

AREAS OF FOCUS FOR PROCURING RESPONSIBLY

Marisol Bernal, LUPC's Responsible Procurement Lead, shares her expertise on embedding sustainability in procurement activity.

LUPC understands the continued importance of working in partnership with our members, suppliers and other consortia to ensure sustainable and responsibly considered procurement is embedded across all aspects of the procurement process. Four key areas to assist with

focussing activity have been identified.

1. Demonstrate your commitment to responsible procurement by:

- Developing a policy and strategy that sets out your commitment and action plan to achieve your responsible procurement objectives. This may be included as a dedicated Responsible

procurement section in your existing procurement policy and strategy.

- Developing a code of conduct containing minimum standards and requesting suppliers to sign up to it. LUPC has developed and fully adopted the [Sustain Code of Conduct](#), which members can also use. Remember that codes of conduct are only effective if they are properly communicated and implemented.
 - Regularly reviewing your procedures and policies to include the relevant ethical, social, and environmental aspects into every step of the procurement process.
- ## 2. Ensure all relevant areas of responsible procurement are included in your tender activity:
- Specifications are the perfect way to communicate to your supplier the sustainable outcomes you seek to achieve. Include the relevant responsible procurement elements when writing the specifications for your tender, where appropriate.
 - Use pre-qualification questionnaires to assess and learn about your suppliers' approach to sustainability. Set realistic requirements for your suppliers and include any relevant certification or equivalent. The questionnaires are also a good opportunity to let your suppliers know what you are looking for and to increase transparency in your supply chain, i.e. ask for the CO2 impact of products or services, recycling material of products and packaging, recycling schemes for products, etc.
 - Include responsible procurement as part of the evaluation criteria. Consider including specific questions and assign the appropriate weighting that is proportionate to the risks associated with the goods or services to procure. Including



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this as part of your evaluation is important and will reflect your commitment to sustainability. You can find some examples on the [Sustainable Development Goals tender and call off questions](#) developed by the UK Universities Purchasing Consortia (UKUPC).

- Define clear KPIs related to your responsible procurement requirements and include a review of those KPIs as part of your supplier and contract management.

3. Carry out supplier due diligence and engagement:

- Educate others in your supply chain; get them committed to responsible activity and share good practice. Keep spreading the message to those in your supply chain who may not have access to the sustainability resources that you do.
- Include responsible procurement aspects as a regular item in your contract management meetings. Get to know your suppliers and what they value.

4. Learn and develop expertise through external collaboration:

- Make the most of any benefits you have from your membership of organisations like [Electronics Watch](#) and [HEPA](#). Both have so many tools and resources which you can use to help you procure responsibly.
- Provide procurement staff with training on responsible procurement and modern slavery. LUPC has [free modern slavery training](#) and HEPA has free training on sustainable procurement for those who have membership.
- Assess your organisation against the ISO 20400 standards for Sustainable Procurement. ISO20400 is the first international standard to provide guidance on delivering sustainability objectives through its supply chain. You can start this process by self-assessing your organisation's progress towards alignment with ISO 20400 and you can also benchmark

your scores against your peers. To take the assessment click [here](#).

- Engage with your regional consortium and attend their events. They have dedicated resources and events on responsible procurement.

All consortia collaborate to align processes, share best practice and develop guidance for members.

Please contact [Marisol Bernal](#) if you need any support with your Responsible Procurement activity.

