

SUSTAINABLE PROCUREMENT GUIDE

Instructions for this guide: The following guide can be used to evaluate supplier responses to the RFP - Section 9. Questions can be graded on a scale of 0 to 5 to 10 using the table below. The second column has some guidance on what to look for in the questions, and the last column contains supplementary notes to utilize.

Questions	What to look for	Evaluation	Notes
List your company carbon footprint and goals to reduce it	<ul style="list-style-type: none"> ● Has specific quantitative data provided in carbon footprint break down ● Lists specific steps for reducing carbon footprint that are measurable, feasible within set timeline, and effective ● Score higher for goals in all 3 areas of business (supply chain, operations, customer use) 	0 - 5 - 10	
List your CDP (carbon, forests, water, and supply chain) and EcoVadis scores	<ul style="list-style-type: none"> ● Grade A. Click here for other companies with Grade A ● Has the supplier implemented science-based targets ● Score higher for better ratings ● Score higher for detailed breakdown and quantitative data measuring CDP elements 	0 - 5 - 10	
Provide the total cost of ownership (TCO) for the services/products	<ul style="list-style-type: none"> ● Score higher if overall costs are lower and include end of (first) life management ● Should have detailed breakdown and data points to support TCO 	0 - 5 - 10	

List all Ecolabels applicable to this product	<ul style="list-style-type: none"> ● Graphic emblems that promote environmental standards ● In technical specifications section of the bid document and score higher for better ratings e.g. EPEAT Gold ● Click Here to see a list of third-party verified eco-labels 	0 - 5 - 10	
Identify how this service or product assists you in meeting your sustainability goals	<ul style="list-style-type: none"> ● Score higher if alignment is between the vendor & your goals and actions 	0 - 5 - 10	
Identify % of post-consumer, ocean-bound and/or closed loop plastics in the products and your publicly stated recycled content goal	<ul style="list-style-type: none"> ● Score higher for all 3, for the ambition of the goal and for higher % of content ● A list of the third party organizations that validate the recycled content in your plastics ● Score higher for UL 2809 (Environmental Claim Validation Procedure for Recycled Content) and/or TÜV Rheinland 	0 - 5 - 10	
Describe any paid time you provide your employees to volunteer	<ul style="list-style-type: none"> ● Detailed audit per employee with data supporting claims ● Organizational support in the form of paid leave sponsorship for volunteer opportunities or community services 	0 - 5 - 10	
Total Evaluation			

If you would like to know more about your supplier's commitment to sustainability, feel free to ask these optional questions stated below:

OPTIONAL QUESTIONS TO ASK SUPPLIERS

Category	Questions
Sourced from HP's Sustainable IT Purchasing Guide , p.24	
Vendor commitments and performance	<ul style="list-style-type: none"> ● Disclose comprehensive set of sustainability goals and results against the goals ● Is the progress on the goals independently audited and verified? ● Does the service provider have specialized skills that encompass secondary market knowledge and data privacy concerns? ● Which awards and recognition have your company received? Ex. Are you listed as one of the top 100 most sustainable corporations worldwide? ● Does your company have local and global external recognition? ● Does your company publish a third party-audited annual sustainability report?
General Attributes	<ul style="list-style-type: none"> ● Does your company have public statement to social and environmental responsibility? ● Have press releases, nongovernmental organizations' accounts, or reports been published about the supplier's social and environmental responsibility programs? ● Is your company involved in external social and environmental responsibility activities?
Life Cycle Impacts	<ul style="list-style-type: none"> ● Does your company have a comprehensive environmental life cycle for the product (from Design for Sustainability through end-of-use)? ● If products are leased, does the lessor ensure the chain of custody is tightly controlled in accordance with applicable environmental regulations, as well as to protect your data and your customers', clients', or constituents' data?
End-of-use services	<ul style="list-style-type: none"> ● What product take-back programs (recovery, recycling, reuse, etc.) does your company offer? ● Does your company provide information about product, battery, and packaging take-back system in printed or electronic format?

