



SUSTAINABLE PROCUREMENT SOURCING DEEP DIVE

OCTOBER 16TH, 2018

UNIVERSITY
OF
CALIFORNIA

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Agenda

Why Sustainable Procurement Matters

- Importance of Sustainability and what you can do!
- Expectations for today's training

UC Goals & Requirements

- UC Sustainable Procurement Goals
- Key Requirements

Sourcing & Sustainability

- New Sustainability 15% value minimum for all competitive solicitations
- Different elements of sustainability to consider
- Best Practice Sourcing Process walkthrough
- Bid Examples & Resources



Why sustainable procurement?

What we purchase has a real and significant impact on our ability to be sustainable internally and drive innovation externally.

Our big operational goals – **Zero Waste, Carbon Neutrality, Water reduction**, ... - are just the tip of the iceberg when it comes to GHG emissions.



Operations

Supply Chain

Analysis done of State of CA spend estimates that California's **supply chain GHG emissions are 8 times greater** than those from operating all its buildings and fleets!

Non-IT Services make up **90%** of their spend!

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Operations

Supply Chain

Cambodian female workers in Nike, Asics and Puma factories suffer mass faintings

Sportswear brands review spate of incidents in factories where employees on short-term contracts work 10-hour days in soaring temperatures

Source: Karen McVeigh, The Guardian, 2017

estimates
missions
operating

ir spend!

GHG Emissions from Public Institutions



Source: West Coast Climate Forum

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Sportswear brands employees on scorching temperatures

CALIFORNIA



3.9 million Small Businesses
99.8% of California Businesses

7.0 million Small Business Employees
48.8% of California Employees



EMPLOYMENT
283,452
net new jobs



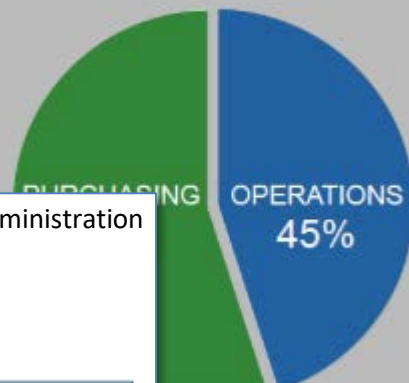
DIVERSITY
1.6 million
minority-owned
businesses



TRADE
70,350
small business
exporters

Source: U.S. Small Business Administration

GHG Emissions from Public Institutions



at Coast Climate Forum

Expectations for Today

What you will get....

- A primer on how to **start** to integrate sustainability into your procurement process
- An overview of key UC sustainable procurement requirements
- A catalog of resources and references to help you get started

What you won't get....

- A robust/in-depth overview of best practices for each major commodity category
- A deep dive into best practice strategies to address our Green and Economically & Socially Responsible spend goals (*see upcoming training schedule*)

Who this training targets...

- Strategic Sourcing, Commodity Managers
- Anyone with authority to buy on behalf of the University



What can you do?

Who are YOU?	How the Policy Impacts You...	Resources to Leverage...	How you make an IMPACT!
Strategic Sourcing & Campus Procurement	<ul style="list-style-type: none"> Sourcing practices are changed (15% sustainability criteria in RFPs, contracting changes with suppliers, implementation of Green and EaSR criteria) Annual Reporting 	<ul style="list-style-type: none"> Policy & Guidelines RFx Library & CalUSource Sustainability template(s) (to come) Updated Forms & Templates SPLC member resources Supplier Scorecarding - EcoVadis Pilot in Phase II 	<ul style="list-style-type: none"> Support huge shifts in strategic supplier relationships to make our supply chains more sustainable Track improvements over time Support major industry changes
Department Buyer	<ul style="list-style-type: none"> Know policy and guidelines to make informed buying decisions Buy on-contract sustainable products (EPEAT Gold, EPA Safer Choice, etc.) Buy with local, small and diverse suppliers! 	<ul style="list-style-type: none"> Policy & Guidelines SPLC member resources Category buying guides (to come) UC contracts UC eCommerce systems 	<ul style="list-style-type: none"> Contracting only goes so far, we need to make <u>daily buying decisions</u> that align with our values and larger UC sustainability initiatives REDUCE, Reuse, recycle Consider Total Cost of Ownership, not just upfront cost

UC Procurement Goals

New Policy sets the following purchasing targets

Within 3 Years

Reach **100% compliance** with Required Level green standards and **25% Preferred Level Green Spend** for select product categories.

Within 5 Years

Reach **25%** addressable spend with **Economically & Socially Responsible Suppliers**

To Come...

Add new product and service categories and expand scope of EaSR suppliers in the Guidelines.

How will we achieve our goals?

