Outline of Session

Overview of Sustainability at UQ – *Sustainability Office*

Sustainable Procurement – *Sustainability Office*

Sustainable Procurement in the context of the State Procurement Policy – *Finance & Business Services*

Questions & Answers?
Embedding Sustainability at UQ

Embedding sustainability into institutional strategy

- Learning: Undergraduate & postgraduate curriculum
- Discovery: Single & multidisciplinary research into climate change
- Engagement: Government, community & industry partnerships
- Campus operations: Walking the talk & using the campus as an example of sustainability best practice
Embedding Sustainability at UQ

Learning & Innovation Building - 5 star green star

Advanced Engineering Building – 5 star green star

Global Change Institute – 6 star green star & living building challenge
Embedding Sustainability at UQ

Photovoltaic Installations

- UQ St Lucia Campus
- PV on substation Gatton Campus
- UQ Heron Island Research Station
  54.6 KW PV Kyosera Panels
  (approximately 25% of the station’s energy load)
UQ Sustainability Office

To embed sustainability into university operations and
Promote sustainability across all UQ campuses.

http://www.uq.edu.au/sustainability
Sustainable Procurement at UQ

Property & Facilities Sustainability Office and Finance & Business Services

Presenters: Leigh Burgess & Wayne Grosser

September 2011
UQ’s Waste Minimisation Plan

**Procurement**
Well designed procurement strategies can help to reduce waste at source & waste at end of life. Can also save $- waste avoidance and minimisation

*Focus on Volume & Critical Products and Services i.e. Paper, ICT, Vehicles, Catering, Construction- furniture*

**Use**
Efficient use of products and resources can reduce environmental impacts during the life of a product- particularly carbon.

*Focus on ICT*

**Disposal**
Reducing waste to landfill through reviewing and improving reuse and recycling programs.

*Focus on measuring waste, reviewing and updating recycling programs*

**Engagement**
Sustainability at Work training/workshops, Sustainability Newsletter, Green Office & Green Lab Programs, UQ Update, UQ News TV, Sustainability website, UQ Union, UQ Sport

*Focus on Sustainability Themes*
UQ’s Waste Minimisation Plan

Learning to SEE. Key components of the WMP for the University of Queensland
What is Sustainable Procurement?

An “acquisition process whereby organisations meet their requirements for goods, services, works and utilities in a way that achieves value for money on a whole of life basis in terms of generating benefits not only to the Organisation, but also to society and the economy, whilst minimising its impact on the environment.” UNEP

Sustainable procurement means buying products & services which have a smaller environmental footprint over their life cycle and are produced in a socially responsible/ethical way.
## Procurement Related Impacts

<table>
<thead>
<tr>
<th>Negative environmental and social impacts</th>
<th>Positive environmental and social impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of biodiversity, soil erosion and degradation as a result of unsustainable forest management and illegal logging</td>
<td>Improve resource use efficiency</td>
</tr>
<tr>
<td>Depletion of resources due to the use of non-renewable resources such as metals and oil/natural gas for plastics</td>
<td>Reduce emissions</td>
</tr>
<tr>
<td>Emissions to land, air and water causing climate change both from logging and manufacturing</td>
<td>Reduce environmental health impacts of products and services</td>
</tr>
<tr>
<td>Eutrophication of surface and ground waters from the use of hazardous substances that can be released during production or disposal</td>
<td>Encourage industry to adopt cleaner technologies and produce products with lower environmental impacts</td>
</tr>
<tr>
<td>VOC emissions as a result of the use of organic solvents</td>
<td>Provide markets for new environmentally preferable products</td>
</tr>
<tr>
<td>Waste due to packaging and early replacement of products due to lack of repairability options, low durability or not fit for purpose</td>
<td>Improve the viability of recycling</td>
</tr>
<tr>
<td>Displacement of peoples, loss of livelihoods and quality of life related to logging and forest destruction</td>
<td>Improve Fair Trade opportunities for developing countries</td>
</tr>
<tr>
<td>Species extinction caused by deforestation</td>
<td>Ensure fair wages and working conditions</td>
</tr>
</tbody>
</table>
Sustainable Procurement Principles

Adopt strategies to avoid unnecessary consumption and manage demand;

In the context of whole-of-life value for money, select products and services which have lower environmental impacts across their life cycle when compared with competing products and services;

Foster a viable market for sustainable products and services by supporting businesses that demonstrate innovation in sustainability; and

Support suppliers who are socially responsible and adopt ethical practices.

