

Sustainability in Commissioning Policy

Policy / Document Purpose Statement

This document forms a basis for the Colleges Responsible Procurement requirements.

Application

The objective of this document is to align, monitor, evaluate and improve the procurement practices of the College.

Interpretation

Further guidance on the use or interpretation of this policy may be obtained from the responsible post holder.

Legislator / Regulatory Compliance

Compliance with relevant current Health and Safety legislation, General Data Protection Regulations and other legislation / regulations named within the body of the document.

Publication Restrictions

This document is for internal use but can be shared with external bodies if requested.

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Sustainability in Commissioning Policy

1. Introduction

- 1.1. The Cornwall College Group (TCCG) spends approximately £21 million per year on goods, works and services contracts. We recognise the impact that our contracts may have on the environment and that we can influence sustainable practices and policy in our area. This policy explains how we will make sure that we take account of environmental and sustainability factors in our tendering procedures and contracts.
- 1.2. What is sustainability?
 - 1.2.1. Sustainable commissioning and procurement is about being socially and ethically responsible in our tender processes, minimising our impact on the environment and delivering value for money contracts.
- 1.3. What is the purpose of this policy?
 - 1.3.1. This policy can be read by suppliers seeking to understand how we will demonstrate our commitment to delivering sustainability outcomes through our contracts and by our officers seeking to understand how to include sustainability considerations in our tender processes.
- 1.4. Our priorities
 - 1.4.1. Our priorities in relation to sustainability in commissioning are:
 - to protect and enhance the environment
 - to improve the health and wellbeing of our residents and visitors
 - to promote sustainable transport and development
 - to minimise the environmental risks linked with work carried out by our contractors
 - to minimise our carbon footprint
 - to minimise our impact on climate change
 - to make sure that we and our contractors comply with the relevant legislation
 - to improve our suppliers, contractors and sub-contractors' environmental performance
 - to pass sustainability obligations down the supply chain.

Thinking about sustainability in these terms can help suppliers understand what we might be looking for in the delivery of our contracts and college staff to understand how to build in these considerations when tendering.

2. Sustainability in the tender process

2.1. Introduction

2.1.1. We must consider sustainability at all of the stages of the commissioning or procurement cycle; whilst planning our activities, carrying them out and reviewing them once completed. We will:

- embed sustainability principles in to our procurement practices
- include sustainability considerations throughout the tender process through:
 - the specification
 - the tender questions
 - contract and performance management.

2.2. Pre-procurement

2.2.1. Activities that we will complete prior to tendering include:

- considering if the contract will be able to help us meet the goals of our responsible procurement strategy and any other relevant organisational policies
- involve local partner organisations if appropriate in the design of services which include sustainability outcomes
- agree sustainability outcomes that are linked with our Group strategy
- consider the environmental risks posed by the contract and find ways of mitigating them.

2.3. The specification

2.3.1. To make sure that we get the specifications for our contracts right we will:

- consider the degree of importance that sustainability is to the contract and therefore the relative degree of importance that should be given to this in the specification
- include any minimum environmental standards that must be met
- seek ways of exploring how environmental risks can be designed out of the specification or mitigated and managed
- consider whether our carbon footprint and climate change must be accounted for
- include sustainability requirements in the specification in a way that is measurable.

2.4 The tender documents

2.4.1. We will take account of sustainability in our tenders by:

- including the standard 'selection' questions on environmental management where relevant

- including additional environmental or sustainability evaluation criteria where relevant
- considering the relative importance of the sustainability evaluation criteria and assigning the appropriate weighting (mandatory 10% for over financial threshold in the majority of cases, where the weighting exceeds 10% we will explain the reasons for this in our tender documents).
- seeking method statements from suppliers that outline their proposed approaches to sustainability issues
- including sustainability terms and conditions in our contracts, where appropriate.

2.5. The tender stage

2.5.1. To make sure that we maximise the chances of under-represented sectors of the market winning our contracts, where appropriate, we will:

- ensure that the tendering requirements are not disproportionately onerous
- include evaluation criteria that do not favour only the large suppliers
- identify ways of building these suppliers' capacity to bid, including hosting supplier events during the tendering process, attending local 'meet the buyer' events and answering clarification questions promptly and thoroughly
- advertise contracts on our electronic tendering system, in [Contracts Finder](#) (over £25k) and [Find a Tender](#) (formally the Official Journal of the European Union (OJEU)) for above [.Gov financial thresholds](#) <https://ted.europa.eu/TED/browse/browseByMap.do> where relevant.

2.6. Contract management

2.6.1. To make sure that our suppliers are delivering their sustainability commitments we will:

- hold review meetings with suppliers to make sure that the contract is being delivered to the specification
- work with our suppliers to find ways of improving our suppliers' environmental performance on our contracts throughout their lifetime
- monitor our suppliers' delivery of sustainability outcomes in the course of their service delivery.

2.7. Checklist

2.7.1. Below is a checklist that can be used to prompt us to take proper account of sustainability in our tender processes:

- consider what sustainability objectives can be achieved through the contract

- make sure that the process reflects our approach to sustainability as described in this document and our responsible procurement strategy
- include measurable sustainability requirements in the specification
- make reference to the relevant legislation on environmental management in our specifications and contracts
- include evaluation criteria and weightings on relevant sustainability considerations in the tender documents
- make sure that there are sufficient resources allocated to managing the contract
- ensure that there are simple ways of measuring the supplier's ongoing commitment to sustainability and improving their environmental performance

3. Related Documents

- Counter Fraud Policy and Response Plan
- Financial Regulations
- Anti-bribery Policy
- Staff Code of Conduct
- Governors Code of Conduct
- Whistle-blowing Policy
- Disciplinary Policy
- Conflict of Interests Policy
- Procurement Strategy*
- Sustainable Procurement Policy Procedure*
- Sustainability in Commissioning Policy*
- Social Value Policy*
- Ethical Sourcing Policy*
- Health & Safety in Commissioning Policy*
- Responsible Procurement Strategy*
- Safeguarding in Commissioning Policy*
- Responsible Procurement Guidance for Suppliers*

* Procurement related policies / procedures