



Sustainable Procurement Guidelines

MAY 2024

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LAND ACKNOWLEDGEMENT

At Conestoga College, we would like to acknowledge that in Kitchener, Waterloo, Cambridge, and Brantford, we are located on the Haldimand Tract, land promised to the Haudenosaunee people of Six Nations, which includes six miles on either side of the Grand River. This is the traditional territory of the Anishnawbe, Haudenosaunee, and Neutral peoples. To recognize the land is an expression of gratitude and appreciation to those whose territory we reside on and a way of honouring the Indigenous people who have been living and working on the land for thousands of years. I would like to begin by acknowledging that the land on which we gather today is the traditional territory of the Anishnaabe [Ah-Nish-KNOB-bay], Haudenosaunee [Hud-din-nah-SHOWN-knee] and Neutral people. We make this acknowledgement as a way of recognizing and honouring the Indigenous people who – for thousands of years – have been living and working on the land upon which our campuses reside.

(Conestoga College Employee Guide to Territorial Acknowledgments, nd)

INDIGENOUS RECONCILIATION

Territory acknowledgement is a way that people insert an awareness of Indigenous presence and land rights in everyday life. This is often done at the beginning of ceremonies, lectures, or public events.

Sustainable Procurement practices can support Indigenous Reconciliation through commercial partnerships with Indigenous businesses, increasing supplier relationships, employment, and skills development opportunities for Indigenous peoples, and otherwise engaging Indigenous leaders and communities in public spending in alignment with the Government of Canada's Truth and Reconciliation Commission's Call to Action 92 Business and Reconciliation, and the United Nations Declaration on the Rights of Indigenous Peoples.

(Ontario College Procurement Managers Association, nd)



WHY SUSTAINABLE PROCUREMENT?

Sustainable procurement obtains the best value for money by purchasing the most sustainable goods & services from the most sustainable suppliers supporting the college's purpose, mission, and strategic goals.

(Sustainability Advantage, nd)

Sustainable Procurement is set within the context of achieving value for money. It requires the integration of environmental performance considerations into the procurement process, including planning, acquisition, use and disposal. In this context, value for money includes considering many factors such as cost, performance, availability, quality, and environmental performance. As a public institution, the college follows the [Broader Public Sector Procurement Directive set by the Government of Ontario](#).

This requires understanding the environmental aspects, potential impacts, and costs associated with the life cycle assessment of acquired goods and services. In addition, the guidelines and procurement methods can also offer opportunities to reduce the environmental impacts of institutional operations in support of Sustainable Development Goals (SDGs). Procurement becomes a market force enabling the achievement of the SDGs.

In collaboration with Conestoga's [Sustainability Action Plan](#) development college-wide, the goal of realizing a more sustainable campus can be supported through a robust, Sustainable Procurement approach that endeavours to minimize the environmental impact of the products and services purchased in support of campus operations and those provided by our supplier base engaged in operating campus services.

Sustainable Procurement can be an umbrella term for many activities.

THE GLOBAL GOALS

For Sustainable Development



(United Nations Department of Economic and Social Affairs, Sustainable Development, nd)

OVERVIEW & PURPOSE

This guideline aims to promote Conestoga’s accountability for using public funds to acquire goods and services within the College’s vision for sustainability.

