

<b>Title:</b>	Sustainable Procurement Policy
<b>Keywords:</b>	Ethical, Environment,
<b>Description:</b>	A Policy detailing the importance of Purchasing at BU
<b>Owner:</b>	Sustainable Strategy Group
<b>Version number:</b>	<b>2.0</b>
<b>Date of approval:</b>	
<b>Approved by:</b>	Sustainable Strategy Group
<b>Effective date:</b>	1/5/2017
<b>Date of last review:</b>	26/4/2017
<b>Due for review:</b>	1/5/2018
<b>Audience:</b>	Staff & Students, external suppliers/contractors

## **Sustainable Procurement Policy**

### **1. SCOPE AND PURPOSE**

- 1.1 This policy and related procedures is applicable to any member of BU staff, students, external suppliers and contractors and other relevant stakeholders.
- 1.2 This policy and related procedures relate to the purchasing of goods and services that could have an environment and social impact either within the Bournemouth University estate or beyond its boundaries and may require action to be taken to reduce that impact where practicable.

### **2. KEY RESPONSIBILITIES**

- 2.1 Sustainable Strategy Group has overall responsibility for implementation and monitoring of this policy. Day to day responsibility lies with the Head of Procurement.

### **3. LINKS TO OTHER BU DOCUMENTS**

- 3.1 [Bournemouth University Sustainability Policy](#)
- 3.2 [Bournemouth University Sustainable Food Policy](#)
- 3.3 Bournemouth University Fair Trade Policy
- 3.4 Bournemouth Business Travel Policy

## **4. Policy**

### **4.1 Overview**

This policy seeks to inform BU stakeholders of our aims towards buying Goods, Services and Capital projects sustainably at Bournemouth University.

BU is gaining an international reputation as an innovative institution offering high quality academic programmes geared to the professions. BU's student-centred learning environment emphasises intellectual achievement and employability and it has become a university that is clearly proud of its strength in research, enterprise and professional practice.

BU gained university status in 1992. BU employs around 1,500 staff (including part-time and hourly paid lecturers) and has in excess of 17,000 students. BU has two campus sites, one close to Bournemouth town centre in Lansdowne and the other on the border with Poole close to Talbot village. (<http://home.bournemouth.ac.uk>)

The University is undertaking a significant investment program to support its strategic plans. In November 2014 the Board approved a revised Estates Development Framework which sets out the 40 year vision for the development of our estate.

The University has two main campuses. The largest, the Talbot Campus accommodates three of BU's four Faculties; The Faculty of Media and Communication; The Faculty of Science and Technology and The Faculty of Management. The Faculty of Management is also accommodated at The Lansdowne Campus along with The Faculty of Health and Social Sciences.

In addition to the four Faculties the university has a number of support services comprising of:

- Academic Services
- Estates
- Finance and Performance
- Human Resources
- Information Technology
- Legal Services
- Marketing and Communications
- Office of the Vice Chancellor
- Project Management Office
- Research and Knowledge Exchange office
- Student Services

## 4.2 Legislation & Environmental Management Systems

- This Policy forms part of the University's EcoCampus Environmental Management System.

## 4.3 Aims

- The implementation of this policy forms part of BU's contribution to achieving the UN Sustainable Development Goals
- Ensuring the purchasing of goods and services take account of their environmental and social impact and seek to minimise these impacts
- Questioning the need to purchase goods to reduce costs and waste and seek to reuse items where possible
- Developing and implementing processes to minimise environment impact (e-purchasing)
- Ensuring your evaluation is based on environmental criteria where environmental impact is a feature or by-product of the procurement. 15% overall is significant in evaluation terms and achieving this would ensure environmental factors play a strong role in the overall evaluation decision.
- For a procurement whereby the likely effect is a heavy environmental impact e.g. BU buses; this should not be limited to 15%. Should your procurement have very few areas of environmental impact – e.g. consultancy services; smaller pieces of software; then there may be scope to reduce below the 15% target but stay proportionate to the impact and risks. see appendix 4 for suggested criteria weightings for procurement evaluations
- Using life cycle analysis and whole-life costing to inform the purchasing process and ensure the total life-time costs of the product are calculated, including the disposal of products. This is a mandatory requirement for ISO14001 which will be our environmental standard once fully transitioned which will be during the course of this policy lifespan. Projects with very long durations or with costs we are unable to accurately forecast will, after discussion with and approval from the Environment team and Procurement team, be outside scope of whole life costing.
- Seeking to purchase items which minimise or reduce transport impacts

