

May 2013

Australasian Procurement and Construction Council

Sample Templates for Sustainable Procurement Processes

For use as a companion document with the APCC Sustainable Procurement
Practice Note

www.apcc.gov.au



Australasian Procurement and Construction Council
**Australian and New Zealand Government Framework for Sustainable Procurement – Sample
Templates for Sustainable Procurement Processes**
First published May 2013

Requests for copies of this document should be addressed to:

Australasian Procurement and Construction Council
PO Box 106 DEAKIN WEST ACT 2600

Suite D

2 Geils Court

DEAKIN ACT 2600

Phone: 02 6285 2255 Fax: 02 6282 3787

Email: info@apcc.gov.au

Web Site: <http://www.apcc.gov.au>

PDF version of this document available for download from our website

TABLE OF CONTENTS

Template 1:	Record of current stock/use of Equipment	3
Template 2:	Energy/carbon emissions from Current use of Equipment	4
Template 3:	Demand analysis for procurement of Equipment/Supply	5
Template 4:	Policy Framework for Procurement	6
Template 5:	Stakeholder Consultation Analysis for Procurement	7
Template 6:	Supplier Market Analysis	8
Template 7:	Sustainability Impact Assessment for Procurement	9
Template 8:	Sustainability Questionnaire for Suppliers	10

Template 1*: Record of Current Stock/Use of Equipment**

The template below indicates some of the information which may be required in collating current usage data for goods supply. It is likely to occur together with extensive consultation with stakeholders. The template may be adapted to various goods procurements and accompany a Contracts Register (register or listing of all contracts and their expiry dates).

Agency	Device type	Asset Age (years)	Asset life	Asset Value \$'s	Company/ supplier	Contract end date
1.Department A	E.g. XYZ	2	4	3000	ABC Pty Ltd	21/12/14
2.Department B						
3.Department C						
4.Department D						
5.Department E						
6.Department F						
7.Department J						
8.Department K						

*(Note this table could have hundreds of entries and would be compiled from central records or from individual stakeholders' records)

**Developed from the Queensland Government Chief Procurement Office, Integrating sustainability into the procurement process, Procurement Guidance, November 2009; and Government of Western Australia, Department of Treasury and Finance Government Procurement, Sustainable Procurement Practice Guidelines, September 2010; and Forum for the Future, Buying a Better World: sustainable public procurement, 2007

Template 2: Energy/Carbon emissions from current use of Equipment

This table indicates information to be captured in energy usage and emissions analysis from the usage of some type of equipment e.g. Computers, motor vehicles, photocopiers and other equipment.

Equipment models	Numbers	Energy Usage	Carbon Emissions Estimate
E.g. Model 22	250	1000Kwatts year	1.06 tons year
Total			

There are several useful websites and references to assist in calculation of emissions.

Template 3: Demand analysis for procurement of equipment/supply

This template may be used to assist in summarising the results from demand analysis for equipment, goods or services. Each procurement has separate demand drivers and issues associated with it, including impact levels if not supplied. The template lists the kind of considerations which might occur.

Demand drivers	Issues	Equipment/services Procurement	Impact level/Importance	Application at project phase
Need for product or service	E.g. Numbers, cost, impact if unavailable	Current numbers, contracts	High (High, medium or low impact on government operations)	Tender specification
Potential for reduction in demand				
Potential use of alternatives				
Alternative supply method potential				
Short, medium and long term demand pattern				
Interconnect with other procurement (interdependencies)				

Template 4: Policy Framework for Procurement

This template is to assist in the process of examining the relevant government policies (procurement included) which will likely impact the procurement. Some policies will have a greater or lesser impact depending upon the type and value of the procurement.

Government policy relevant to the procurement	Policy requirements	Project implications	Impact level (in relation to the policy objectives) (High, medium or low)
E.g. Government policy on reductions in emissions by 2020	All procurements to contribute to reduction in emissions	Important to consider at specification stage, tender evaluation, contract management	High. This procurement will have a high impact on the Government's emissions reduction policy. Energy supply to government contributes 75% of current emissions. This procurement seeks to reduce these emissions by 10%.

Template 5: Stakeholder Consultation Analysis for Procurement*

This template may be used to summarise the results of stakeholder consultations.

Stakeholder	Role	Key Issues	Influence/Impact	Reform Options	Likely Support	Actions
E.g. Dept. X	Major user	Loyal to current incumbent, reluctant to change	High has 30% of current stock	Supply of data including original data on numbers of machines, energy use etc	Low at start	Will need to be convinced of business case

*Developed from the Queensland Government Chief Procurement Office, Integrating sustainability into the procurement process, Procurement Guidance, November 2009; and Government of Western Australia, Department of Treasury and Finance Government Procurement, Sustainable Procurement Practice Guidelines, September 2010.

Template 6: Supplier Market Analysis

This template may be used to summarise the market considerations which will impact on the potential for the procurement to achieve/leverage sustainability goals.

Market considerations	Market	Impact on procurement/leverage potential	Application at project phase
Market concentration - numbers of suppliers	E.g. 8-12 suppliers	Good level of competition	Procurement strategy
Horizontal and vertical integration			
Ownership			
Supply chain complexity – location of manufacture, distribution network			
Government influence on supplier as client			
Value of industry sector to economy			
Supplier maturity in terms of sustainability principles			
Level of market regulation			
Level of technological development in the market			

Template 7: Sustainability Impact Assessment for Procurement

This template may be used to allocate a priority rating to the various sustainability risks and opportunities.

Sustainability area	Impact	Issues for procurement	Likelihood	Ability to influence /importance for procurement/ opportunities	Priority /rating	Application stage for project
Financial	E.g. capital cost to government – impact on budget	Rate of turnover of stock and impact on budgets	Unlikely	Major contract, ability to drive costs down across the lifecycle	High	Business case, procurement strategy
Economic						
Environmental						
Social						

*Developed from the Queensland Government Chief Procurement Office, Integrating sustainability into the procurement process, Procurement Guidance, November 2009; and Government of Western Australia, Department of Treasury and Finance Government Procurement, Sustainable Procurement Practice Guidelines, September 2010; and Forum for the Future, Buying a Better World: sustainable public procurement, 2007.

Template 8: Sustainability Questionnaire for Suppliers

As part of a suite of returnable schedules, suppliers could be asked to fill in a questionnaire to supply information about a number of the sustainable assessment criteria for a tender. The template below may be used in this process. The Tenderer would respond to each question and the Tender Evaluation Team would then allocate a score in the right hand column.

Supplier Questionnaire

Category	Question/component	Response	Points/Score
Environmental Sustainability	E.g. What percentage of your product is recyclable?	40%	7
Social Sustainability	E.g. Does your firm have certification under SA 8000 or a policy of contributing to the local community? If so briefly explain.		
Financial Sustainability			
Economic Sustainability			