



Sustainable Procurement (contracted goods & services) procedure

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| 2662 | 1 | 05 Jan 2016 | 20 Dec 2018 14:48 | Michael Howroyd | 05 Jan 2021 | 05 Jan 2016 16:28 | James Dixon-Gough |
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1.0 INTRODUCTION

This procedure describes the University of Leeds processes for embedding sustainability into contracted goods and services.

2.0 SCOPE

This procedure covers all University tendered goods and services and covers the social, economic and environmental impacts and opportunities related to these goods and services.

3.0 REFERENCES

The following should be referred to when using this procedure:

Sustainability Risk and Opportunity Matrix: A result of the annual risk and opportunity review of commodity groups. This should be referred to before a new tender. See appendix 1.

Sustainable Procurement Standard: This document explains the key requirements and objectives for embedding sustainability at the University.

4.0 RESPONSIBILITIES

The Head of Procurement: will ensure that this procedure is followed by University purchasing staff.

All University Purchasing Staff: will follow this procedure when tendering for new goods and services.

The Sustainable Procurement Group: is responsible for monitoring performance against this procedure and the annual review of sustainability risk and opportunity associated with Proc-HE codes.

The Sustainability Service: is responsible for fulfilling its duties as outlined in this procedure and for auditing compliance against this procedure.

5.0 PROCEDURE FOR MANAGING SUSTAINABILITY RISK AND OPPORTUNITY WITHIN CONTRACTED GOODS AND SERVICES

5.1 Annual review of sustainability risk and opportunity

The Sustainability Procurement Group will review procurement against Proc-HE commodity codes on an annual basis to identify level of sustainability risk and opportunity. Commodities will be ranked using a traffic light system according to the level of risk, potential opportunities and the ability to influence change.

The commodity will be given a green, amber or red to inform the following process.

The Risk and Opportunity Matrix can be found at Appendix 1

5.2 Before and during tendering

When planning a future tender, either the Sustainability Service must be consulted, or the latest Sustainability Risk and Opportunity Review checked to identify the red, amber or green category.

Green categories: indicate a low level of risk.

The generic Invitation to Tender (ITT) sustainability questionnaires and award criteria will be used and will form a minimum 10% of the award criteria used to score the tender.

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The Sustainability Service must be contacted if there are particularly low scores or for any areas of concern (e.g. breach of environmental legislation or non-conformance with International Labour Organization standards).

Amber categories: indicate a medium level of risk.

It is likely that ITT questions will need to be tailored to account for key related impacts.

Pre-existing questions linked to commodity group should be used if they are available.

If pre-existing questions are not available, representatives from the Sustainability Service, Purchasing and key stakeholders must develop questions that account for the relevant sustainability impacts and opportunities.

The Sustainability Service will support scoring if additional technical input is required or if the level of risk related to the contract is high. This must be agreed before ITT.

The ITT sustainability questions must form a minimum 10% of the award criteria used to score the tender. In high risk tenders this might be higher.

The Sustainability Service must be contacted if there are particularly low scores or for any areas of concern (e.g. breach of environmental legislation or non-conformance with International Labour Organization standards).

Specific clauses or performance criteria that require inclusion in the final contract should be agreed between representatives of the Sustainability Service, Purchasing and key stakeholders. These should be recorded and monitored over the life-time of the contract.

Red categories: indicate a high level of risk.

For red categories the Sustainability Service must be contacted with advanced warning before tender process begins.

Pre-existing questions linked to commodity group should be used if they are available.

If pre-existing questions are not available, representatives from the Sustainability Service, Purchasing and key stakeholders must develop questions that account for the relevant sustainability impacts and opportunities.

The ITT sustainability questions must form a minimum 10% of the award criteria used to score the tender and might be higher if required (based on level of risk & opportunity).

The Sustainability Service will be involved in the assessment of tender submissions.

Specific clauses or performance criteria that require inclusion in the final contract should be agreed between representatives of the Sustainability Service, Purchasing and key stakeholders. These should be recorded and monitored over the life-time of the contract.

A flow chart can be found at Appendix 2

5.3 Contract management

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Any clauses or specific measures relating to sustainability, which have been agreed between stakeholders and have been added into the final contract must be communicated to the Sustainability Service and added as a record to EQMS.

5.4 Monitoring

This tender process and ongoing sustainability performance of medium and high risk contracts will be monitored via the Sustainable Procurement Group. This procedure and the sustainability performance of contracts will be periodically audited as part of the University Environmental Management System.

A sample across Green, Amber and Red categories will be audited on an annual basis, with greater emphasis on high risk/high opportunity contracts.

