Part 2 specifically recognizes institutions that employ LCCA.

Part 3. Product-specific sustainability criteria

Institution has published sustainability criteria to be applied when evaluating products and/or services in one or more of the following categories. The criteria may be included in broader policies such as those recognized in Part 1, however they must address the specific sustainability challenges and impacts associated with products and/or services in each category, e.g. by requiring or giving preference to multi-criteria sustainability standards, certifications and labels appropriate to the category.

Category	Examples
A. Chemically intensive products and services Building and facilities maintenance, cleaning and sanitizing, landscaping and grounds maintenance.	● Published measures to minimize the use of chemicals. ● A stated preference for green cleaning services and third party certified products. ● Including sustainability objectives in contracts with service providers.
B. Consumable office products Batteries, lamps, paper, toner cartridges	● A stated preference for post-consumer recycled, agricultural residue, or third party certified (e.g., FSC) content. ● A stated preference for extended use, rechargeable, or remanufactured products. ● A stated preference for low mercury lamps.
C. Furniture and furnishings Furniture, flooring, ceilings, walls, composite wood.	● A stated preference for third party certified materials and products (e.g., FSC or LEVEL certified) ● A stated preference for furnishings that are low-VOC or free of flame retardants
D. Information technology (IT) and equipment Computers, imaging equipment, mobile phones, data centers, cloud services, scientific and medical equipment.	● Published measures to reduce the demand for equipment. ● A stated preference for ENERGY STAR, TCO Certified, Blue Angel, or EPEAT registered products. ● A stated preference for ACT-labeled laboratory products
E. Food service providers Contractors, franchises, vending and catering services. (Food and beverage purchasing is covered in Food & Dining.)	● Including sustainability objectives in contracts with on-site food service providers. ● Requiring that dining service contractors pay a living wage to employees.
F. Garments and linens Clothing, bedding, laundry services.	● Published labor and human rights standards that clothing suppliers must meet. ● A stated preference for organic, bio-based, or recycled content textiles.
G. Professional service providers Architectural, engineering, public relations, and financial services.	● A stated preference for disadvantaged businesses, social enterprises, or B Corporations.
H. Transportation and fuels Travel, vehicles, delivery services, long haul transport, generator fuels, steam plants.	● Published measures to minimize the size of the campus fleet or otherwise reduce the impacts of travel or transport. ● A stated preference for clean and renewable technologies.

Policies and directives adopted by entities of which the institution is part (e.g., government or the university system) may count for this credit as long as the policies apply to and are followed by the institution.

Scoring

Each part is scored independently.

Part 1

An institution earns 0.5 points for Part 1 of this credit for having written policies, guidelines, or directives that that seek to support sustainable purchasing across multiple commodity categories, institution-wide. Partial points are not available for Part 1.

Part 2

An institution earns 1 point for Part 2 of this credit for employing Life Cycle Cost Analysis (LCCA) as a matter of policy and standard practice when evaluating all energy- and water-using products and systems. Partial points are available for institutions that employ LCCA less comprehensively. For example, an institution that employs LCCA for certain types of systems or projects and not others would earn 0.5 points (half of the points available for Part 2).

Part 3

Institution earns 0.25 points for each category of products and/or services for which it has published sustainability criteria. A maximum of 1.5 points are available for Part 3.

Reporting Fields

Required

Part 1

- ☐ Does the institution have written policies, guidelines, or directives that that seek to support sustainable purchasing across multiple commodity categories institution-wide?

  If yes, provide:
  - A copy of the policies, guidelines or directives (text or upload)

Part 2

- ☐ Does the institution employ Life Cycle Cost Analysis (LCCA) when evaluating energy- and water-using products and systems?

  If yes:
  - Which of the following best describes the institution's use of LCCA?
    - Institution employs LCCA as a matter of policy and standard practice when evaluating all energy- and water-using products, systems, and building components.
    - Institution employs LCCA less comprehensively, e.g. for certain types of systems or projects and not others
  - A brief description of the LCCA policy and/or practices

Part 3

- ☐ Does the institution have specific published sustainability criteria to be applied when evaluating products and services in the following categories?
  - ○ Chemically intensive products and services
  - ○ Consumable office products
  - ○ Furniture and furnishings
  - ○ Information technology (IT) and equipment
  - ○ Food service providers (contractors, franchises, vending and catering services)
  - ○ Garments and linens
  - ○ Professional service providers
  - ○ Transportation and fuels

  For each affirmative response, provide:
  - ○ A brief description of the published sustainability criteria specific to the commodity category

Optional

- ☐ Website URL where information about the institution's sustainable procurement program or initiatives is available
- ☐ Additional documentation to support the submission (upload)
- ☐ Data source(s) and notes about the submission
- ☐ Contact information for a responsible party (an employee who can respond to questions regarding the data once it is submitted and available to the public)

Measurement

Timeframe

Report on current policies and practices at the time of submission.

Sampling and Data Standards

Not applicable.

Standards and Terms

Disadvantaged businesses
A disadvantaged business is a small or medium-sized enterprise (SME) that is:

- At least 51 percent owned, managed and controlled by members of socially and/or economically disadvantaged groups. Examples include minority-owned and women-owned businesses. And/or
- Located in an economically distressed area and for which local residents comprise 30 percent or more of all employees.

Life Cycle Cost Analysis
Total cost of ownership (TCO) estimates the total life cycle direct and indirect costs of an asset in a single monetary figure. Life Cycle Cost Analysis (LCCA) is the process used to estimate an asset's TCO. In

addition to purchase price, LCCA incorporates future costs such as maintenance, replacement of parts, energy use and disposal, and evaluates them on the basis of Net Present Value. LCCA can also be used to incorporate environmental and social life cycle costs, such as the cost of purchasing pollution offsets or monitoring labor practices.

Small and medium-sized enterprises

Small and medium-sized enterprises (SMEs) are defined differently in various countries and regions. Examples include:

- U.S. and Canada: all enterprises with fewer than 500 employees.
- European Union: all enterprises with fewer than 250 employees and either an annual turnover not exceeding 50 million euro or an annual balance sheet total not exceeding 43 million euro.

In the absence of a local definition, institutions should use the World Bank definition as any enterprise that meets at least two of the following three criteria:

- Fewer than 300 employees.
- Less than $15 million in annual sales.
- Less than $15 million in assets.

Social enterprises

Consistent with Social Enterprise Europe, social enterprises are defined as “businesses whose prime purpose is social, who operate ethically and are democratically owned and governed.” Social enterprises may include, but are not limited to, organizations that are nominally part of the social and solidarity economy, e.g. fair and ethical trade organizations, self-help organizations, and cooperatives.