

Sustainable Purchasing Processes Inventory Checklist



Best Practice	Yes	No	Notes
Set Relevant Environmental, Social and Economic Priorities			
A spend analysis has been performed to identify priorities.			
A materiality assessment process guides the selection of prioritized strategies.			
Relevant executives are engaged in the materiality assessment process.			
Relevant suppliers are engaged in the materiality assessment process.			
Relevant external stakeholders are engaged in the materiality assessment process.			
Goal Setting and Metrics			
A list of prioritized strategies, metrics and goals has been developed.			
Relevant executive management has approved these goals for implementation.			
Activities are evaluated for performance against these goals on an ongoing basis.			
Society-level metrics and goals (ex. GHG emissions) are utilized.			
Metrics and goals are verified by a third-party.			
Staff Engagement and Accountability			
Staff is aware of sustainable purchasing activities via ongoing communications.			
Staff receive relevant training.			
Cross-functional staff (including executives) have formal responsibility for delivering on program activities.			
Cross-functional staff (including executives) are formally evaluated for their performance in achieving program goals.			
Goods / Services Evaluation and Transparency			
The categories/commodities which contribute the most to your purchasing's impacts have been identified.			
A strategy for embedding sustainability into the procurement process in each of these priority categories/commodities has been established (ex. spec language, RFPs, supplier onboarding, ecolabels, etc.).			
These strategies are consistently implemented as new contracts/suppliers become available (or sooner).			
Product-/service-/goods-level disclosures (ex. EPDs, surveys, etc.) are utilized and required wherever applicable.			
Shared systems for product-/service-/goods-level disclosures are leveraged whenever possible.			
Product-/service-/goods-level sustainability information is shared publicly and includes information on where to buy the product/service/goods.			
Supplier Engagement, Transparency and Accountability			
Supplier-facing communications have been established to demonstrate your commitment, communicate expectations, time-bound goals, etc.			
A supplier sustainability code of conduct guides your suppliers on your specific enterprise-level sustainability expectations for them.			
Suppliers are required to sign the supplier sustainability code of conduct.			
Suppliers are periodically audited on their compliance to the code of conduct.			
A supplier sustainability rating program which evaluates supplier enterprise-level sustainability performance has been implemented.			
The supplier sustainability rating program rewards suppliers for progress (ex. preference, recognition, etc).			
The supplier sustainability rating program requires suppliers to 3rd party validate relevant data.			

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The supplier sustainability rating program requires suppliers to publicly disclose their performance.			
A supplier sustainability risk rating program which evaluates multi-tiered risk has been implemented.			
The supplier sustainability risk program findings are built into the supplier management process (ex. corrective actions, supplier selection, etc).			
Supplier Development and Innovation			
Suppliers are trained on enterprise-level sustainability practices.			
Suppliers are rewarded for enterprise-level sustainability performance.			
Proactive efforts are taken to identify and remove roadblocks for diverse suppliers (ex, small to medium biz, minorities, disadvantaged, etc.).			
Proactive investments are made to encourage supplier innovations which solve your sustainability challenges (ex. market analysis, purchaser collaboration, pre-competitive supplier engagement, etc.).			
Performance-based sustainability specifications are used to inspire and hold suppliers accountable on delivering <i>sustainability</i> innovation.			
Total cost of ownership (TCO) is used to "level the playing field" on more sustainable solutions.			
Communications and Sustainable Purchasing Transparency			
Learnings from your sustainable purchasing activities are regularly shared with external stakeholders (ex. case studies).			
Regular contributions are made to relevant external stakeholder activities (ex. working groups, shared specifications, shared data reporting platforms, etc.).			
Representatives from your organization regularly recruit others to participate in relevant external stakeholder activities.			
A public-facing report describes your sustainable purchasing program activities and performance (ex. CSR Report, Sustainable City Report, etc.).			
Design a Strategic Sustainable Purchasing Program around your Sustainable Purchasing Activities			
A long-term vision for sustainable purchasing success has been established.			
A lead has been assigned to design and implement a formal program/policy.			
A cross-functional team informs its design, implementation and management.			
A formal process is followed to identify the largest impacts of your purchasing.			
Strategies are aligned to those impacts.			
Relevant cross-functional management is engaged in the program's progress.			
Formalize a Strategic Sustainable Purchasing Program			
A business case for your program has been built.			
A budget is available for your program.			
Sufficient cross-functional resources have been assigned to the program.			
The program is embedded within the executive-level operations of your organization.			
The program has been approved at the highest executive level (ex. CEO, Mayor, etc.).			