USE OF THIS GUIDE

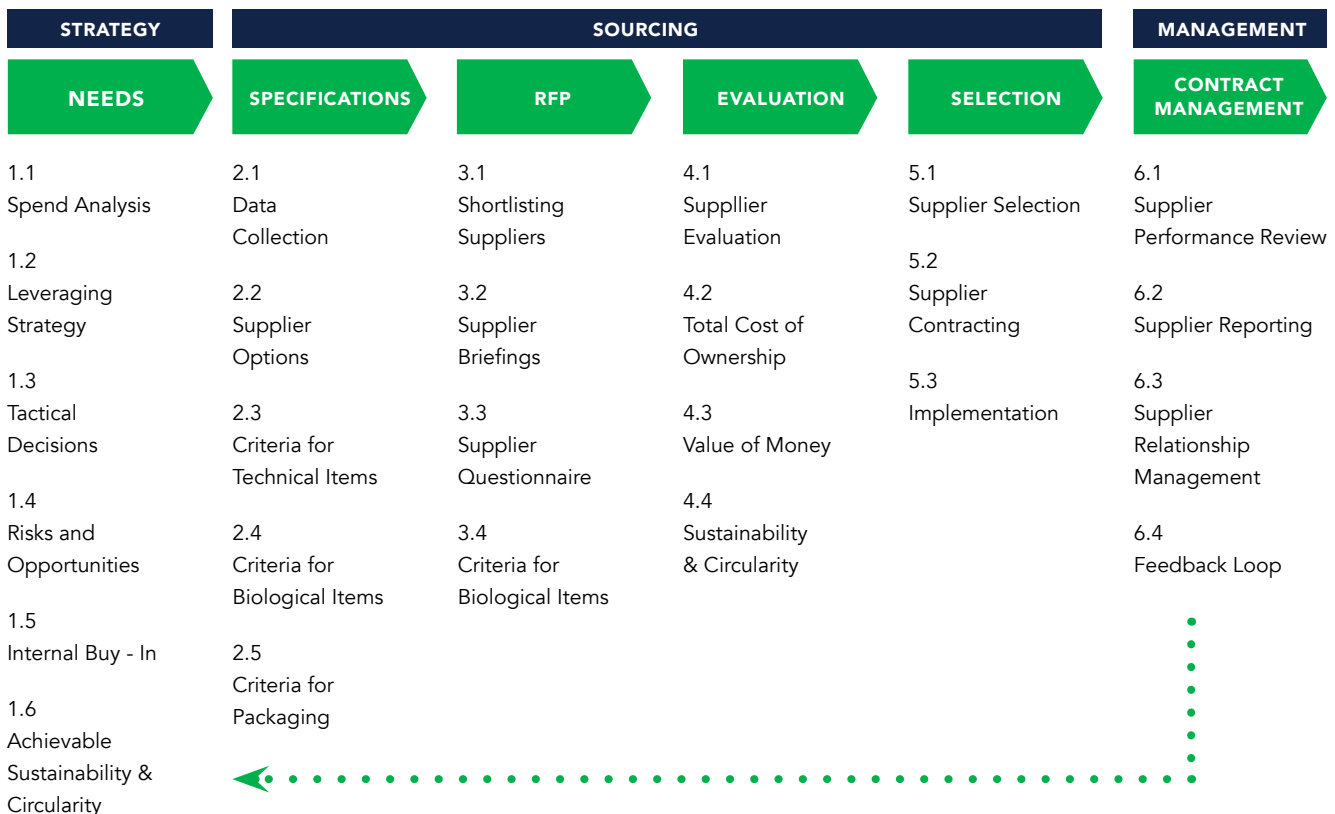
The procurement team has established this guideline, which all departments are encouraged to use and adhere to when acquiring goods and services.

The procurement team will assist all departments in acquiring value at an appropriate, institutional quality for goods and services that meet the immediate and long-term needs for the best overall value with minimum environmental impact.

The college’s procurement department, in conjunction with all College departments, will endeavour to purchase and promote the use of environmentally preferable products.