- Change our **buying behaviors**
- Change our **Sourcing practices** (*focus of today*)

Current Product Categories with Green Spend Goals and minimum criteria:

- Electronics
- Office Supplies
- Indoor Office Furniture
- Compostable Food Service Ware
- Water Appliances/Fixtures

Current Supplier certifications with EaSR Goals:

- Small Business
- Disadvantaged Business
- Women-owned Business
- Minority-owned Business
- Veteran-owned/Service Disabled Veteran-owned Business

Key Sustainability Requirements

UC sustainable procurement requirements can be found in –

- [Sustainable Practices Policy and Sustainable Procurement Guidelines](#)
- [UC Terms & Conditions of Purchase](#) (see article 22)
- [Required Supplier Information](#) form (see section C)

Key Requirements to know

- Policy includes robust **packaging standards** and requirements
- Policy sets new **requirements for systemwide strategic suppliers**
 - Must identify products that meet UC standards in hosted/punchout environments
 - Must report quarterly on purchasing activity and annually on sustainable business operations
- The policy requires a minimum of **15% of the points** utilized in competitive solicitation evaluations to be **allotted to sustainability criteria** (to take effect in July 2019)
- Waste Policy section impacts...
 - The University prioritizes waste reduction in the following order: **reduce**, reuse, and then recycle
 - Zero Waste goal by 2020 impacts all purchasing decisions
 - Consider all products recyclable/compostable, focus on takeback programs, etc.
 - The University has disallowed the use of expanded plastic **foam** materials by 2020

Key Sustainability Requirements

UC sustainable procurement requirements

- [Sustainable Practices Policy and Sustainable Procurement](#)
- [UC Terms & Conditions of Purchase](#) (see [UC Terms & Conditions of Purchase](#))
- [Required Supplier Information](#) form (see [Required Supplier Information](#))

Key Requirements to know

- Policy includes robust **packaging standards**
- Policy sets new **requirements for systemwide**
 - Must identify products that meet UC standards
 - Must report quarterly on purchasing activities
- The policy requires a minimum of **15% of total procurement value** **allotted to sustainability criteria** (to take effect by 2020)
- Waste Policy section impacts...
 - The University prioritizes waste reduction
 - Zero Waste goal by 2020 impacts all purchases
 - Consider all products recyclable/compostable
 - The University has disallowed the use of non-recyclable materials

ARTICLE 22 – SUSTAINABLE PROCUREMENT GUIDELINES

Supplier will conduct business using environmentally, socially, and economically sustainable products and services (defined as products and services with a lesser or reduced effect on human health and the environment, and which generate benefits to the University as well as to society and the economy, while remaining within the carrying capacity of the environment), to the maximum possible extent consistent with the Agreement, and with the University of California Sustainable Practices Policy (<https://policy.ucop.edu/doc/3100155>) and the University of California Sustainable Procurement Guidelines: (<https://www.ucop.edu/procurement-services/files/sustainableprocurementguidelines.pdf>)

In accordance with the University of California Sustainable Practices Policy, Supplier will adhere to the following requirements and standards, as applicable. Supplier acknowledges that failure to comply with any of the sustainability standards and requirements in the Agreement will constitute a material breach of the Agreement and UC will have the right to terminate the Agreement without damage, penalty, cost or further obligation.

- Sustainability Marketing Standards.** Supplier sustainability related claims, where applicable, must meet University of California recognized certifications and standards set forth in the UC Sustainable Procurement Guidelines and/or meet the standards of Federal Trade Commission's (FTC) Green Guides.
- Electronic Transfer of Supplier Information.** Suppliers, when interacting with the University, shall be prohibited from providing hard copies of presentations, marketing material, or other informational materials. Suppliers will be required to present all information in electronic format that is easily transferable to University staff. Materials may be provided in hard copy or physical format if specifically required or requested by a UC representative.
- Packaging Requirements.** All packaging must be compliant with the Toxics in Packaging Prevention Act (AB 455) and must meet all additional standards and requirements set forth in the UC Sustainable Practices Policy. In addition, the University requires that all packaging meet at least one of the criteria listed below:
 - Uses bulk packaging;
 - Uses reusable packaging (e.g. totes reused by delivery service for next delivery);
 - Uses innovative packaging that reduces the weight of packaging, reduces packaging waste, or utilizes packaging that is a component of the product;
 - Maximizes recycled content and/or meets or exceeds the minimum post-consumer content level for packaging in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines;
 - Uses locally recyclable or certified compostable material.
- Expanded Polystyrene (EPS) Ban.** No EPS shall be used in foodservice facilities for takeaway containers. By 2020, the University will be prohibited from procuring Goods containing, or that are provided in packaging containing, Expanded Polystyrene (EPS) other than that utilized for laboratory supply or medical packaging and products where no functional alternatives exist.
- E-Waste Recycling Requirements.** All recyclers of University of California electronic equipment must be e-Steward certified by the Basel Action Network (BAN) or R2 Standard certified.
- Hosted and Punch-out Catalog Requirements.** Suppliers enabled with eProcurement hosted catalog functionality must clearly identify products with UC-recognized certifications, as defined by the UC Sustainable Procurement Guidelines, in both hosted and punchout catalog e-procurement environments.

