

# OP 11: Sustainable Procurement

3 points available

## A. Credit 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.

## B. Criteria

### Part 1

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

- A stated preference for post-consumer recycled or bio-based content 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 expectations about the social and environmental responsibility of the institution's business partners (i.e., product and service providers).

### Part 2

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 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 3 of this credit, Part 2 specifically recognizes institutions that employ LCCA.

### Part 3

Institution has published sustainability criteria to be applied when evaluating products and services in one or more of the following categories. The criteria address the specific sustainability challenges and impacts associated with products and 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
1) Chemically intensive products and services (e.g. building and facilities maintenance, cleaning and sanitizing, landscaping and grounds maintenance)	<ul style="list-style-type: none"> <li>Published measures to minimize the use of chemicals.</li> <li>A stated preference for green cleaning services and third party certified products.</li> </ul>
2) Construction and renovation (e.g., furnishings and building materials).	<ul style="list-style-type: none"> <li>A stated preference for materials that meet <a href="#">LEED</a> requirements.</li> </ul>
3) Information technology (IT) (e.g., computers, imaging equipment, mobile phones, data centers and cloud services)	<ul style="list-style-type: none"> <li>Published measures to reduce the demand for equipment.</li> <li>A stated preference for <a href="#">ENERGY STAR</a> or <a href="#">EPEAT</a> registered products.</li> </ul>
4) Food services (i.e., franchises, vending services, concessions, convenience stores) (Note that dining halls and catering services operated by the institution or the institution's primary dining services contractor are covered in Food & Dining).	<ul style="list-style-type: none"> <li>Including sustainability objectives in contracts with on-site franchises.</li> <li>Requiring that franchises pay a living wage to employees.</li> </ul>
5) Garments and linens	<ul style="list-style-type: none"> <li>Published labor and human rights standards that suppliers must meet.</li> </ul>
6) Professional services (e.g., architectural, engineering, public relations, financial)	<ul style="list-style-type: none"> <li>A stated preference for disadvantaged or community-based service providers.</li> <li>A stated preference for B Corporations.</li> </ul>
7) Transportation and fuels (e.g., travel, vehicles, delivery services, long haul transport, generator fuels, steam plants)	<ul style="list-style-type: none"> <li>Published measures to minimize the size of the campus fleet or otherwise reduce the impacts of travel or transport.</li> <li>A stated preference for clean and renewable technologies.</li> </ul>
8) Wood and paper	<ul style="list-style-type: none"> <li>A stated preference for post-consumer recycled, agricultural residue or third party certified content.</li> <li>A stated preference for <a href="#">FSC</a> certified printing services.</li> </ul>
9) Other commodity categories that the institution has determined to have significant sustainability impacts	<ul style="list-style-type: none"> <li>Strategies designed to address the specific impacts of the commodities, e.g. a stated preference for relevant multi-criteria sustainability standards.</li> </ul>

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.

## C. Applicability

This credit applies to all institutions.

## D. 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 seek to support sustainable purchasing across 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 for each category of products and services for which it has published sustainability criteria. A maximum of 1.5 points are available for Part 1.

## E. Reporting Fields

### Required

- ☐ Does the institution have written policies, guidelines or directives that seek to support sustainable purchasing across commodity categories institution-wide (e.g. a stated preference for post-consumer recycled or bio-based content; a stated intent to support disadvantaged businesses, social enterprises and/or local small and medium-sized enterprises (SMEs); or a vendor code of conduct?

*If yes, provide:*

- ☐ A copy of the policies, guidelines or directives (text or upload)
  - ☐ 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

- Does the institution have published sustainability criteria to be applied when evaluating products and services in the following categories? (The criteria address the specific sustainability challenges and impacts associated with products and services in each category, e.g. by requiring or giving preference to multi-criteria sustainability standards, certifications and labels appropriate to the category.)
  - Chemically intensive products and services (e.g., building and facilities maintenance, cleaning and sanitizing, landscaping and grounds maintenance)
  - Construction and renovation (e.g., furnishings and building materials)
  - Information technology (IT) (e.g., computers, imaging equipment, mobile phones, data centers and cloud services)
  - Food services (i.e., franchises, vending services, concessions, convenience stores)
  - Garments and linens
  - Professional services (e.g., architectural, engineering, public relations, financial)
  - Transportation and fuels (e.g., travel, vehicles, delivery services, long haul transport, generator fuels, steam plants)
  - Wood and paper
  - Other commodity categories that the institution has determined to have significant sustainability impacts

*For each positive response above, provide:*

- A brief description of the published sustainability criteria relevant to the category

#### Optional

- The website URL where information about the programs 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 (a staff member, faculty member, or administrator who can respond to questions regarding the data once it is submitted and available to the public)

## F. Measurement

### Timeframe

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

### Sampling and Data Standards

Not applicable

## G. 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.

### **ENERGY STAR**

[ENERGY STAR](#) is a U.S. Environmental Protection Agency program that includes frameworks to certify energy efficient buildings and products, and Portfolio Manager, an online tool to benchmark the energy and water performance of buildings.

### **EPEAT**

[EPEAT](#) is a certification for computers and other electronic products. The standard's evaluation criteria include: energy efficiency, reduction and elimination of environmentally sensitive materials, materials selection, design for end-of-life, product longevity and life cycle extension, end-of-life management, corporate performance, and packaging characteristics. EPEAT currently registers products in 41 countries and regions.

### **Forest Stewardship Council**

The [Forest Stewardship Council \(FSC\)](#) is an independent, non-profit organization that protects forests for future generations. FSC Chain-of-Custody certification traces the path of products from forests through the supply chain, verifying that FSC-certified material is identified or kept separated from non-certified material throughout the chain. FSC Forest Management certification confirms that a specific area of forest is being managed in line with the [FSC Principles and Criteria](#).

### **LEED**

[LEED](#) (Leadership in Energy and Environmental Design) is described by the U.S. Green Building Council as "a voluntary, consensus-based, market-driven program that provides third-party verification of green buildings". LEED rating systems include Building Design + Construction (BD+C), Interior Design + Construction (ID+C), Building Operations + Maintenance (O+M), and Neighborhood Development (ND).

### **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.