- Purchasing products containing less harmful materials and made using more sustainable (renewable; recycled) materials
- Purchasing more robust and energy and water efficient products that minimise harm to the environment during their life
- Buying from reputable suppliers who meet the International Labour Organisation standards , EW and WRC codes of conduct who consider the social and environmental impact of the manufacture and transport of goods on the people living and working where the product is made
- Using a Travel Management Company to encourage more sustainable business travel practices
- To increase ethical purchasing by utilising ethical criteria when evaluating suppliers. This will include but not be limited to ILO standards, Electronics Watch and UK and EU economic minimum standards – see appendix 5.

#### **4.4 Training**

- Providing training for staff to maintain competence and ensure suppliers are appropriately trained to meet the requirements of this Policy

#### **4.5 Monitoring**

- Developing and reporting KPIs to demonstrate progress with implementing this Policy

#### **4.6 Communication, Education & Stakeholder Engagement**

- Train staff to increase awareness of how sustainable procurement is an essential component of sustainability at the University
- Share research and knowledge to improve purchasing management practices in external organisations

#### **4.7 Review**

Review and publish the Sustainable Procurement Policy on an annual basis.

## **5. Procedures**

5.1. EcoCampus Operational Control Procedure 3.6.6 Sustainable Procurement

## **6 APPENDICES 1-5**

6.1 Tender Specification

6.2 Tender Evaluation

6.3 15% weighting for environmental criteria – standard evaluation format

6.4 Suggestions for increased weighting of environmental criteria

6.5 Extract from Prequalification Questionnaire (SQ) showing economic ethical evaluation

## **Appendix I- Tender Specification**

### **To be considered when writing a requirement specification**

#### **7.1.1 Tender Specification**

- 7.1.2 Where they are relevant to the function of the product or delivery of the service, appropriate environmental criteria will be included in specifications for products and services. The inclusion of environmental criteria in the tender evaluation criteria will be made explicit where appropriate.
- 7.1.3 Where relevant, use will be made of environmental ratings or eco-labels, such as Energy Star and Energy Wise, to guide the preparation of specifications incorporating environmental criteria.
- 7.1.4 All specifications will include a requirement that any packaging used must conform to the essential requirements of the Packaging Regulations 1998 and as such be minimal to protect the product during delivery and installation.
- 7.1.5 In preparing specifications, due regard will be given to the environmental impacts of the product or service arising during use and disposal in order to support the University's environmental policy and objectives and targets.
- 7.1.6 A specification for all works to include any environmental requirements and safety precautions to be taken, including reference to noise, dusts and hazardous substances.
- 7.1.7 All specifications should clearly define the precise scope of the tasks, the area of work activity, safe access arrangements, emergency procedures and site contracts.
- 7.1.8 Specifications for construction work will require any waste generated in performing the contract to be removed off-site by contractors in accordance with applicable legislative requirements.
- 7.1.9 All specifications should define appropriate monitoring procedures that will be applied to the work of any contractor, in particular their compliance with site environmental requirements and arrangements for off-site disposal of waste.

## **Appendix 2 – Tender Evaluation**

### **To be considered when evaluating a tender response**

#### **6.2.1 Tender Evaluation**

**6.2.2** Whole-life costs will be used to evaluate tenders, where appropriate.

**6.2.3** For products or services consuming energy and other resources and producing waste, an evaluation of the life-cycle impacts and their effects on the University's environmental policy, objectives and targets will be conducted, documented and considered within the assessment of value for money.

**6.2.4** When evaluating purchases that are estimated to significantly adversely affect the achievement of the environmental objectives and targets and/or the environmental policy, the advice of the Environmental & Energy Team should be sought before the acceptance of the offer.