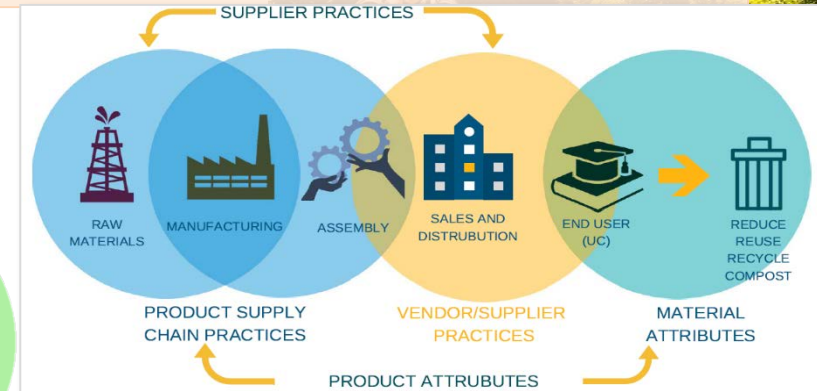
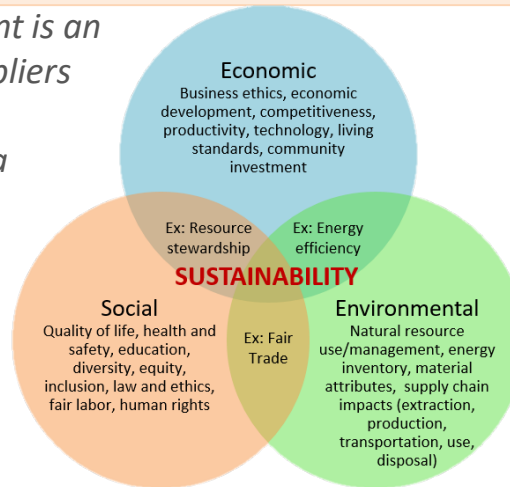
Sourcing & Sustainability

New Sustainability requirement for all competitive solicitations

Each University's Procurement department will integrate sustainability into its processes and practices, including competitive solicitations, **in order to satisfy the sustainable purchasing goals** outlined above **for products**, as well as for the procurement of **services**. The University will do so by:

- a. **Allocating a minimum of 15% of the points utilized in solicitation evaluations to sustainability criteria.** Criteria may include, but is not limited to, sustainable **product attributes**, **supplier diversity**, **supplier practices**, **contributions to health and wellbeing**, and **materials safety**. This requirement will go into effect on **July 1st, 2019**. Exceptions to this policy may only be granted by the appropriate Policy Exception Authority.

This minimum criteria requirement is an important message to all UC suppliers that we are serious about our assessment of TCO and creating a sustainable environment for the communities we serve.



Note that this valuation of points covers the entirety of the RFP award (including cost)

What might sustainability criteria include?



Economic Impacts

Business ethics, economic development, competitiveness, productivity, technology development, living standards, community investment

In Practice

Codes of Conduct, Ethical Business Practices, Sustainability/CSR Reporting, Investment policies, long range planning, economic diversity programing



Environmental Impacts

Human health concerns, global warming, natural resource depletion, habitat destruction

In Practice

Environmental Policies, natural resource use/management, energy inventory, supply chain impact assessments (of raw material extraction, production, transportation, use, and disposal)



Social Impacts

Business ethics, equality, diversity and inclusion, access, human rights, health, safety and social well-being

In Practice

Accessibility, FFWF, labor practices (wages, benefits, hiring, education/training), conditions of work and social protection (anti-harassment, discrimination, violence), Human rights declarations, community involvement and development

Sustainable RFP Criteria – an expanded view

Previous Practices and common approaches

- Single sections devoted to sustainability
- Bucket type questions
- Low point assignment

A fresh take on an old practice

- What other criteria, may be material to sustainability?
- What criteria can be enhanced to include Sustainability?
- What sustainable criteria can be added to augment this RFP?

EXAMPLE OF EXPANDING YOUR VIEW OF 'WHAT IS SUSTAINABLE CRITERIA' - Desirable (Graded) Criteria/Questions								
nble criteria, but highlighting other sustainable criteria embedded with in the existing questions.								
Quest Point Value	Cat Weight	Example 1 - Redistribution of Points using same Criteria	Quest Point Value	Cat Weight	Example 2 - Expanded View of Original Criteria	Quest Point Value	Cat Weight	Example 2 - Expanded view, adding slight revisions
	1	1.Fair Trade, Organic, Local products - please detail efforts and ability/philosophy and commitment/process to maintain supplier base		5	1.Fair Trade, Organic, Local products - please detail efforts and ability/philosophy and commitment/process to maintain supplier base		5	1.Fair Trade, Organic, Local products - please detail efforts and ability/philosophy and commitment/process to maintain supplier base
	4	2. Company Profile - Please detail company philosophy and administrative policies/practices relative to Sustainability, examples below: a. Mission Statement incorporating Sustainability and/or Environmental Stewardship Profiles b. Administrative practices implemented to reduce energy use and waste. c. Website pages and/or marketing materials developed, specific to your company policy, practices, and achievements		5	2. Company Profile - Please detail company philosophy and administrative policies/practices relative to Sustainability, examples below: a. Mission Statement incorporating Sustainability and/or Environmental Stewardship Profiles b. Administrative practices implemented to reduce energy use and waste. c. Website pages and/or marketing materials developed, specific to your company policy, practices, and achievements		3	2. Company Profile - Please detail company philosophy and administrative policies/practices relative to Sustainability, examples below: a. Mission Statement incorporating Sustainability and/or Environmental Stewardship Profiles b. Administrative practices implemented to reduce energy use and waste. c. Website pages and/or marketing materials developed, specific to your company policy, practices, and achievements