Sustainable Procurement Objectives

1. Developing procurement practices which lead to improved environmental and social outcomes

2. Increasing the value of goods and services procured with a reduced environmental impact each year (from 2011/2012)

The University of Queensland has an obligation to meet the objectives of the QLD State procurement Policy. In meeting these requirements the University will work toward;
Sustainable Procurement Activities

The Property and Facilities Division, Sustainability Office in consultation with UQ stakeholders are developing a set of sustainable procurement guidelines to help university staff to achieve the objectives of sustainable procurement as set out in the Queensland State Procurement Policy. In line with part 6.0 of the policy, The University of Queensland must integrate the practice of sustainability into the procurement of goods, services and construction.
Implementing Sustainable Procurement

- Sustainability Guidelines and Forms developed by UQ for UQ in consultation with stakeholders
- Sustainability Guidelines developed by external organisations
- Essential Standards for UQ Suppliers
<table>
<thead>
<tr>
<th>Sustainable Procurement Guidelines</th>
<th>Sustainable Procurement Standards, Forms &amp; Checklists</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Introduction for UQ Staff (PDF)</td>
<td>5 Essential Standards for Suppliers</td>
</tr>
<tr>
<td>2.0 Introduction for Vendors (PDF)</td>
<td>Sustainable Vendor Assessment Form (PDF)</td>
</tr>
<tr>
<td>3.0 Sustainable Procurement Guideline - Furniture</td>
<td>Sustainable Furniture Checklist</td>
</tr>
<tr>
<td>4.0 Sustainable Procurement Guideline – Catering</td>
<td>Sustainable Catering Checklist</td>
</tr>
<tr>
<td>5.0 Sustainable Procurement Guideline - Vehicles</td>
<td>Sustainable Vehicle Checklist</td>
</tr>
<tr>
<td>7.0 Sustainable Procurement Guideline - ICT</td>
<td>Sustainable ICT Checklist</td>
</tr>
</tbody>
</table>
5 Essential Standards for Suppliers

1.0 Compliance with Laws

2.0 Labour, Fair Wages & Discrimination

3.0 Health, Safety & Environment

4.0 Anti-Corruption and Conflicts of Interest

5.0 Financial Integrity
Sustainable Vendor Assessment Form

Evidence may be requested to support the answers to the Sustainable Vendor Assessment Form Refer to p. 2 and for explanatory note’s regarding the score card and assessment questions.

Vendor Name [Company]
Address [Company Address]

1.0 Efficient Use of Resources
1.0 Have you measured and taken steps to reduce your corporate greenhouse gas emissions? ☐ Yes ☐ No
2.0 (a) Do you have an Environmental Management System in place?
(b) If yes, is it certified by an internationally recognised standard? ☐ Yes ☐ No

2.0 Corporate Social Responsibility
3.0 Do you invest in community development activities in the markets you source from and/or operate within? ☐ Yes ☐ No
4.0 Does your organisation report publicly on its Corporate Social Responsibility? ☐ Yes ☐ No

3.0 Product Stewardship
5.0 Do you know the location of 100% of the facilities that produce your products? ☐ Yes ☐ No
6.0 Is your organisation a signatory to the Australian Packaging Covenant or equivalent International Standard? (Where applicable) ☐ Yes ☐ No

Information given on this form and the related evidence is a true and accurate record of the above mentioned vendor’s commitment to sustainability outcomes.

Senior Manager / Director Name: (Name)
Senior Manager / Director Signature: (Signature)

4.0 Score Card (for explanation of score refer to p.2)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>15%</td>
</tr>
<tr>
<td>2.0(a)</td>
<td>10%</td>
</tr>
<tr>
<td>2.0(b)</td>
<td>15%</td>
</tr>
<tr>
<td>3.0</td>
<td>15%</td>
</tr>
<tr>
<td>4.0</td>
<td>15%</td>
</tr>
<tr>
<td>5.0</td>
<td>15%</td>
</tr>
<tr>
<td>6.0</td>
<td>15% where applicable</td>
</tr>
<tr>
<td>Score (UQ Staff member to complete)</td>
<td></td>
</tr>
</tbody>
</table>

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA
<table>
<thead>
<tr>
<th>Score Card- Sustainable Vendor Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Below Target 0%-49%</strong></td>
</tr>
<tr>
<td>Not yet measuring environmental and/or and social impacts or in early stages of implementation.</td>
</tr>
<tr>
<td><strong>On Target 50%-70%</strong></td>
</tr>
<tr>
<td>Evidence of measuring and monitoring environmental performance with some evidence of corporate social responsibility.</td>
</tr>
<tr>
<td><strong>Above target 71%-100%</strong></td>
</tr>
<tr>
<td>Well established and/or certified management systems in place, with documented evidence of continual improvement and corporate social responsibility.</td>
</tr>
</tbody>
</table>
Which products/services should sustainable procurement principles be applied to?
Sustainable Procurement – Paper

- Virgin Pulp v’s Recycled Pulp?
- Australian Made v’s imported?
- Ideal % recycled content?
- What should I buy?
- What are ECO-Labels?
Sustainable Procurement - Paper

A Balancing Act - trading one for another

- Is it important for you to use 100% recycled content?
- Is a mixed source product ok?
- Is it imperative that you support Australian products and Australian jobs?
- Is the carbon footprint of the product important to you?
- Do you only want to choose products which have been certified by an accredited third party?
- Are you happy with any paper as long as it is FSC Certified?
Eco-Labels or Certification Schemes
The Sustainability Office is currently working with the P&F Furniture Section and industry representatives to develop a set of minimum sustainability requirements for office furniture procured for UQ.

Current OH&S requirements for ergonomic design.