Additionally, the Procurement Department will aim to secure contracts with suppliers that are environmentally conscious whenever practical while using cost-benefit analysis to arrive at the correct sourcing decision, one that remains economically practical, reflects effective Procurement practices and satisfies the requirements of the end-user department representing the best overall Total Cost of Ownership (TCO)

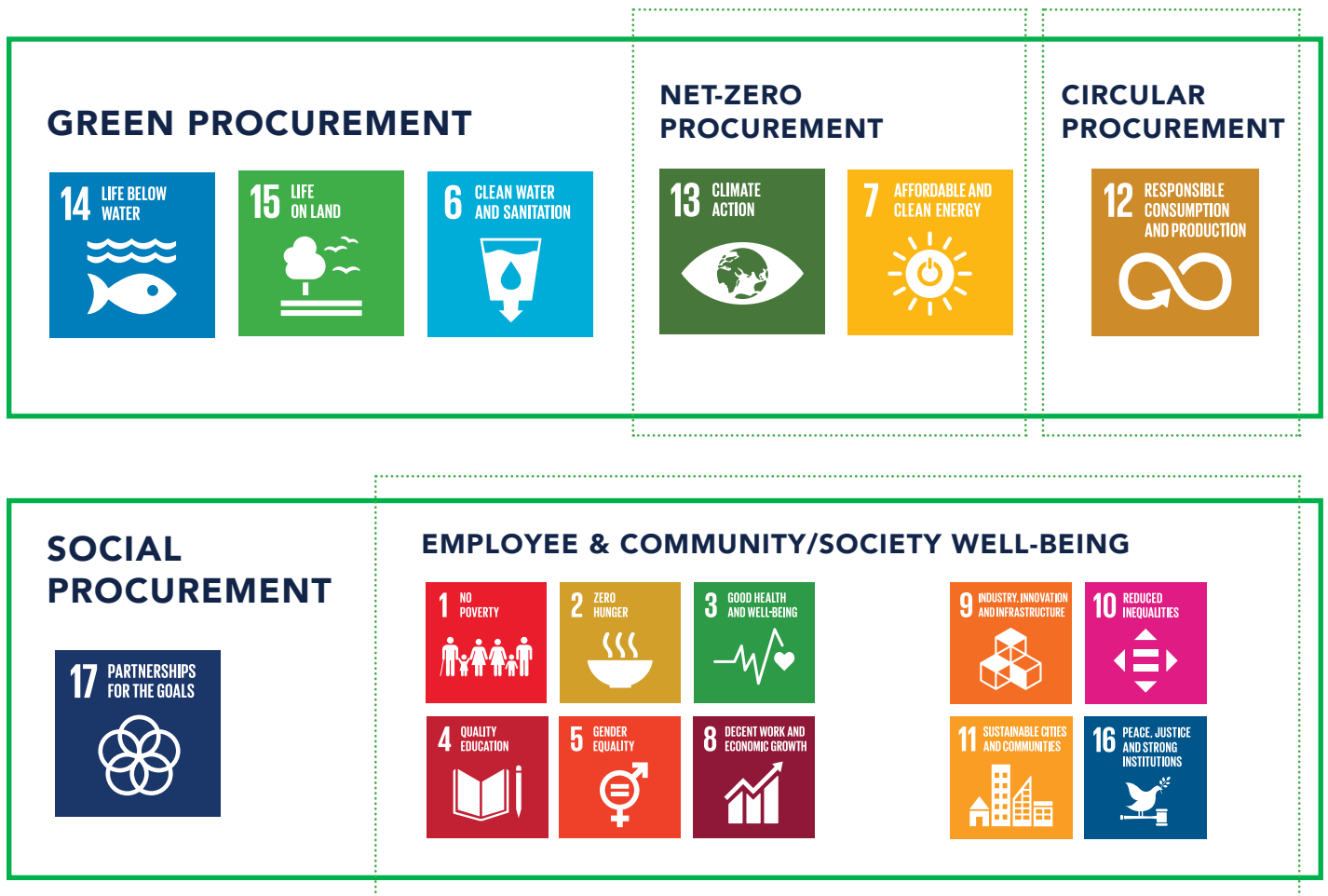
This framework illustrates typical procurement activities that incorporate sustainability and circular economy thinking into any organization’s process during its procurement journey.



