Responsible purchasing criteria for PROFESSIONAL SERVICES

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ECPAR strategic partner for British Columbia
ECPAR members
ECPAR services

MOBILIZING STAKEHOLDERS
SKILLS DEVELOPMENT
RESEARCH AND INNOVATION
ASSESSMENT

Sustainable purchasing sheets

Responsible procurement practices

Public contracts

Corporate governance and commitments

Mobilizing suppliers

Government contributions to responsible procurement objectives

Policies, codes of conduct and action plans: communicating a clear and coherent commitment

Informing, interesting, mobilizing and collaborating with suppliers
Seven years of tools development

Purchasing from social economy enterprises
Responsible procurement factsheets

Criteria are based on environmental, social and economic hotspots. The following objectives are pursued:

**ENVIRONMENTAL INTEGRITY**
- Prevention by source reduction, reuse, recycling (3R-RD)
- Environmental protection requirements
- Ecodesign
- Positive bias for clean technologies

**SOCIOECONOMIC DEVELOPMENT**
- Local purchasing
- Positive bias for the social economy sector offer
- Human and labour rights

**EQUITY AND EFFICIENCY**
- Total cost of ownership
- Fair trade

Content of a responsible procurement factsheet

<table>
<thead>
<tr>
<th>Product/service description</th>
<th>Guidelines 3R-RD hierarchy</th>
<th>Sustainable purchasing criteria</th>
<th>Hotspots and certifications</th>
<th>Source and social economy offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>Before buying</td>
<td>Sustainable purchasing</td>
<td>Justification</td>
<td>References</td>
</tr>
</tbody>
</table>
Methodology to develop an ECPAR responsible procurement factsheet

1. Exhaustive review of existing tools and market overview
2. Life cycle approach to determine the environmental and social hotspots
3. Organization of the information
4. Validation of content and form by ECPAR members and stakeholders
5. Whenever relevant, a cost of ownership calculator is developed.
Scope of the analysis for professional services

Professional services – office based

- Legal
- Accounting
- Architecture
- Translation
- Surveying and Mapping
- Information and Communication Technologies
- Design
- Advertising
- Lobbyisme

Professional services – site based

- Engineering
- Management
- Construction/Renovation

Professional services in total purchases

- Products: 33%
- Professionnal services: 67%
Identifying hotspots for professional services

EIO-LCA METHOD
“The economic input-output life cycle assessment (EIO-LCA) method estimates the materials and energy resources required for, and the environmental emissions resulting from, activities in our economy.”

Examples of the result

$1M in engineering services
186 t CO$_2$e

$1M in accounting services
146 t CO$_2$e
Approximately 20% of impacts generated by the acquisition and transport of the raw materials required to carry out the services (e.g. paper, electronics, fuel, etc.)

Approximately 50% of impacts caused by building energy consumption and waste generation

Approximately 20% of impacts generated by the transport of employee service providers (GHG emissions)

The results are from literature reviews, streamlined LCAs and I/O model analysis. The geographic location of a supplier may affect the result: the local energy mix significantly influences the environmental footprint of a building.
Determining the hotspots: office-based

- Resource extraction to manufacture materials
- GHG emissions to transport materials and final products
- Energy consumption and GHG emissions account for 10-20% of impacts
- Approximately 5-10% of impacts generated by waste management on site and end-of-life processes

- Raw materials extraction and manufacturing require large labour forces and are often associated with significant occupational health and safety risks.
- Cohabitation and use conflicts often occur in this life cycle phase.

- Occupational health and safety
- Cyclical and seasonal instability of employment in the sector
- Business ethics

- Procurement of construction material
- Machinery and equipment use
# Sustainable purchasing criteria