Sourcing Best Practice Process

Project Scoping & Bid Development

- Assess sustainability factors of 'ask' (is there a way to make entire bid sustainable)
- Leverage resource information & people
- Confirm all areas of sustainability are incorporated (economic, social and environmental)
- Balance weights appropriately
- Ensure questions are clear and can elicit quality responses

Example Resources

- RFX library
- Sourcing Guide/Packet
- SPLC
- Supplier Scorecard, IBIS, Explorer

Bid Release

- Include sustainability information (introduction, T&C's, forms)
- Clearly state importance of sustainability to UC
- If including supplier scorecarding, ensure appropriate time is allowed to respond

Example Resources

- UC T&Cs
- Required Supplier Information
- Supplier Scorecard

Bid Evaluation

- Ensure the evaluation team is provided clear guidance on scoring
- Enlist sustainability experts where available (supplier diversity coordinator, SPWG, Sustainability Office, etc.)

Example Resources

- Sourcing Guide/Packet
- SPWG, other SME
- Sustainability Office
- Supplier Diversity Lead

Contract Negotiation

- Ensure that all applicable sustainability requirements are included in final agreement (packaging, reporting, catalogues, Green minimum criteria, etc.)

Example Resources

- UC T&Cs
- Required Supplier Information
- Sourcing Guide/Packet
- - template reporting

Ongoing Contract Management

- Ensure SRM ongoing is overseen or that contract managers aware of reqs.
- Utilize Scorecard assessment correction action module (if applies)
- Ensure that all stakeholders clearly know what contracts and products meet our sustainability standards
- Work to support buying practices that align with sustainability goals

Example Resources

- Supplier Scorecard
- SPWG
- Sustainability Office
- Supplier Diversity Lead

15% distribution tips!

- At least 5% of bid questions should be custom developed (you can pull many key and relevant questions from the RFX library for remaining 10%)
- Make sure to give points to all areas of sustainability (economic, social and environmental)
- Be sure to include all aspects of opportunity (supplier operations/management considerations and the specific good and/or service being provided)

Sourcing Best Practice Process

Project Scoping & Bid Development – What goes into your 15%+ sustainability criteria and why?

Identify the Need -work with your stakeholders and subject matter experts to determine...

- Is there a need for the goods or services?
- What are the potential environmental and social impacts and risks
- Consider alternatives to purchasing – for example, reuse, recycling or hire of the goods/services
- Research alternatives that may offer reduced environmental and social impacts
- Define the sustainability aspects of the procurement

Will transportation be involved?
How will good be handled at end-of-life?

Are companies in field meeting ethical practice standards?

IF a Good: Do we need it? Can the need be met by surplus, repair or adaptation of existing material?

IF a Service: Can we work with suppliers that share our values?

How have we satisfied this need in the past?
Are there new technologies or alternatives to meet need in more sustainable fashion?

thinking

Sourcing Best Practice Process

Project Scoping & Bid Development – What goes into your 15%+ sustainability criteria and why?

Develop Criteria Opportunity Profile by evaluating the supply pool based on industry Type/Category, Sophistication/Size; research key Total Cost of Ownership (TCO) factors

Industry Type/Category

- Hint: Look at the existing supplier [NAICS](#) or [UNSPSC](#) classification
- Are you working with service providers, manufacturers, distributors, etc.?

Sophistication/Size

- Is your supplier pool crowded or dominated by a few large companies?
- Will your supplier pool be largely international, domestic, CA-based?
- Will your supplier pool consist of companies with large employee populations or be smaller in size?
- Are suppliers in the category likely to own or lease their property?

Is this bid for the provision of Goods, Services, or a combination of both?

Goods

Ask *more* questions that address their supply chain impacts

Both

Depending on the nature of goods and services, ask questions that address both supply chain and company operations

Services

Ask *more* questions that address company operations

Total Cost of Ownership research will put you in best position to understand key sustainability impact areas of opportunity

- Consider all costs related to the product or service throughout its entire lifecycle, including the purchase price, installation costs, usage or operational costs, maintenance and repair costs and also any costs associated with the disposal of the asset or service
- Consider broader costs such as resource depletion, unlawful labor practices risk, and the creation of harmful and unusable by-products such as pollution and waste...

Sourcing Best Practice Process

Project Scoping & Bid Development – What goes into your 15%+ sustainability criteria and why?

RFP Team collaboration on Question Development

- Confer on sustainable aspects of category
- Create initial categories & their weights (all)
- Develop questions specific to sustainability - *review RFX question library*
- Develop remaining criteria/questions
- Calculate and balance weights
- Ensure questions are clear and **can elicit quality responses**
- Develop appropriate RFX language to convey importance of sustainability to UC and specific importance to the RFX

Examine remaining questions for possible applicability to sustainability. We often overlook questions related to technical specifications for example that address issues material to sustainability impacts. Can they be clarified or enhanced?