BENEFITS

A sustainable procurement approach will result in more environmentally responsible planning, acquisition, use and disposal of goods at Conestoga, all while supporting positive outcomes related to the SDGs and delivering value for money:

- Reducing greenhouse gas emissions.
- Contribute to the collection of sustainability data (e.g. scope 3 emissions)
- Improving energy and water efficiency.
- Eliminate waste through recycling, reuse, repurposing, remanufacturing, and repair.
- Reducing or eliminating hazardous waste and toxic and hazardous chemicals and substances.
- Leveraging the procurement power to achieve economies of scale in acquiring environmentally preferable goods and services.
- Proactive planning and actions in advance of potential government regulations and interventions.
- Protect the reputation of the college.



Did You Know?

Conestoga has worked to improve transportation-related sustainability. For example, since 2022, two electric cargo vans have been added to the fleet, new and expanded cycling facilities include covered parking, secure storage, and additional racks are across various college sites, and we now have 11 electric-vehicle charging stations across five college sites.

(Conestoga College, nd)



IT'S A MINDSET

Strategic Plan 2021-2024 – President John Tibbits stated:

“Conestoga’s 2021-2024 Strategic Plan provides a framework for the journey ahead. We will continue to focus on building capacity, advancing quality, and enhancing sustainability as we collaborate with our partners to support learner success, economic development and growth, and the prosperity and well-being of the communities we serve.”

Conestoga College is committed to fostering a strong culture of sustainability, a key element of the [2021 – 2024 College Strategic Plan](#).

(Conestoga College, 2021 - 2024 Strategic Plan, nd)

Conestoga is strategically committed to investing in sustainability and creating a culture that empowers our community to make a positive change. At Conestoga, we have an opportunity to develop a comprehensive, actionable, and impactful strategy that will deliver results while building a college-wide culture of sustainability.

To help drive change and to determine how best to proceed, Conestoga is developing a Sustainability Action Plan that reflects our communities’ collective aspirations. Everyone at Conestoga has a role to play and, together, we will develop a plan that will enable us to be a leader in campus sustainability and build the future we want.

As a leading institution of higher education, we have a responsibility to help, not only to ensure our graduates are prepared to meet today’s complex sustainability challenges but that, as an institution, we lead by example.

Beyond the moral/environmental imperative, there is a well-documented [business case](#) for sustainability. To attract top talent and students, to cut costs and reduce risk (including the risk of inaction), and to build brand and intangible value. Simply put, sustainability is good business and offers the promise of a more peaceful and prosperous (not to mention viable!) future.

(Conestoga College, Sustainability Action Plan, nd)



Did You Know?

Built in 2011, Conestoga's Cambridge - Fountain Street campus was designated and constructed to achieve Leadership in Energy and Environmental (LEED) Silver accreditation. The geothermal heating and cooling system in the 260,000-square-foot facility is 100% powered by the 1,800 panel solar field

(Conestoga College, nd)



IT'S A JOURNEY

SUSTAINABLE PROCUREMENT ROADMAP

Sustainable procurement is in the beginning stages at Conestoga.

Campus sustainability has traditionally been led by facilities, who have championed several initiatives, including green buildings, waste reduction and energy efficiency; and the College is currently working on a Corporate Sustainability Plan.

Procurement staff are eager to develop a Sustainable Procurement (SP) Program to support campus and community sustainability values and goals.

By taking time to establish a strong foundation, the College will ensure long-term traction internally and externally while keeping current with evolving thought leadership in sustainable procurement.

Working with external partners a two-year road map of key milestones was developed that the Procurement Team will use to guide its activities.

The Ontario College Procurement Managers Association informs the procurement teamwork prepared in conjunction with Reeves Consulting.

OUTCOMES

Conestoga College will have a Sustainable Procurement Policy and a Strategy & Action Plan, providing a sustainable procurement mandate.

With new Tools and training, staff will have a deeper understanding of sustainable procurement and the resources to implement it. Conestoga will be more regularly considering suppliers' sustainability performance in purchasing decisions and will have kickstarted its SP.

