# **RFP - Section 9 Sustainability Questions**

**Instructions:** The following tool can be used to evaluate supplier responses to the RFP - Section 9. The first column contains relevant definitions, and the second column has guidance on what to look for in the questions.

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| **Definition** | **What to look for** |
| 1. List your company **carbon footprint** and goals to reduce it
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| **Carbon Footprint** is a calculation that estimates the amount of emissions in carbon dioxide equivalent that a country, a business, an organization, an individual or another stakeholder is responsible for. Sourced from [Climate Neutral Now](https://unfccc.int/sites/default/files/resource/CNN%20Guidelines.pdf) | * Score higher for specific quantitative data provided in carbon footprint break down
* Score higher for 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)
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| 1. List your **CDP** (carbon, forests, water, and supply chain) and **EcoVadis** scores
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| **CDP** (formerly “Carbon Disclosure Project”) runs the global disclosure system for investors, companies, cities, states, and regions to manager their environmental impacts. Modified from [CDP](https://www.cdp.net/en/info/about-us) **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](https://ecovadis.com/about-us/) | **CDP** * Score higher for Grade A. [Click here](https://www.cdp.net/en/scores) for companies with Grade A
* Score higher for detailed breakdown and quantitative data measuring CDP elements

**EcoVadis** (0-100)* Score higher for medals:
	+ Platinum - top 1% (75 -100)
	+ Gold - top 5% (67 - 74)
	+ Silver - top 25% (56 - 66)
	+ Bronze - top 50% (47 - 55)
* Score lower if no medal assigned, overall score below 47, or if there is a low score (≤20) in any of the four themes (Environment, Labor & Huan Rights, Ethics and Sustainable Procurement)
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| 1. Provide the **total cost of ownership (TCO)** for the services/products
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| **Total cost of ownership** 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](https://www.gartner.com/en/information-technology/glossary/total-cost-of-ownership-tco) | * Score higher if overall costs are lower and include end of (first) life management
	+ Should have detailed breakdown and data points to support TCO
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| 1. List all **Ecolabels** applicable to this product
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| **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.Sourced from [Global Ecolabelling Network](https://www.globalecolabelling.net/what-is-eco-labelling/)**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 criteriaProduct categories include: Computers & Displays; Imaging Equipment; Mobile Phones; Servers; TVs. Sourced from: [Green Electronics Council](https://greenelectronicscouncil.org/) | * Score higher for related Ecolabels. [Click Here](http://www.ecolabelindex.com/ecolabels/?st=country,ca) to see a list of third-party verified eco-labels
* In technical specifications section of the bid document and score higher for better ratings e.g. **EPEAT** Gold
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| 1. Identify how this service or product assists you in meeting **your sustainability goals**
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| Click [here](https://un-sdgs.mcmaster.ca/) for link to McMaster’s Sustainability Goals  | * Score higher if alignment is between the vendor & your goals and actions
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| 1. Identify **% of post-consumer, ocean-bound and/or closed loop plastics** in the products and your publicly stated recycled content goal
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| **Post-consumer** materialis 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](https://www.greenspec.co.uk/building-design/recycled-content/#:~:text=Recycled%20content%20is%20defined%20by,in%20a%20product%20or%20packaging.)**Ocean-bound** plastics are plastics that have 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. Adapted from [NextWave Plastics](https://www.nextwaveplastics.org/faq/) In **closed-loop** recycling, the inherent properties of the recycled material are not considerably 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](https://www.sciencedirect.com/science/article/pii/S0921344915300100)**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)](https://standardscatalog.ul.com/ProductDetail.aspx?productId=ULE2809_5_S_20200323)**TÜV Rheinland is** an independent third party that tests technical systems, products and services, supports projects and tests processes for companies and organizations. Since 2006, TÜV Rheinland has been a member of the United Nations Global Compact to promote sustainability and combat corruption. Sourced from [TÜV Rheinland](https://www.tuv.com/world/en/about-us/) | * Score higher for all 3, for the ambition of the goal and for higher % of content
* Score higher for 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**
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| 1. Describe any paid time you provide your employees to **volunteer**
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|  | * Score higher for detailed audit per employee with data supporting claims
* Score higher for organizational support in the form of paid leave sponsorship for volunteer opportunities or community services
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