**6.2.5** Sufficient weight must be given to the environmental criteria to enable the contract manager to be satisfied that the successful tenderer will not undermine the University's environmental policy, management system or performance. 15% is the standard weighting for environmental criteria, which can be increased should the procurement materially affect environmental factors e.g. bus travel

**6.2.6** On satisfaction of the above condition and all else being equal, the following hierarchy should be used (in order of preference) to guide selection:

7.2.6.1 the tenderer has a third-party certified environmental management system

7.2.6.2 the tenderer operates under an uncertified environmental management system

7.2.6.3 the tenderer has an environmental policy and operational procedures/working instructions but no formal environmental management system

7.2.6.4 the tenderer has no formal environmental policy but is committed to supporting the Agency's environmental policy and management system.

### Appendix 3 – Example Scoring for 15% weighting

7.3 Evaluation of tenders is scored and ranked to find the winning bidder

Weighted scores	%	Supplier A	Supplier B	Supplier C	Supplier D
Compliance with Spec	40%	27.75%	29.50%	28.58%	29.08%
Conditions compliance	pass/fail	Pass	Pass	Pass	Pass
Prices and VFM	40%	20.00%	32.00%	24.00%	28.00%
Innovation	5%	2.00%	2.00%	2.00%	2.00%
Environment	15%	6.00%	6.00%	6.00%	6.00%
	Total Score	55.75%	69.50%	60.58%	65.08%
	Rank	4	1	3	2

Environment section is evaluated on the basis of our CSR questionnaire for standard procurement



**Appendix 4 – Suggestions for increasing environmental weighting**

7.4.1 Suggestion I for environmentally heavy impact contract:

Weighted scores

%

Compliance with Spec	25%	(Decreased from 40%)
Conditions compliance	pass/fail	
Prices and VFM	40%	
Innovation	5%	
Environment	30%	(Increased from 15%)
Total Score	100%	

Whereby additional questions are added into the environmental questions and weighting increased.

Questions could include:

Carbon usage of proposed solution

Efficiency of proposed solution - low energy consumption or high yield per unit energy used

Disposal of goods after the proposed use

Disposal of packaging materials

Contract specific questions - ie for bus transport, exhaust gases and environmental impact

Alternative solutions - such as electric vehicles instead of diesel/petrol

7.4.2 Suggestion 2 for environmentally heavy impact contract:

Weighted scores                      %

Compliance with Spec	50%	(Increased from 40%)
Conditions compliance	pass/fail	
Prices and VFM	30%	(Decreased from 40%)
Innovation	5%	
Environment	15%	
Total Score	100%	

Where additional questions are added into the specification and weightings could be increased.

Questions could include:

Carbon usage of proposed solution

Efficiency of proposed solution - low energy consumption or high yield per unit energy used

Disposal of goods after the proposed use

Disposal of packaging materials

Contract specific questions - ie for bus transport, exhaust gases and environmental impact

Alternative solutions - such as electric vehicles instead of diesel/petrol

7.4.3 Suggestion 3 for environmentally low impact contract:

Weighted scores                      %

Compliance with Spec	55%	(Increased from 40%)
Conditions compliance	pass/fail	
Prices and VFM	35%	(Decreased from 40%)
Innovation	5%	
Environment	5%	(Decreased from 15%)
Total Score	100%	

This does not preclude you from adding pass/fail questions into conditions or specification should a minimum standard be prevalent in the market – e.g. FSC for wood/paper sources

Questions could include:

Carbon usage of proposed solution

Efficiency of proposed solution - low energy consumption or high yield per unit energy used

Disposal of goods after the proposed use

Disposal of packaging materials

Contract specific questions - ie for bus transport, exhaust gases and environmental impact

Alternative solutions - such as electric vehicles instead of diesel/petrol

This is an extract from our Prequalification Questionnaire (using the Standard Qualification questions - SQ)

### Grounds for exclusion

Section 3		Grounds for discretionary exclusion	
	Question	Response	
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>		
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	

3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2