Questions should be clear so evaluators can discern the quality of response – focus on questions about reporting, policy, certifications, etc.

Sourcing Best Practice Process

Project Scoping & Bid Development – What goes into your 15%+ sustainability criteria and why?

Professional Services Question Examples

(open for vague or wide ranging response)

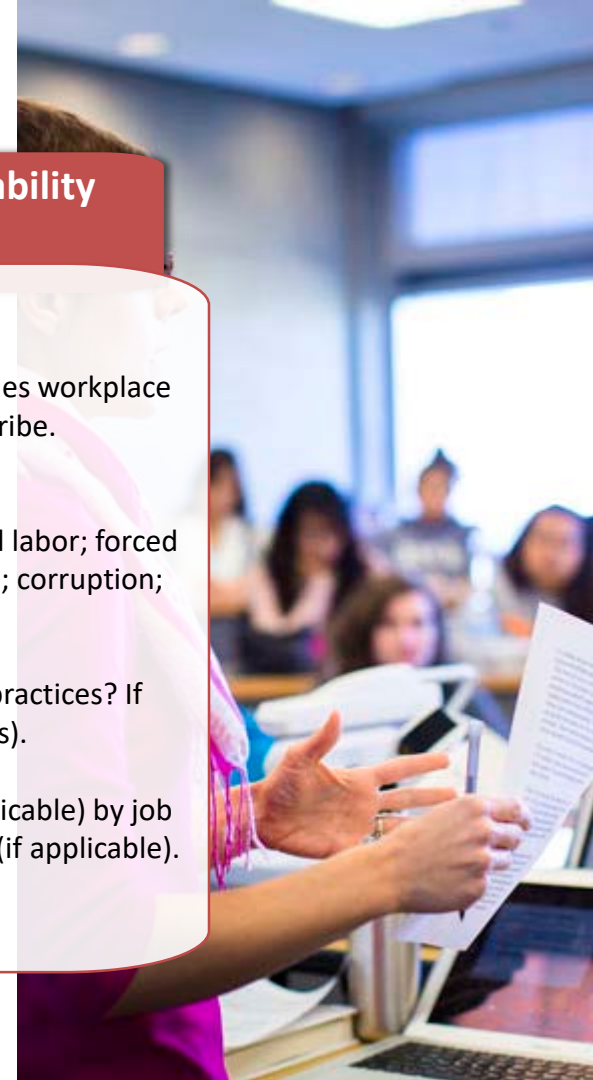
Does your company have a Corporate Social Responsibility policy (or equivalent), which includes workplace diversity and supply chain practices? Do you track or report certain metrics? If so, please describe.

(questions directed at specific CSR areas and documentation)

Does your organization have a Supplier Code Of Conduct which at a minimum addresses: child labor; forced labor; health and safety; discrimination; discipline; harassment; working hours; compensation; corruption; and bribery? If yes, please provide.

Does your company incorporate workplace diversity and inclusion as part of its employment practices? If yes, provide documentation of such practices (e.g. policy, partnerships, career fairs, job boards).

Does your company track its diversity makeup to include gender, age, race, and tenure (if applicable) by job level? If yes, please provide a brief explanation of metrics tracked and any company goals set (if applicable).



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Contract Negotiation

- Ensure that all applicable sustainability requirements are included in final agreement (packaging, reporting, catalogues, Green minimum criteria, etc.)

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- Ensure SRM ongoing is overseen or that contract managers aware of reqs.
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Bid Example #1: Dining Disposables at UCSB

Project Scoping & Bid Development

- Established Stakeholders: Residential Dining Services + University Center Dining and Catering
- Established priorities for bid: Service, cost, 100% compostability, alignment with “earth-friendly” mission of UCSB Residential Dining Services, “to protect, preserve and regenerate our environmental resources.” (<http://www.housing.ucsb.edu/dining/earth-friendly-dining>)
- Turned into *Environmentally Preferable Dining Disposables*, added preferred product criteria specific to compostables based on other expert examples (see [Guidelines section 7.F.](#)). Leveraged [Center for Environmental Health](#) and [Responsible Purchasing Network](#) for additional recommendations.

Bid Release

Bid Evaluation

- In RFP document, introduced UC’s Sustainable Procurement mission, UCSB’s compostables waste stream operations, and EPP product specifications (discussing the hazards of fluorinated chemicals).
- Included mandatory requirements (i.e. BPI certifications, EPS in foodservice policy ban, FTC Green Guide compliance), qualitative questions and preferred product criteria (i.e. Sustainability in operations, exceedance of EPA’s recycled content levels, UC packaging requirements; fluorine-free, sustainably-sourced, bio-based content, etc.) (Questionnaires and price list done outside of CalUSource)

Contract Negotiation

- Checked compliance with all minimum mandatory requirements from Policy and Guidelines (i.e. packaging, FTC compliance, receipt of BPI certificates). Evaluators versed in sustainability questions on bid, knew how to evaluate in alignment with mission.