## OFFICE-based services

<table>
<thead>
<tr>
<th>Sustainable purchasing criteria</th>
<th>Example of information to be obtained from the supplier</th>
<th>Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall environmental building performance</td>
<td>LEED certification or other third party green building certification</td>
<td>U.S. Green Building Council (LEED) logo in the cell</td>
</tr>
<tr>
<td>Energy efficient buildings and/or GHG management</td>
<td>Carbon neutral certification or GHG management program certification</td>
<td></td>
</tr>
<tr>
<td>Effective waste management</td>
<td>Information on the waste management system OR Audit certificate by a third party</td>
<td></td>
</tr>
<tr>
<td>Choosing a supplier with a policy to reduce the impacts of employee transport (e.g. videoconferencing, car sharing, etc.)</td>
<td>Description of the initiatives to reduce employee transport impacts</td>
<td></td>
</tr>
<tr>
<td>Choosing a supplier that relies on responsible procurement criteria for its own purchasing, specifically for the purchase of computers, office furniture, paper, printers, etc.</td>
<td>Description of responsible procurement criteria</td>
<td></td>
</tr>
<tr>
<td>Business ethics</td>
<td>Proof of compliance with a code of ethics</td>
<td></td>
</tr>
<tr>
<td>Gender equality</td>
<td>Attestation that a gender equality program has been implemented</td>
<td></td>
</tr>
</tbody>
</table>
# Sustainable purchasing criteria

## OFFICE-based services

### ADDITIONAL CRITERIA

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<th>Sustainable purchasing criteria</th>
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<tr>
<td>Electronic invoicing (office- and site-based)</td>
<td>Information on the invoicing process</td>
<td>ISO</td>
</tr>
<tr>
<td>Supplier’s overall environmental performance (office- and site-based)</td>
<td>EMS certification such as ISO 14001</td>
<td></td>
</tr>
</tbody>
</table>

### EXAMPLES OF SECTOR-SPECIFIC CRITERIA

**IT services**

Choose service suppliers that:

- Take part in a joint sustainable development initiative (e.g. GESI)
- Use green data centres
- Use ENERGY STAR and EPEAT qualified equipment
- Voluntarily participate in an extended producer responsibility (EPR) program

- Certificate of participation in a joint initiative
- % of services green data centres
- % of ENERGY STAR and EPEAT equipment
- Description of EPR program

**Engineering services**

Choose suppliers with an EMS system and an on-site waste management system

- Attestation that the supplier has an on-site waste management policy
# Sustainable purchasing criteria

**SITE-based services**

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<tr>
<td>Sustainable procurement of materials and equipment (construction materials, sanitary equipment, etc.)</td>
<td>UL Eco Logo, Green Seal or GREENGUARD for construction materials, WaterSense for sanitary equipment, etc.</td>
<td></td>
</tr>
<tr>
<td>Renewable energy sources</td>
<td>LEED credits for an on-site renewable energy system</td>
<td></td>
</tr>
<tr>
<td>Optimal on-site waste management</td>
<td>Information on the waste management system</td>
<td></td>
</tr>
<tr>
<td>Occupational health and safety</td>
<td>Proof of compliance</td>
<td></td>
</tr>
<tr>
<td>Business ethics</td>
<td>Proof of compliance with a code of ethics</td>
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<tr>
<td>Local purchasing and social economy purchasing</td>
<td>Origin of the product</td>
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# Sustainable purchasing criteria

**SITE-based services**

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<td>Sustainable purchasing practices (for non-strategic goods)</td>
<td>ENERGY STAR certifications for computers and printers, FSC, SFI or PEFC certifications for paper products</td>
<td><img src="image" alt="Energy STAR" />, <img src="image" alt="FSC" />, <img src="image" alt="Sustainable Forestry Initiative" />, <img src="image" alt="PEFC" /></td>
</tr>
<tr>
<td>Green cleaning products</td>
<td>Cradle to cradle, UL Eco Logo, Design for the Environment (US EPA) or Green Seal certifications</td>
<td><img src="image" alt="Green Seal" />, <img src="image" alt="Design for the Environment" /></td>
</tr>
<tr>
<td>Use of ecoresponsible work clothing</td>
<td>Blue Sign, GOTS or Oeko tex certifications</td>
<td><img src="image" alt="Global Organic Textile Standard" />, <img src="image" alt="Confiance Textile" />, <img src="image" alt="Blue Sign" /></td>
</tr>
</tbody>
</table>
| Adoption of one of the following best practices in ecoresponsible transport management | • Use of low fuel consumption vehicles  
• Neutral carbon balance (carbon offsetting)  
• Employee training  
• No idling policy | ![Global Organic Textile Standard](image), ![Confiance Textile](image), ![Blue Sign](image) |
| Gender equality | Attestation that a gender equality program has been implemented |  |
Conclusion

What is sustainable purchasing?

What are the criteria for sustainable purchasing for 22 products/services?

How can you integrate sustainable criteria into your organization’s sustainable practices?
A series of 10 webinars offered noon to 1 p.m. once a month.
For further information
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