	<ul style="list-style-type: none"> ● Does your company have sufficient experience with security protocols and recycling products to ensure your data protection, environment protection, & implementation of the circular economy? ● Does your company offer recycling globally or in all regions that are applicable?
Supply chain responsibility	<ul style="list-style-type: none"> ● Disclose the locations of its manufacturing and recycling sites ● Does your company have a chemicals management plan and do they apply the precautionary principle? How is it managed into your supply chain? ● Does your company have specific public, social, and environmental responsibility requirements for its suppliers (such as code or policy that labor, health and safety, environment, and ethics)?
Sourced from Dell's Corporate Social Responsibility Procurement Guide	
Code of Conduct	<ul style="list-style-type: none"> ● Does your company have a comprehensive code that sets forth ethical conduct expectations of its employees covering topics such as ethics, anti-corruption, diversity, human rights, environmental protection, confidentiality, etc.? Please provide a link. ● Are your company's Code of Conduct commitments and expectations also applicable to your company's supply chain? ● Is your company a member of the Responsible Business Alliance (RBA)? ● How does your company put RBA principles and policies into practice?
Programs, Governance and Reporting	<ul style="list-style-type: none"> ● Does your company publish a Corporate Responsibility Report (CSR)? Please provide a copy or a link to the report. ● Does your company publish a GRI (Global Reporting Initiative) content index? Please provide a copy or a link to your GRI content index. ● Does your company share third-party independent assessments of its corporate, social and environmental responsibility programs and performance? ● Does your company participate in CDP (Carbon Disclosure Project), and are responses made available publicly?

<p>Global Environmental Policy</p>	<ul style="list-style-type: none"> ● Does your company have internal recycling/reuse goals for its own operations? ● Does your company have an environmental policy? ● Does your company have environmental programs in place, targeting water and energy utilization? What are your company's utilization goals? ● Does your company have a public target and strategy for reduction of Greenhouse Gas (GHG) emissions? ● Does your company estimate and report GHG emissions for themselves and suppliers?
<p>Environmental Health & Safety</p>	<ul style="list-style-type: none"> ● Does your company have a Quality Management System? ● Does your company have an Information Security Management System? ● Does your company have a Safety (or occupational health & safety) Management System? ● Does your company have a certified Environmental Management System (EMS)? ● Does your company have an Energy Management System? ● Does your company have a health and safety policy? Describe your company process for health and safety training of employees?
<p>Product Sustainability</p>	<p>Product Design</p> <ul style="list-style-type: none"> ● How does your company design products with the environment in mind? ● Has a product carbon footprint assessment been completed for the products in scope? If yes, please provide details. ● What material innovations has your company investigated or produced? <p>Energy Consumption & Eco-labels</p> <ul style="list-style-type: none"> ● Does your company provide product energy usage information for products sold? ● Is the product EPA Energy Star certified? ● Is the product TCO certified? Which generation? <p>Circular Economy</p> <ul style="list-style-type: none"> ● Does your company utilize post-consumer recycled content in its products or parts? ● Does your company produce any products or parts using a closed loop or open loop recycling process?

	<ul style="list-style-type: none"> ● What are your company's innovations and efforts in the closed/open loop process? <p>Asset Recycling, Recovery & Disposal</p> <ul style="list-style-type: none"> ● What is your company's asset recycling and disposal policy? Please provide details about the process. ● Does your company have electronics reuse/recycling/take-back programs for its business customers? ● Does your company ensure compliance to WEEE and other relevant regulations? ● What kind of assurances does your company provide for retired IT assets to ensure they are responsibly recycled? ● Has your company invested or is it planning to invest in recycling/recovery facilities and/or developing partnerships with recycling organization(s)? ● Does your company offer financial incentives, such as cash back or trade-in credit? ● Are you able to provide customer-specific data on the proportion of used equipment which is re-used or recycled? Does your company have specific electronics take-back recycling goals? If so, what are they? ● How does your company use circular economy principles to reuse materials recovered through the electronics recycling process?
Supply Chain	<p>Policy, Standards and Transparency</p> <ul style="list-style-type: none"> ● What is your company's process for managing social and environmental issues in the supply chain? How does your company hold suppliers accountable? ● Does your company have a human rights and labor policy? How does your company address vulnerable workers? Are there policies in place which prohibit child labor or forced labor? ● Does your company publish a Modern Slavery Statement which describes commitments and actions undertaken to verify the absence of forced labor, slavery, and human trafficking in the supply chain? ● Describe your company's approach to supply chain transparency. How does your company hold suppliers accountable? ● Does your company have a publicly available policy/position on conflict minerals? Does your