Ongoing Contract Management

- Awarded on a lowest CPQP basis. Included all of RFP and supplier responses in vendor blankets, which includes relevant mandatory Policy and Guidelines requirements.
- Ensure added products meet sustainability specifications. Requested fluorine testing for select products. Required product substitutes for some products with no actual BPI cert.

Bid Example #1: Dining Disposables at UCSB

Project Scoping & Bid Development



Bid Release



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Mandatory Requirements and Qualitative Questions

Minimum Mandatory Requirements (3 of 30 related to sustainability)

Compostable BPI Certification - The supplier must submit proof of BPI certification or Green Seal GS-35 for Compostable Items bid on Attachment G and Attachment H.

Polystyrene - The UC adopted a new Waste Policy effective January 2018. Per this policy, the UC does not allow the sale, procurement, or distribution of Expanded Polystyrene (EPS) other than that utilized for laboratory supply or medical packaging. Disallowed products include EPS in the foodservice industry (cups, clamshells) and packaging.

FTC Green Guides - Bidder must attest to compliance with the Federal Trade Commission's (FTC) guidelines for environmental marketing claims found here: <https://www.ftc.gov/sites/default/files/attachments/press-releases/ftc-issues-revised-green-guides/greenguides.pdf>

Bid Example #1: Dining Disposables at UCSB

Project Scoping & Bid Development



Bid Release



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Mandatory Requirements and Qualitative Questions

Desirable Criteria (28% related to sustainability)

Sustainability in Operations (10%) - Please detail company philosophy, efforts, and programs in the following areas:

1. Policies incorporating environmental and/or social sustainability and stewardship
2. Energy efficiency in operations (e.g. LEED buildings)
3. Transportation and shipping (EPA SmartWay, fuel efficient/alternatively fueled vehicles used in transport and delivery)
5. Reduction of waste, water, chemical use, and/or carbon emissions throughout manufacturing or distribution
6. Criteria used to evaluate suppliers or manufacturing plants (if applicable)
7. Environmental Management Standards (ISO 14001)

Bid Example #1: Dining Disposables at UCSB

Project Scoping & Bid Development



Bid Release



Mandatory Requirements and Qualitative Questions

Desirable Criteria (28% related to sustainability)

Recycled Content (3%) - All products and product packaging in categories that have been designated by the U.S. Environmental Protection Agency (EPA) under its Comprehensive Procurement Guidelines (CPG) Program should meet or exceed the CPG recycled-content levels, except in cases where there is no alternative available. Please describe any exceptions your company has in complying with the CPG recycled-content levels, found here: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>

Bid Example #1: Dining Disposables at UCSB

Project Scoping & Bid Development



Bid Release



Mandatory Requirements and Qualitative Questions

Desirable Criteria (28% related to sustainability)

Packaging (5%) - All packaging (including carrying cases, wrappers and wrapping films, bags, and tubs) and packaging components (such as inks, labels, dyes, pigments, adhesives, stabilizers, or any other additives) must be free of Expanded Polystyrene (EPS) and polyvinyl chloride (PVC), and compliant with the Toxics in Packaging Prevention Act (AB 455) as to be free of any intentionally introduced lead, cadmium, mercury or hexavalent chromium, and containing no incidental concentrations of these regulated metals greater than 100 parts per million (ppm) by weight. In addition, all packaging must meet at least one of the criteria listed below. Please describe how your company's packaging complies.

- a) Uses bulk packaging.
- b) Uses reusable/returnable packaging.
- c) Uses innovative packaging that reduces the weight of packaging, reduces packaging waste, or utilizes packaging that is a component of the product.
- d) Maximizes recycled content
- e) Uses easily recyclable or compostable packaging.

Bid Example #1: Dining Disposables at UCSB

Project Scoping & Bid Development



Bid Release



Mandatory Requirements and Qualitative Questions

Desirable Criteria (28% related to sustainability)

Service Capabilities (10%) - Please describe your companies' capabilities in the following areas:

1. Electronic reporting capabilities, including "green" spend on sustainable items.
2. Quarterly Usage Reports by item, by unit, and aggregated monthly total by item.
3. Special services offered by the distributor. Other reports available? Industry data provided?
4. Electronic Data Information capabilities.
5. Marketing or educational materials available to UCSB (e.g. on zero-waste, waste stream sorting, composting, etc.)

Bid Example #1: Dining Disposables at UCSB

Bid Evaluation



Responses and Evaluation

Grade	UC Standards, Requirements, Needs	Definition
5	Exceeds	Excellent, the best answer, above and beyond!
4	Responsive	Above average response and responsive to UC's needs
3	Meets	Meets UC standards and the needs of the system
2	Does Not Meet (currently)	Does not meet UC baseline expectations, but shows desire to do so or proof that plans are in place to get to that level
1	Non-Responsive	Does not meet standards and doesn't show willingness to do so

Bid Example #1: Dining Disposables at UCSB

Bid Evaluation



Responses and Evaluation

Desirable Criteria (28% related to sustainability)	Range of Ave. Scores
<u>Sustainability in Operations (10%)</u>	3.9 – 4.9
<u>Recycled Content (3%)</u>	4.0 – 5.0
<u>Packaging (5%)</u>	2.0 – 3.0
<u>Service Capabilities (10%)</u> - (includes green spend reporting, sustainability education, electronic capabilities)	4.8

Bid Example #1: Dining Disposables at UCSB

Bid Evaluation



Responses and Evaluation

Packaging - Lowest Score Response (2.0)

We sell our products in standard case packs for purchase. Special accommodation can be made for split case purchasing depending on volume. We currently stock over 5600 items; of those items 358 items are available for split case purchasing.

