



# Sustainable Procurement (contracted goods & services) procedure

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2662	1	05 Jan 2016	15 Feb 2018 12:29	Michael Howroyd	05 Jan 2019	05 Jan 2016 16:28	James Dixon-Gough
Title	Sustainable Procurement (contracted goods and services) Procedure			Owner Name	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
<b>Laboratory</b>	Capital Equipment	Yellow
	Service and Maintenance Contracts	Yellow
	Consumables and Life Sciences	Red
	Small Equipment	Yellow
<b>Engineering Supplies</b>	Workshop Supplies	Yellow
<b>Construction</b>	Professional Services	Yellow
	Capital Projects	Red
<b>Facilities Management (inc. Furniture)</b>	Vehicles and Plant	Red
	Safety and Security	Yellow
	Furniture	Red
	Utilities	Yellow
	Grounds Maintenance	Red
	Waste	Red
	Building Maintenance	Red
	Cleaning Services	Yellow
<b>Catering</b>	Food and Drink	Yellow
	Equipment (inc. electrical goods)	Yellow
	Catering Services	Yellow
	Watercoolers	Green
<b>Professional Services</b>	Temporary Staff	Yellow
	Recruitment	Yellow
	Business Services (e.g. finance, translation, data)	Green
	Advertising	Green
	Consultancy	Yellow
	Legal Services	Yellow
	Training	Yellow

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	Banking Services	
	Insurance	
	Mail and Courier Services	
<b>IT Hardware and Software</b>	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	
<b>Office Supplies</b>	Books	
	Stationery and Paper	
<b>Travel</b>	Car Hire	
	Coach Hire	
	Travel (air and rail)	
	Hotels	
	Venue Hire	

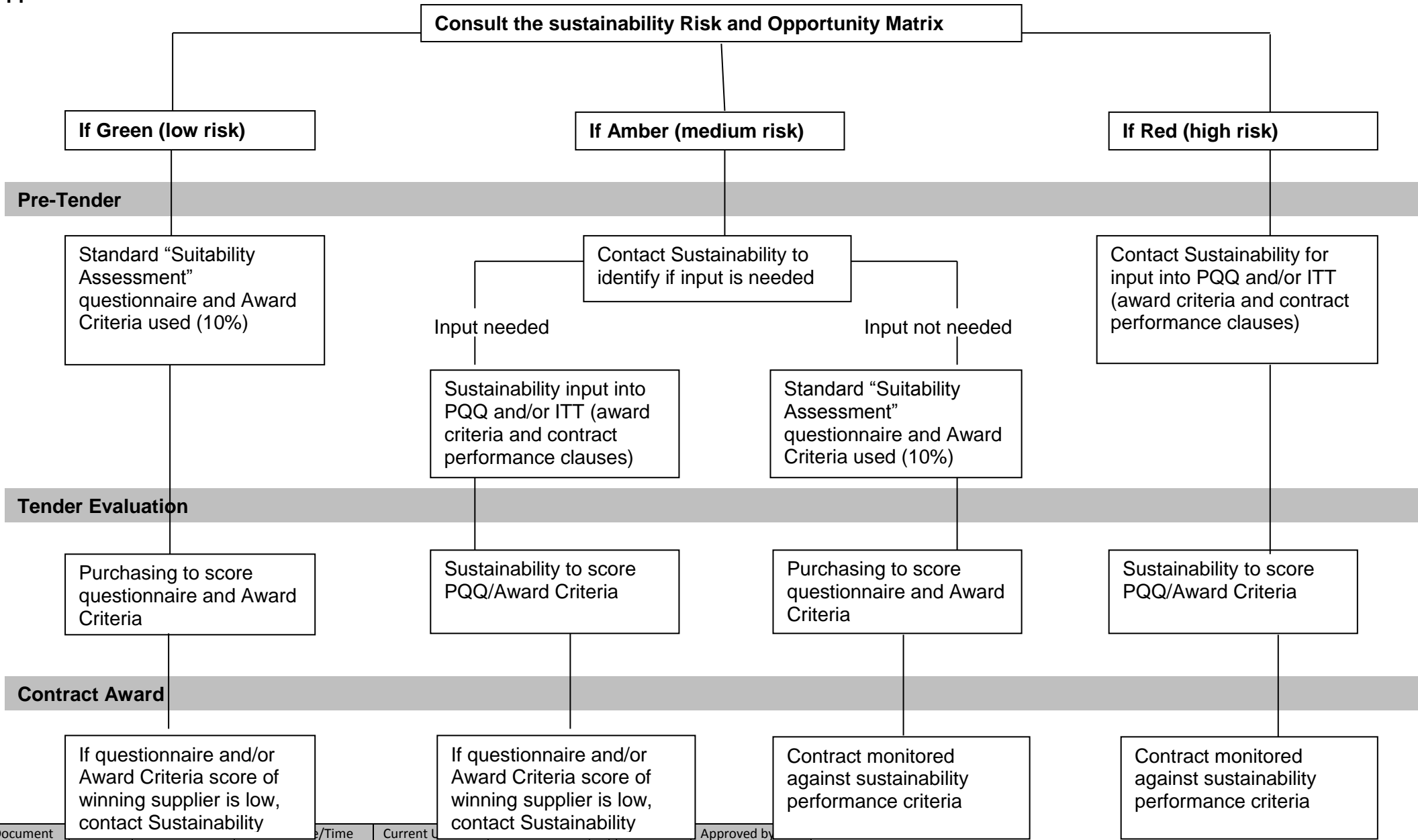
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**Appendix 2: Flow Chart**



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