	<p>company follow the related Organization for Economic Co-operation and Development (OECD) due diligence guidelines framework?</p> <p>Supplier Diversity</p> <ul style="list-style-type: none"> ● Does your company promote opportunities and have clear, public commitments to working with diverse suppliers? ● Does your company publicize how much it spends with diverse suppliers? <p>Packaging & Logistics</p> <ul style="list-style-type: none"> ● Does your company have sustainable packaging goals/initiatives? ● What materials does your company use in product packaging? ● Does your company have any innovations with regards to packaging? ● What percent of the packaging is recyclable or compostable? ● What percent of the packaging is made from recycled or renewable materials? ● What steps are being taken to reduce the impact of shipping and logistics?
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Definitions / Examples:

- **CDP** (formerly “Carbon Disclosure Project”) runs the global disclosure system for investors, companies, cities, states and regions to manage their environmental impacts. Modified from [CDP](#)
- **EcoVadis** is a sustainability assessment built on international sustainability standards, including the Global Reporting Initiative, the United Nations Global Compact, and the ISO 26000, covering 200 spend categories and 160+ countries. The Sustainability Scorecard illustrates performance across 21 indicators in four themes: Environment, Labor & Human Rights, Ethics, and Sustainable Procurement. Modified from [EcoVadis](#)
- **Total cost of ownership (TCO)** is a financial management accounting assessment intended to help buyers and owners determine the direct and indirect costs of a product or system over time. For IT, TCO includes hardware and software acquisition, management and support, communications, end-user expenses, maintenance and the opportunity cost of downtime, training, and other productivity losses. Modified from [Garter](#)
- **Ecolabelling** is a voluntary method of environmental performance certification and labelling that is practiced around the world. An ecolabel identifies products or services proven to be environmentally preferable within a specific category. Examples of Ecolabels include: Forest Stewardship Council (FSC), ENERGY STAR, Electronic Product Environmental Assessment Tool (EPEAT), Leadership in Energy and Environmental Design (LEED), etc. Sourced from [Global Ecolabelling Network](#)

- **EPEAT** helps purchasers evaluate compare and select IT products based on a variety of environmental and social attributes. It assesses various lifecycle environmental aspects of a device and ranks products as Gold, Silver or Bronze based on a set of environmental performance criteria. Criteria include materials, energy efficiency, indoor air quality & consumables, product packaging, product longevity, design for repair, reuse and recycling, end of life management, lifecycle assessment and carbon footprint, Corporate Social Responsibility, corporate environmental performance, manufacturing chemicals, substance management.
 - Bronze: meet all required criteria
 - Silver: meet all required criteria + at least 50% of optional criteria
 - Gold: meet all required criteria + at least 75% of optional criteria

Product categories include: Computers & Displays; Imaging Equipment; Mobile Phones; Servers; TVs Sourced from: [Green Electronics Council](#)

- **Post-consumer material** is generated by households or by commercial, industrial, and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain." For the purposes of the calculation, the term 'product' refers to the final product as delivered to the construction site and incorporated in the works. Sourced from [greenspec](#)
- **NextWave** Plastics defines **ocean-bound plastics** as plastic that has not yet found its way into the ocean and is classified as "mismanaged waste." That is, plastic that is not being collected and not likely to be collected and is found on the ground within 50 km of a waterway or coastal area. Due to the high rate of fishing gear abandonment, NextWave Plastics includes reclaimed used fishing gear in their definition of ocean-bound plastic eligible for use in member companies' products. Sourced from [NextWave Plastics](#)
- In **closed-loop recycling**, the inherent properties of the recycled material are not different from those of the virgin material. The recycled material can thus substitute the virgin material and be used in the identical type of products as before. In open-loop recycling, by contrast, the inherent properties of the recycled material differ from those of the virgin material in a way that it is only usable for other product applications, mostly substituting other materials. Sourced from [Resources, Conservation and Recycling](#)
- **UL Environment Standard 2809** is the Environmental Claim Validation Procedure (ECVP) for Recycled Content. This procedure provides a framework for the evaluation and validation of Defined Source material content claims in manufactured products. Requirements for Chain of Custody between sites are included and applied when transferring material between multiple facilities. Claims typically consist of the manufacturer indicating either an average percentage or minimum percentage of content. This procedure identifies and addresses all substances included as part of the product, part, or material. Underwriters Laboratories (UL) is an accredited standards developer in the US and Canada. Sourced from [Underwriters Laboratories \(UL\)](#)