All Office furniture is required to be purchased through the P&F Furniture Section according to OH&S Policy which makes the implementation of sustainable procurement for furniture possible.

Demand for sustainable furniture has been increasing over time particularly with the introduction of sustainability criteria for buildings. Increased demand has lead to more products at affordable prices.

Over to Wayne- Finance & Business Services
Procurement Planning

From the 1st of July 2011 New Qld legislation requires all Statutory Bodies to document their procurement process for all contract or agreements that have a combined total of $10,000 and above (inc. GST)

This new legislation encompasses all sectors of the University of Queensland.
Transparent Procurement Procedures for Queensland

Qld Gov. Chief Procurement Office Requirements

“That all stages of the procurement decision making process from planning to award, should be DEFENSIBLE and DOCUMENTED”

This is not a new requirement, although it has been reinforced in the revised SPP.
Large statutory bodies

UQ as a whole is required to develop and implement procedures that will provide complete and accurate summary details of contracts and standing offer arrangements of $10,000 and above.
Procurement Planning and Performance

Your procurement planning should identify that every opportunity has been given for local suppliers to have the opportunity to participate in your procurement process.
Consider how you will include the following processes into your decision making process during the procurement planning stage.
Procurement Process Options

For purchases of $10,000 and above, the Qld. Gov. Chief Procurement Office has given three procurement process options to choose from.

Terminology and description supplied by the Qld. Chief Procurement Office.
Bids / Tenders are offered to 3 or more vendors that are identified by the project manager or purchasing officer to be capable of completing the Terms of Work set out in the RFQ / Tender document or Agreement.

When assessing a vendor, you will need to assess if the vendor has the financial capacity to fulfil all the requirements of the RFQ / Tender document without requesting an advance payment.
**Selective Process**

PO’s are offered to pre-selected contracted vendors who have completed a comprehensive bid process, a contract is in place that specifies, fixed costs for good or services, for set periods of time or for the term of the contract.

Companies who have carried out work for UQ in the past do not automatically become a qualified vendor, unless they have a contract in place with fixed cost for the goods or services they offer.

UQ can generate a PO with companies that have completed the Qld Gov E-Tender process.
Open Process

Bid / Tender documentation is placed on the E-Tender website, open to all Qld Businesses to complete and submit their response for the requested goods or services.

Using this method allows multiple vendors to submit their proposals, all submissions will then require assessment and be included in your bid analysis documentation.
All Business Units will be required to upload the summary details of contracts and standing offer arrangements into your area in Records and Archive Management Services.

This information will then be collated into a report to be placed on the QGCPO’s E-Tender website each month.
Details To Be Recorded

1. Contract / Agreement / PO ID #

2. Total Value of Contract / Agreement / PO inc. GST

3. Issue Date to Vendor

4. Successful Vendor ID

5. Description of Goods or Services
<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Agency Address</th>
<th>Description</th>
<th>Award Contract Date</th>
<th>Value</th>
<th>Supplier Name</th>
<th>Supplier Address</th>
<th>Process Method</th>
<th>Limited Selective</th>
<th>Open</th>
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<tbody>
<tr>
<td>The University of Queensland</td>
<td>Brisbane St Lucia, QLD 4072</td>
<td>Contract Staff - General</td>
<td>2011-07-12</td>
<td>$XX,000.00</td>
<td>A and RP Pearce</td>
<td>Homebush</td>
<td>Limited</td>
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<tr>
<td>The University of Queensland</td>
<td>Brisbane St Lucia, QLD 4072</td>
<td>Contract Staff - General</td>
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<td>A1 Concreting Services Pty Ltd</td>
<td>Albany Creek</td>
<td>Limited</td>
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<tr>
<td>The University of Queensland</td>
<td>Brisbane St Lucia, QLD 4072</td>
<td>WAN Links (intersite)</td>
<td>2011-07-22</td>
<td>$XX,000.00</td>
<td>AARNet Pty Ltd</td>
<td>Canberra</td>
<td>Limited</td>
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<tr>
<td>The University of Queensland</td>
<td>Brisbane St Lucia, QLD 4072</td>
<td>Other Plant and Equip Purch</td>
<td>2011-07-31</td>
<td>$XXX,000.00</td>
<td>AB Sciex Australia Pty Ltd</td>
<td>Mulgrave</td>
<td>Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The University of Queensland</td>
<td>Brisbane St Lucia, QLD 4072</td>
<td>Rent/Hire of Plant and Equip</td>
<td>2011-07-02</td>
<td>$XX,000.00</td>
<td>A-Dec Australia Pty Ltd</td>
<td>Mascot</td>
<td>Limited</td>
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Resources

Sustainability website & guidelines  www.uq.edu.au/sustainability

Finance and Business Services www.fbs.uq.edu.au  - financial management practice manual

http://www.fbs.uq.edu.au/FMPM/docs/5.1.1_state_procurement_policy.pdf

Australasian Procurement and Construction Council www.apcc.gov.au

Queensland Government Chief Procurement Office


Information about the procurement process purchasing@uq.edu.au

Advice on sustainable procurement sustainability@uq.edu.au
Questions