This guide is a starting point for incorporating a sustainability mindset into all purchasing decisions.

SUSTAINABLE PROCUREMENT THINKING - EXAMPLES

EXAMPLES FROM THE HIGHER-EDUCATION SECTOR

“In the “Leveraging Strategy” section, the Foundation resource invites users to look for circular economy opportunities by rethinking their existing needs strategically. Universities are well placed to establish a research base or testbed for new circular economy models, products, and services.

- For example, the Massachusetts Institute of Technology ([MIT](#)) utilized its research capacity to rethink its waste management services, then took a fundamentally different approach to redesign its waste contract. The new contract included requirements for a campus-waste hauling partner to share the campus commitment to designing out waste and growing a data-driven platform of strategies. Focusing on the data required to drive upstream decision-making was vital to unlocking a new relationship with a waste hauler.

In the “Tactical Decisions” section, the resource invites users to reframe the sourcing need by looking for opportunities to reuse. For universities, reusing and repurposing existing assets can provide great cost-saving examples. One asset-exchange platform drives inventory visibility across all a client’s sites, enabling the transfer of idle equipment within or outside an organization. This solution saved over \$44,000 for MIT in its first six months on the platform in a pilot of about 800 users.

Another way universities can push the transition to new business models is by purchasing without ownership and opting for product-as-a-service solutions. Air conditioning, [lighting](#), furniture, and [flooring](#) are just a few examples of where this innovative new approach can be applied while delivering cost and CO2-emission savings.

- The National Union of Students (NUS) has utilized the [Light as a Service](#) lighting model in its new building in London, with lighting manufacturer Signify retaining responsibility for the performance of the lighting over 15 years and the NUS paying for the energy consumed through a quarterly fee.

(O’Donnell, et al., 2021)

DEFINITIONS

SUSTAINABLE PROCUREMENT:

Sustainable procurement obtains the best value for money by purchasing the most sustainable goods and services from the most sustainable suppliers, supporting the College's purpose, mission, and strategic goals.

(Sustainability Advantage, nd)

CIRCULAR PROCUREMENT

The circular procurement framework provides a view of the intervention points organizations can use to make their purchasing choices more circular and engage their suppliers in circular economy conversations and collaborative circular partnerships.

(Ellen MacArthur Foundation, nd)

GREEN PROCUREMENT

Green procurement benefits the environment in several ways. It helps reduce greenhouse gas emissions from government operations and our supply chain. It reduces the use of hazardous and toxic substances, pollution, and plastic waste and supports the Canadian economy by creating new markets for innovative products and services.

(Government of Canada, 2022)

NET ZERO PROCUREMENT (NZP):

Net-zero procurement is about purchasing the most climate-friendly goods and services with circular specifications that can be used in RFPs to ensure goods and services are climate-friendly and circular economy-friendly.

(Sustainability Advantage, nd)

SOCIAL PROCUREMENT

Social procurement is a process that fosters social benefit and local community economic resilience through advancing equity, diversity, inclusion, and accessibility practices of suppliers and within service delivery.

(Ontario Colleges Purchasing Managers Association, nd)

TOTAL COST OF OWNERSHIP

The total cost of ownership (TCO) compares what a product costs outright to purchase plus its long-term value by considering the ongoing and indirect costs of a product or service, such as maintenance, repair and insurance, licensing, and end-of-life value. Learning about the total ownership cost of products can help you make more informed decisions for purchases and investments.

CRITERIA

Assign a weighting of at least 10% to the sustainability attributes of the good or service and/or sustainability attributes of the supplier to evaluate alongside business and technical criteria like price, quality, and experience in competitive bids.

Weighting will be determined on a case-by-case basis.

Careful consideration of the goods, materials or services impact on the environment, economy, and human health and well-being should be considered as part of the criteria as well as past supplier performance, innovation, and sustainability efforts.

Addressing sustainability in the early development of all projects is good practice and as crucial as any other research you will do.