Doesn't really address question

Packaging - Highest Score Response (3.0)

Our company employs bulk packaging for the majority of our product offerings, such as 50# bags, #10 cans, bulk pouch packages, 35# containers, and 5 gallon buckets. We offer many products from manufacturers that employ sustainable manufacturing practices. Many items offered are manufactured using post-consumer waste. The compostable alternative products that we offer include cups, cutlery, plate ware, and napkins. We also use multi-use repack boxes for our deliveries. All cardboard boxes and film wrap used is easily recyclable. All pallets delivered to the University will be picked up, reused, and/or recycled at the end of their useful life

Talks about bulk packaging, re-usable packaging, and recyclable packaging

Bid Example #1: Dining Disposables at UCSB

Bid Evaluation



Responses and Evaluation

Sustainability in Operations – Lowest Score Response (3.9)	Sustainability in Operations – Highest Score Response (4.9)
<ul style="list-style-type: none">Do not discard any damaged plastic or paper products. Recycle packaging and shipping supplies.We are a distributor and have been enrolling in a recycling program of corrugated and plastics products. <p>Recycling is industry norm</p>	<ul style="list-style-type: none">Offer shrink wrap/plastic bucket recycling (pick-ups are scheduled once every 2 weeks)Offer a pallet exchange programImplemented a recycle program between health providers and chemical suppliers. All chemical buckets and plastic containers are collected and recycled through a program with a number of our local chemical suppliers. <p>Talk about additional recycling and take-back programs</p>
We are AIB certified. We encourage and support suppliers who use 40% or higher recyclable material.	We support all major players in the packaging industry that produce 100% recycled goods .
All light fixtures in warehouse are controlled by sensors, LED and Energy Saver bulbs.	Warehouse has been retrofitted with energy saving fluorescent tubes (T.8) solar tubes
All of our fleet is fuel efficient.	Invested in routing software which allows us to be extremely fuel efficient when routing our fleet of 85 trucks. Our company is expecting a 27% fuel saving by 2018
<p>Doesn't say how</p>	<p>Target stated, details provided</p>
Require our suppliers to provide us with BPI certification of their compostable items.	Criteria in evaluating suppliers: making certain that suppliers' goals continue to be compatible with that of our company. Key factors that continuously are looked at are: responsiveness, quality, technology, delivery and lowest total cost.
<p>Already required in bid min mandatory</p>	<p>Doesn't mention evaluating suppliers based on sustainability</p>

Bid Example #2: Temporary Staffing Services

RFP Pre-work:

Need established.

Market Analysis done & reveals many suppliers, 5 national/generalized players, and a host of regional and segmented providers (re: IBIS Reports, interviews, historical records). UC Team formed and need determined at 12 locations, in 6 various staffing categories; large spend & more than average risk.

Decision: Supplier base indicates various levels of sophistication. UC may need participation by large and regional players. Use for EcoVadis Assessment set for REQUIREMENT FOR CONTRACT/ 1 YR RIDER FOR REACHING INDUSTRY AVERAGE SCORE BY ANNUAL BUSINESS REVIEW.



Bid Example #2: Temporary Staffing Services

RFP Pre-work:

Need established

RFP Development & Release

Category analyzed in terms of incorporating sustainability and for required features vs. desired features.

Decision: Aspects of category indicate greatest sustainability focus is on Labor (Social), transportation, and electronic processes (environmental) and efforts in administrative offices. All mandatory criteria developed including FW/FW. All Categories and weights developed. All questions developed and examined for sustainable features or enhancement. S-Weight calculated to exceed 15%. Language for body of RFP developed, (importance UC and as specific to the RFP ((FW/FW, Ecovadis).

Decision: Graded Criteria to include hiring and labor practices, benefits, wages, programs to incentivize carpooling, and a matrix evaluating commute from Supplier offices. Administrative efficiencies included.



Bid Example #2: Temporary Staffing Services

RFP Pre-work:

Need established

RFP Development & Release

Category analyzed in terms of incorporating sustainability and for required features vs. desired features.

Bid Evaluation:

Evaluators receive instruction on scoring and are provided a guide/range for scoring qualitative question related to commute miles from supplier's location.

Decision: Suppliers who qualified to bid, based on maximum miles to campus and number of categories offered, will then receive quality points based on distance and commute time, along with all other criteria



Bid Example #2: Temporary Staffing Services

RFP Pre-work:

Need established

RFP Development & Release

Category analyzed in terms of incorporating sustainability and for required features vs. desired features.

Bid Evaluation:

Evaluators receive instruction on scoring and are provided a guide/range for scoring qualitative questions

Contract Negotiations

Multiple awards will result from this RFP. Primary requirements have been met with Apparent Awardees' submissions, thereby reducing risk/further needs, and prior to further negotiations.

