

Sustainable Procurement: Commissioners' Guide

This sustainable procurement commissioners' guide has been developed to support the integration of HPS's environmental objectives into all¹ commissioning. The flow chart in Figure 1 gives a schematic overview of stages in the procurement process that the HPS Sustainable Procurement Guidance (2011) and HPS's [Sustainability PQQ² and ITT³ Framework](#) should be used. Integrating sustainability and low carbon priorities into the way we do business, will deliver cost savings by increasing our resilience to rising energy prices, deliver best value projects, goods and services to our customers while meeting our commitments to protecting front line services.

The financial threshold set in Figure 1 is based on the European Union (EU) procurement rules (this rule is regularly updated and the next updates is due in January 2012). Despite the EU financial threshold, it is expected that where practicable the HPS's environmental policy commitments are embedded into all procurement specifications. The overarching aim of this guidance is to optimise the delivery of good procurement, while reducing our environmental impacts and carbon footprint. In general, we intend to incorporate the tenets of sustainability into our commissioning process by adopting a systematic process that includes:

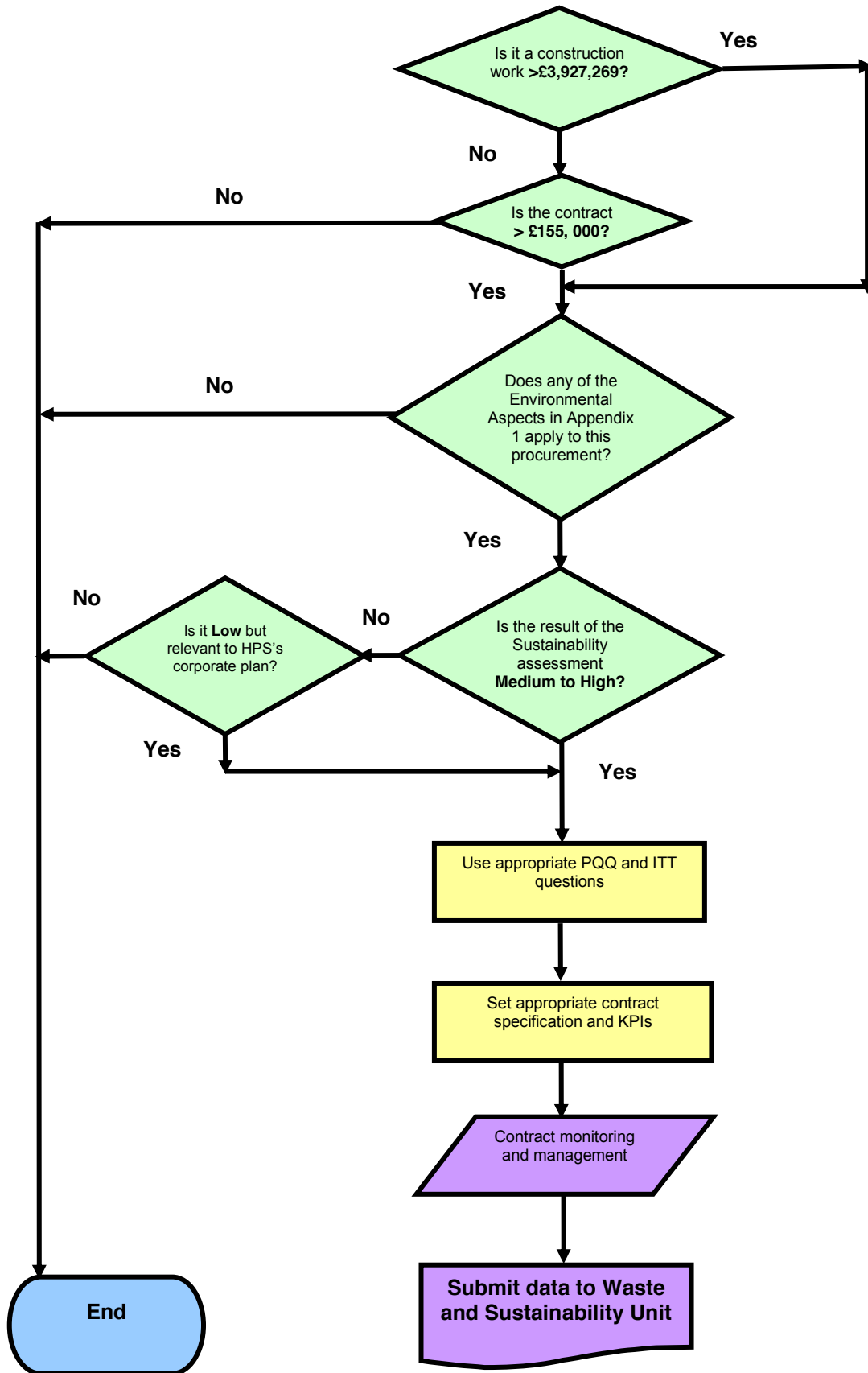
- Identifying the “*Whole Life Value*” of the proposed procurement;
- Establishing the levels of environmental control / management systems / competence that are required from potential contractors;
- Inclusion of clauses in contract specifications to reflect the HPS's environmental policy commitments;
- Communicating the minimum environmental threshold during the procurement process;
- Clearly specifying any data and documentation that contractors will be required to provide during the life of the project / service delivery;
- Setting environmental targets at the PQQ and ITT stages;
- Set environmental monitoring arrangements and performance reporting framework;
- Encourage contractors to contribute to positive sustainability outcomes, while minimising their environmental impacts and carbon footprint.