- Work with your suppliers and subject matter experts to identify impact areas and questions material to the need.
- Be sure to include any sustainability requirements and circular economy thinking.
- Use sustainability to drive innovation and reduce the total cost of ownership
- Leverage your procurement resources, and we as a system will mature together to achieve our goal of sustainable procurement practices!

GREEN PROCUREMENT

Significant weights are allocated to suppliers environmental responsibility, and to environment-related attributes of their goods & services.

(i.e., it's a market force for an environmentally restorative economy)

NET-ZERO PROCUREMENT

Significant weights are allocated to suppliers' commitment to science-based net-zero GHG targets, and to climate beneficial attributes of their goods and services.

(i.e., it's a market force for a decarbonized economy)

CIRCULAR PROCUREMENT

Significant weights are allocated to suppliers use of circularity principles in materials choices and life-cycle design, and to the circularity attributes of their goods and services.

(i.e., it's a market force for a circular economy)

SOCIAL PROCUREMENT

Significant weights are allocated to suppliers' impacts on the well-being of their employees and communities and on the social value of their goods/services/projects.

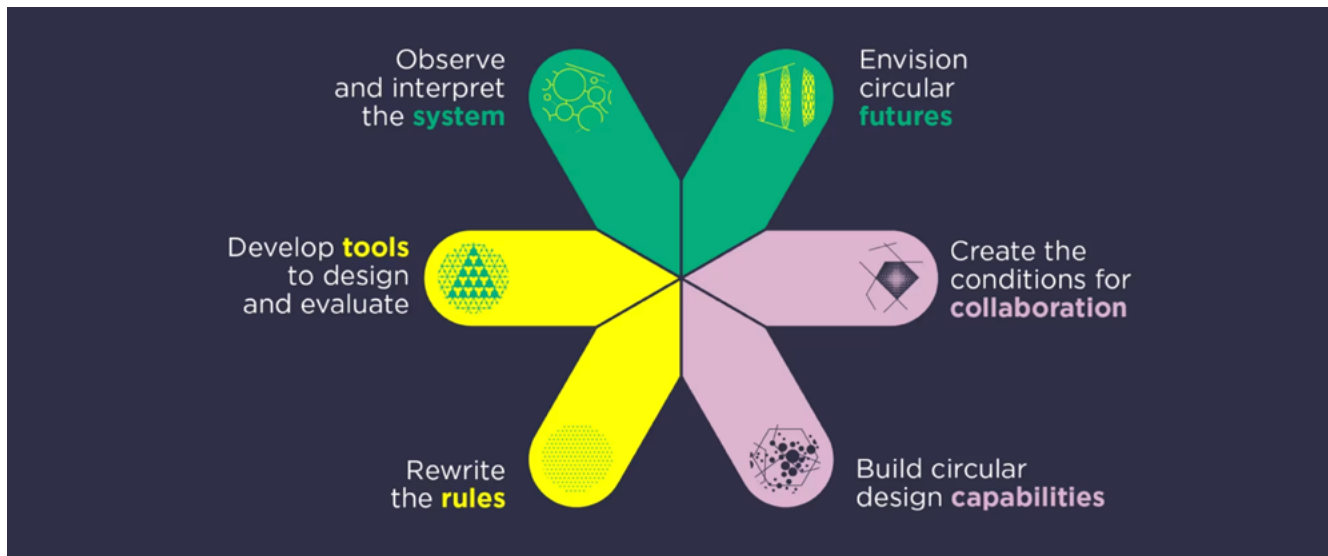
(i.e., it's a market force for a just and economically inclusive society)

IT TAKES A TEAM...