Decision: further transportation programs are agreed to. Ecovadis minimum category scores are reviewed and agreed to by apparent awardees. Apparent Awardees are asked to start assessment process (early) while in negotiations. This expedites process. Contracts are written, giving Suppliers 60 days to complete and present 10 month plan for any deficiencies to be met by contract anniversary.



Bid Example #2: Temporary Staffing Services

RFP Pre-work:

Need established

RFP Development & Release

Category analyzed in terms of incorporating sustainability and for required features vs. desired features.

Bid Evaluation:

Evaluators receive instruction on scoring and are provided a guide/range for scoring qualitative questions

Contract Negotiations

Multiple awards will result from this RFP. Primary requirements have been met with Apparent Awardees' submissions, thereby reducing risk/further needs, and prior to further negotiations.

Post Contract Administration

Meeting set for 60 days to view deliverables on carpool program and Ecovadis report.

Check point at 6 months, and 9 months in preparation for review of progress in operations/service and rating.



Bid Example #2: Temporary Staffing Services

Mandatory Requirements built to extend to Qualitative Questions

Geographical Coverage

Bidder's response should demonstrate the ability to service effectively a minimum of two (2) University of California locations. The ability to serve two (2) UC locations will be determined by the average travel time to each location. See the chart below to determine the average travel time by UC location (complete and include with your proposal). **NOTE: This information is requested below, for prequalification of a supplier to bid however, the information in Column I, will also be referenced and utilized in the qualitative questions which will be scored (Re: question(s) numberxxxx.**

UC Location							
UCB			0	0	0	0	0
UCD			0	0	0	0	0
UCI			0	0	0	0	0
UCLA			0	0	0	0	0
UCM			0	0	0	0	0
UCR			0	0	0	0	0
UCSD			0	0	0	0	0
UCSF			0	0	0	0	0
UCSB			0	0	0	0	0
UCSC			0	0	0	0	0
UCOP			0	0	0	0	0
LBNL			0	0	0	0	0
EXAMPLE - supplier meets required minimum for this location, and achieves 15 sustaibility Points.	15	50	20	5	60	10	15

Bid Example #2: Temporary Staffing Services

Qualitative Questions

Sustainability

- A Some UC campus locations may request for temporary staffing to have alternative work arrangements, such as, a 4 day work week, work from home, etc. Does your agency provide for this type of request?
- B Does your company provide a program encouraging and enabling carpooling? Please explain how it is structured and utilized by employees.
- C Do you have an incentive program encouraging the use of electric or fuel efficient vehicles?
- D Does your company offer training on the use of computers/electronic systems (vs. paper), if an employee lacks skills?
- E How do you incorporate Corporate Social Responsibility (CSR) into your business practices and policies (i.e. benefits, training, childcare)? If not previously stated, please providing any remaining points you would like to make concerning company philosophy, efforts, and programs in the following areas: (a.) Policies incorporating environmental and/or social sustainability and stewardship (b.) Energy efficiency within administrative offices (e.g. LEED buildings) (c.) company vehicles/transportation and shipping (EPA SmartWay Partner or Affiliate, fuel efficient/alternatively fueled vehicles used in transport and delivery) (d.) Reduction of waste, water, chemical use (e.) Environmental Management Standards (ISO 14001)
- F If you answered 'Yes' to the use of subcontractors, please note if your subcontractors are certified within one of the classifications listed on Supplier Attachment #4 - EaSR Recognized Certifications/Standards (i.e. SBE, MBE etc.).
- G If you answered 'Yes' to the use of subcontractors, please state criteria used to qualify a subcontractor for your company?

Key Resources

- Your [Sustainable Procurement Working Group \(SPWG\) Member](#)
- Your local Sustainability Office
- [UCOP Sustainable Procurement](#) webpage
- UC Sustainable Sourcing Quick Reference Guide – including RFx question library and other resources (*release coming soon*)
- [UC Forms & Templates](#)
- [CalUSource](#) – Forms, T&Cs
- [UCOP Sustainable Procurement Training](#) page
- [Sustainable Purchasing Leadership Council](#) (all UC are members)*
- [EcoVadis](#)*
- [IBIS - ProcurementIQ](#)*
- [Explorer.io](#)*



CalUSource – adding sustainability questions

A [CalUSource](#) Sustainability template is available currently for reference in CalUSource, but more robust version will be rolled out in coming months

- *You may pull the template from question repository, rename for your bid and edit as needed; see Quick Reference Guide for step-by-step instruction*



Adding Questionnaires and Questions (PDF)

The *Sustainable Sourcing Quick Reference Guide* will include a first version RfX question library which you can pull questions from to utilize in your RfX's and upload select questions from it into CalUSource!



Recap

- **Addressing sustainability** in the **early** development of all projects is good practice and as important as any other research you will do
- **Work with your stakeholders** and subject matter experts to identify impact areas and questions material to the need
- Be sure to include any sustainability **policy requirements**
- Use sustainability to **drive innovation** and **reduce total cost of ownership**
- **Leverage our resources** and remember this is complex work and we as a system will be maturing together!





Thank you

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