

Guidance on preparing ITT Questions for Sustainable Procurement

1. What are you procuring?

Determine whether you are purchasing professional services, buying goods, or procuring a long-term contract.

1.1. Professional services

This area covers procurement of services such as consultants, part time staff, and other specialist support.

Expectations: at the very least the contractors will have a formal relationship with the School, they may even work on campus or halls. As such they must at minimum read and abide by the School's Environmental and Energy Policies, the LSE Ethics Code and the Equality and Diversity Policy.

Sample Questions:

- *Does your company / organization hold any environmental credentials? These could be an environmental statement of intent or more formally an Environmental Policy or ISO 14001 accreditation. If yes, please provide a copy*

Scoring the question: a point for having credentials, a point for sending it, and the best response gets an extra point.

- *The LSE has a requirement for [] to deliver Services that support and adhere to the School's Environmental and Energy Policies and helps the School achieve its environmental objectives. Please provide a response, supported by track record examples, which demonstrates how the Bidder will meet this requirement.*

The question can be broadened to include Social Responsibility and adherence to the LSE Ethics Code and Diversity Policy.

1.2. Goods

Buying actual physical goods is likely to have tangible environmental impacts. The higher the value of goods being procured the more emphasis on environmental considerations there should be.

Before setting your questions carry out a quick impact analysis as in the example below:

1. Buying a replacement coat stand for the office

	No Impact	Low Impact	Medium	High	What you could do to reduce this impact
Use of resources and materials		X			The new stand is made from recycled plastic
Waste			X		The old stand is made from wood and will be recycled at cost to the university. The supplier will take the new stand at the end of its life to turn into new coat stands at no cost.
Water	X				
Carbon	X				
Energy	X				
Transport			X		The supplier will bring the item from a warehouse in Birmingham. The delivery will be made as part of other scheduled deliveries to the London area.
Other					

For large scale tenders a typical question could be

- *The LSE has a requirement for [] to deliver Services that support and adhere to the School's Environmental and Energy Policies and helps the School achieve its environmental objectives. Please provide a response, supported by track record examples, which demonstrates how the Bidder will meet this requirement.*

The question can be broadened to include Social Responsibility and adherence to the LSE Ethics Code and Diversity Policy.

Response Guidance: As a minimum, the Bidder must describe their approach to:

Waste Management

- Working with LSE to identify and promote waste minimisation, reuse and recycling opportunities/initiatives arising from the delivery of their services

- Ensuring that all products used in the delivery of services are either reusable by another party or fully recyclable once they are no longer required by the LSE
- Utilising recycled content materials within the products supplied to LSE as part of the delivery of services
- Ensuring their supply chain manages its impacts in line with the wider LSE environmental policies and standards.

Carbon Emissions

- Reference to the LSE Carbon Management Plan
- Minimisation of carbon emissions wherever possible in the provision of the services;
- Ensuring the supply chain manages its carbon emission impacts in line with MOPAC/MPS environmental policies and standards.

Water Consumption

- Minimisation of water consumption wherever possible in the provision of the services;
- Ensuring the supply chain manages its carbon emission impacts in line with MPS environmental policies and standards.

1.3. Contracts

For tendering of contracts, the LSE Sustainability Team have dedicated staff that can advise and help score sustainability related queries. All mayor tenders should have a minimum 5% weighing for environmental considerations. Depending on the type of contract this can be increased up to 40%.

It is expected that contracts mainly in Estates, IMT, Catering and Residences will be more likely to have associated high environmental impacts.

Sample Questions:

- Please submit your method statement as to how you will comply with all relevant environmental legislation. Your method statement should indicate how your processes will adhere to the waste hierarchy.
- Please provide a copy of your company's Environmental Policy and details of your organisation's Environmental Management System (EMS).
- Suppliers to the LSE must take proactive steps towards minimising the effects of the Contract Services on the Environment. Please outline your environmental policy and demonstrate management of environmental impacts, continuous improvement, pollution prevention and to clarify compliance with environmental legislation.



- Your organisation should be a member of the Freight Operators Recognition Scheme and comply with London Low Emission Zone standards, or detail how you would be prepared to work with the Authority to otherwise minimise environmental impact where possible.

1.4. Ad-hoc purchases (1-off items in a department)

- Have you read LSE Procurement's "Introduction to Purchasing at LSE"? (There is a useful checklist at the end of the document).
- Have you looked through the preferred suppliers list?