



## **10 Steps to Starting a Sustainable Purchasing Program**

### **1. *Assemble a Sustainable Purchasing Team***

- Identify key players and other resources
- Assign responsibilities
- Get input early from end-users and other stakeholders
- Get support from the top

### **2. *Establish a process for working together***

- Create goals, a timeline and a meeting schedule

### **3. *Define the scope of the sustainable procurement initiative(s)***

- Target environmental problems to solve under the program
- Review existing policy drivers and practices
- Adopt or revise your Sustainable Procurement Policy, if needed

### **4. *Prioritize contracts to change***

- Look for products with greatest impact
- Identify low-hanging fruit (including products for which there are existing specifications, certifications or cooperative purchasing opportunities)
- Determine contract re-bid schedule

### **5. *Research environmentally preferable alternatives***

- Evaluate availability, price, environmental attributes and performance of potential substitutes
- Conduct pilot tests with end-users, if desirable or necessary
- Develop a strategy for incorporating environmental considerations into your bid solicitation process

### **6. *Revise bid specifications***

- Identify potential vendors of products that meet your specifications and solicit their feedback
- Develop bid specifications, bid forms, and bid evaluation criteria
- Develop contract language for information disclosure, product take-back, packaging requirements, etc.

### **7. *Evaluate bids***

- Assess both mandatory requirements and desirable attributes
- Issue new contracts

### **8. *Advertise the availability of sustainable products on new contracts***

- Educate using web sites, “list serves”, purchasing bulletins, EPP guides
- Publicize through Cooperative Purchasing Programs
- Inform end-users about existing environmental policies and goals
- Encourage vendors to educate and market environmental goods and services

### **9. *Get feedback from end-users***

- Address problems as soon as they arise

### **10. *Track and publicize successes***

- Quantify economic and environmental benefits
- Celebrate and reward participants!
- Identify obstacles and additional work to be done