Appendix 1: Risk and Opportunity Matrix

| Category | Sub-Category | Risk/ Opportunity |
|---|---|----------------------|
| Laboratory | Capital Equipment | Yellow |
| | Service and Maintenance Contracts | Yellow |
| | Consumables and Life Sciences | Red |
| | Small Equipment | Yellow |
| Engineering Supplies | Workshop Supplies | Yellow |
| Construction | Professional Services | Yellow |
| | Capital Projects | Red |
| Facilities Management (inc. Furniture) | Vehicles and Plant | Red |
| | Safety and Security | Yellow |
| | Furniture | Red |
| | Utilities | Yellow |
| | Grounds Maintenance | Red |
| | Waste | Red |
| | Building Maintenance | Red |
| | Cleaning Services | Yellow |
| Catering | Food and Drink | Yellow |
| | Equipment (inc. electrical goods) | Yellow |
| | Catering Services | Yellow |
| | Watercoolers | Green |
| Professional Services | Temporary Staff | Yellow |
| | Recruitment | Yellow |
| | Business Services (e.g. finance, translation, data) | Green |
| | Advertising | Green |
| | Consultancy | Yellow |
| | Legal Services | Yellow |
| | Training | Yellow |
| | Banking Services | Yellow |

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| | | |
|--|---------------------------|--|
| | Insurance | |
| | Mail and Courier Services | |

| | | |
|---------------------------------|--|--|
| IT Hardware and Software | IT Hardware | |
| | IT Software | |
| | IT Services (E.g. maintenance, training) | |
| | IT Consumables | |
| | Mobile Telephony | |
| | Other telephony and internet | |
| | Print and design (inc web design/ media) | |
| | AV Equipment | |
| | MFDs and Printers | |

| | | |
|------------------------|----------------------|--|
| Office Supplies | Books | |
| | Stationery and Paper | |

| | | |
|---------------|-----------------------|--|
| Travel | Car Hire | |
| | Coach Hire | |
| | Travel (air and rail) | |
| | Hotels | |
| | Venue Hire | |

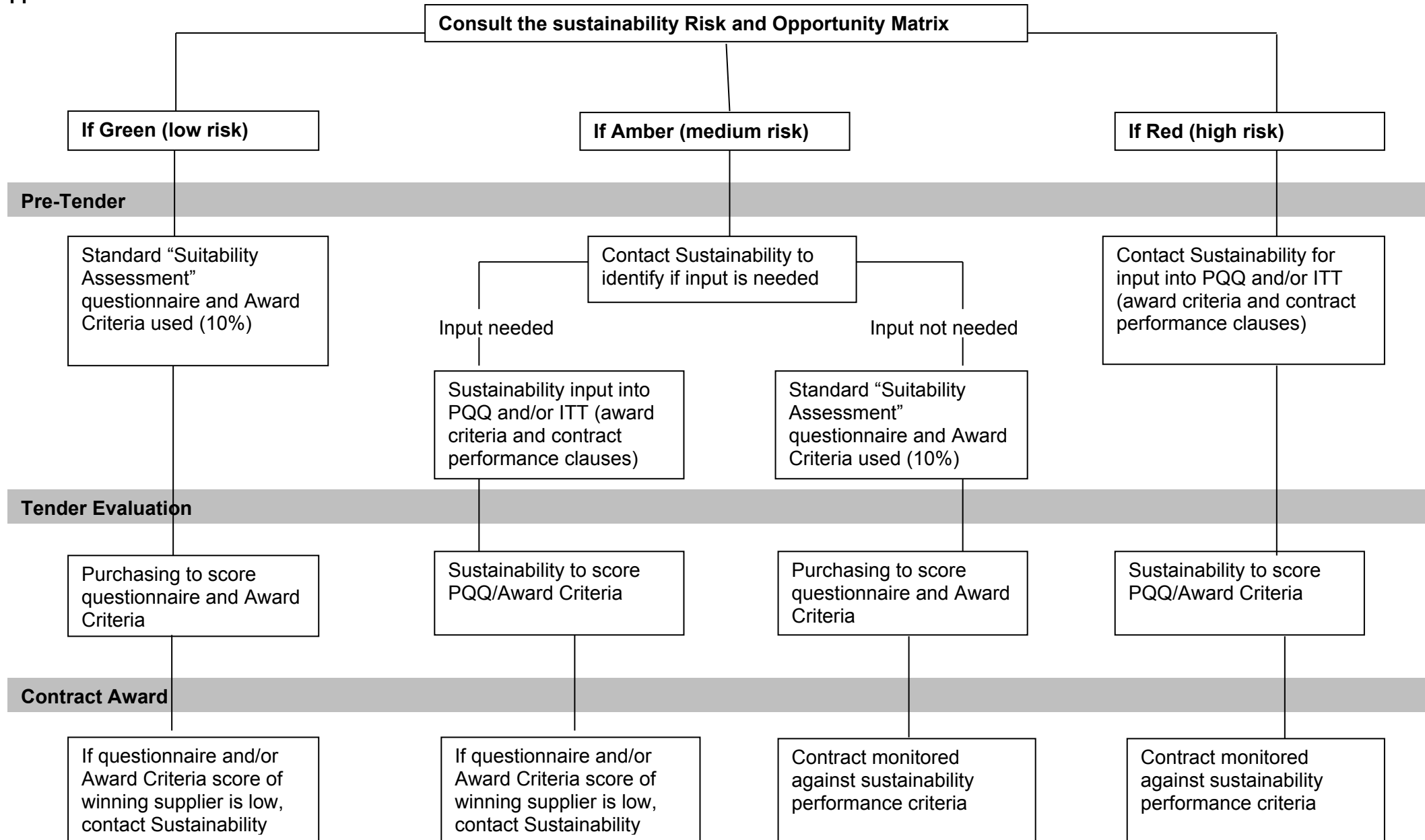
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Appendix 2: Flow Chart



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