To integrate sustainable procurement into everyday decisions at Conestoga, all departments are encouraged to:

- Share the guidelines with employees and departments regarding their responsibilities to promote sustainable procurement of environmentally friendly products and services and deliver value for money when using college resources.
- Communicate with suppliers about the college's sustainable procurement goals and be proactive in discussions to promote and improve supplier sustainability performance and integration with the college goals.
- Use the information provided in this guideline to explore and identify environmentally preferable products aimed at meeting the purpose of this guideline.
- Support and participate in college initiatives that align with sustainable procurement activities through collaboration across the college.
- Assess purchases using the reuse, recycle, repurpose, repair, and remanufacture lenses when considering purchase options as alternatives.
- Identify sustainability opportunities in planning purchases with support from the procurement team to incorporate sustainable procurement considerations into planning, specification development, execution, and evaluation of purchasing activities.
- Utilize the procurement services to support end-user needs for products and services.
- Submit suggestions, feedback, and new ideas to the procurement department for more sustainable procurement ideas.

(Ontario College Procurement Managers Association, nd)



(Ellen MacArthur Foundation, 2023)

PROCUREMENT TEAM CONTACTS

WHAT DOES PROCUREMENT AND CONTRACT MANAGEMENT DO?

The procurement and contract management team facilitates the purchase of goods, services, and construction in support of essential functions for the college community. Our goal is to provide value through effective procurement activities such as strategic sourcing, supplier relationship management and procurement strategy.

- Strategically procure goods and services
- Contract management and risk mitigation
- Initiate and maintain strategic supply relationships
- Competitive tendering
- Provide spend information to support procurement decisions
- Asset disposals.



VISIT THE PROCUREMENT AND CONTRACT MANAGEMENT SHAREPOINT SITE.

<https://stuconestogacon.sharepoint.com/mcas.ms/sites/ProcurementContractServices-External>

EMAIL THE PROCUREMENT TEAM:

procurement@conestogac.on.ca

Did You Know?

To divert materials from the landfill, a 2022-2023 Facilities-led furniture re-use program donated 929+ pieces of furniture to community partners and 713+ pieces were re-homed via employee giveaway events.

(Conestoga College, nd)

SUSTAINABLE PROCUREMENT CHECKLIST

This procurement checklist may be used when selecting suppliers.

ENERGY EFFICIENCY:

- Does the product have energy efficiency certifications?
- Is the product energy efficient compared to competitor products?

MATERIAL ORIGIN:

- Is a portion of the product made with recycled material?
- What percentage of post-consumer materials is used?
- If the product is wood, is it certified by the Forest Stewardship Council of Canada (FSC- CA)?

SUPPLIER ENVIRONMENTAL RECORD:

- What is the company's record concerning environmental concerns and Events?
- Does the manufacturer/supplier have a company environmental policy statement?
- Is the company equipped to conduct business electronically (including invoices, bids, etc.)?

WASTE REDUCTION:

- Has a certified testing organization conducted an environmental life-cycle analysis of the product (and its packaging)?
- Is the product designed to reduce consumption and minimize waste and/or be reusable?
- Can the product be recycled or returned to the supplier at the end of its useful life?
- Will the product biodegrade over time into harmless elements?
- Is minimal packaging used?
- Is the product packaging reusable or recyclable?

LABELS TO LOOK FOR

ENERGY STAR:

<https://www.energystar.gov/>



FOREST STEWARDSHIP COUNCIL (FSC) CERTIFIED PAPER:

<https://us.fsc.org/en-us>



WATER SENSE:

<https://www.epa.gov/watersense>



GREEN SEAL:

<https://greenseal.org/Home>



GREENGUARD OR ECOLOGO:

<https://www.ul.com/resources/ecologo-certification-program>



ENVIRONMENTAL PRODUCT DECLARATION:

<https://www.environdec.com/home>



(Adapted from Fleming College, nd)

ACKNOWLEDGEMENTS

Conestoga College Marketing and Communications Team

Conestoga College Student Sustainability Club

Conestoga College Student Supply Chain Club

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Perian Tebbutt, Director of Procurement and Contract Services, Conestoga College

Samantha Lamb, Environmental Sustainability & Energy Performance Manager, Conestoga College

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