¹ Where applicable

² Pre-qualification question

³ Invitation to tender

Figure 1 Sustainable Procurement Flow Chart



Appendix 1 HPS's Major Business Areas and Significant Environmental Aspects

| Business Area | Types of Services | Environmental Aspects |
|---|--|---|
| Residential, Nursing and Retirement Homes (Adult and Social Care) | <ul style="list-style-type: none"> ○ Property and building fabric ○ Transportation and Communication ○ Catering and Food | <ul style="list-style-type: none"> ○ Environmental compliance ○ CO₂ emission from energy use ○ CO₂ emission from fuel use ○ Resource depletion from water use ○ Resource efficiency and waste management ○ Service accessibility ○ Local economy and community engagement ○ Ethical business standard ○ Adaptation to adverse climate change |
| Waste Collection and Disposal Services | <ul style="list-style-type: none"> ○ Transportation ○ Property and Building fabric ○ Environmental cleanliness ○ Fly-tipping | <ul style="list-style-type: none"> ○ Environmental compliance ○ CO₂ emission from fuel use ○ CO₂ emission from energy use ○ Ethical business standard ○ Service accessibility ○ Environmental compliance ○ Local economy ○ Biodiversity and distinctive environment |
| Home Care Services | <ul style="list-style-type: none"> ○ Transportation and Communication | <ul style="list-style-type: none"> ○ CO₂ emission from fuel Use ○ Service accessibility ○ Local economy |
| Highways and Street Lighting | <ul style="list-style-type: none"> ○ Street lighting ○ Highway maintenance | <ul style="list-style-type: none"> ○ CO₂ emission from energy use ○ Resource depletion from water use ○ CO₂ emission from fuel use ○ Resource efficiency and waste management ○ Ethical business standard ○ Biodiversity ○ Environmental compliance ○ Local economy |
| Service Delivery from fixed assets | <ul style="list-style-type: none"> ○ Leisure Services ○ Recreation services ○ Catering services | <ul style="list-style-type: none"> ○ CO₂ emission from energy use ○ CO₂ emission from fuel use ○ Resource depletion from water use ○ Resource efficiency and waste management ○ Services accessibility ○ Environmental compliance ○ Ethical business standard ○ Local economy |
| Disability and Special Needs – Services | <ul style="list-style-type: none"> ○ Transportation and Communication ○ Property and building fabric | <ul style="list-style-type: none"> ○ CO₂ emission from fuel use ○ CO₂ emission form Energy ○ Resource depletion from water use ○ Resource efficiency and waste management ○ Service accessibility ○ Environmental compliance |

| Business Area | Types of Services | Environmental Aspects |
|---|--|---|
| | | <ul style="list-style-type: none"> ○ Ethical business standard ○ Local economy |
| Children's Homes | <ul style="list-style-type: none"> ○ Transportation and Communication ○ Property and building fabric | <ul style="list-style-type: none"> ○ CO₂ emission from fuel use ○ CO₂ emission from energy use ○ Resource depletion from water use ○ Resource efficiency and waste management ○ Service accessibility ○ Environmental compliance ○ Ethical business standard ○ Local economy |
| Nurseries and Crèches | <ul style="list-style-type: none"> ○ Transportation and Communication ○ Property and Building fabric | <ul style="list-style-type: none"> ○ CO₂ emission from fuel use ○ CO₂ emission from energy use ○ Resource depletion from water use ○ Resource efficiency and waste management ○ Service accessibility ○ Environmental compliance ○ Ethical business standard ○ Local economy |
| Transportation | <ul style="list-style-type: none"> ○ Transportation and Communication | <ul style="list-style-type: none"> ○ CO₂ emission from with fuel use |
| Building, retrofitting and construction | <ul style="list-style-type: none"> ○ Resources used ○ Transportation and | <ul style="list-style-type: none"> ○ CO₂ emission from fuel use ○ CO₂ emission from energy use ○ Resource depletion from water use ○ Resilience to adverse climate change ○ General resource depletion ○ Biodiversity and distinctive environment ○ Impact on Flooding and floodplain ○ Service accessibility ○ Environmental compliance ○ Ethical business standard ○ Local economy |
| Purchasing Services | <ul style="list-style-type: none"> ○ Purchasing and Materials | <ul style="list-style-type: none"> ○ Resource depletion from procurement ○ Social responsibility ○ Local economy ○ Environmental compliance ○ Ethical business standard |
| ICT Services | <ul style="list-style-type: none"> ○ ICT | <ul style="list-style-type: none"> ○ CO₂ emission from energy use ○ Environmental risk from oil storage ○ Resource depletion (ICT procurement) ○ Resource efficiency and waste management ○ Environmental compliance (WEE⁴ Directives) |

⁴ Waste electrical and electronics

| Business Area | Types of Services | Environmental Aspects |
|---------------|-------------------|-----------------------------|
| | | ○ Ethical business standard |

See pages 66 to 74 in Defra's Environmental Key Performance Indicators⁵ for other KPIs that may be related to various service areas.

⁵ <http://www.defra.gov.uk/publications/files/pb11321-envkpi-guidelines-060121.pdf>