

Rugby World Cup 2011 Sustainable Procurement Resources

Introduction

This document has been prepared for the Environmental Sustainability workstream of the Rugby World Cup 2011 (RWC 2011) as a resource for those responsible for identifying potential suppliers of goods and / or services, tendering for such work and carrying out the final assessment of submissions.

In general, more than 80 per cent of an organisations' (or events') environmental impact is associated with its supply chain, namely, those organisations that provide goods and services to the organisation or event. As such, a significant opportunity exists to minimise any negative environmental impacts through leveraging the supply chain, while also offering incentives for positive environmental behaviours, through the tendering process.

The single largest disincentive to organisations moving towards sustainability is the issue of cost and reward, in that sustainable behaviours and practices are not generally recognised, measured or weighted in tender documents and certainly not to any significant level. This removes the reward element for these positive actions and therefore the external drivers for this desired change as well.

Recognising positive behaviours and practices through the tender process sends a clear signal to industry that sustainable business principles are not simply a cost, but are an investment, recognised through the tender process, that allow the opportunity to gain a competitive advantage.

General Principles

The assessment tables within this document are as comprehensive as was considered practical. This was done in order to ensure that any individual item, that may in some cases have a higher environmental impact (for example, where importing a product from overseas may in fact have a lower overall environmental impact compared to locally sourced products), is prevented from unfairly weighting the tender results. This was also done in order to allow organisations tendering for work to see a clearly defined path for applying a sustainable business model, allowing the document to be used as a resource, rather than merely a tender assessment document.

Due to the comprehensive nature of the assessment tables, they may seem somewhat onerous for smaller organisations to complete however, it is important to recognise that each organisation will only be required to provide data on aspects that are directly applicable to them. Generally, the smaller the organisation, the fewer the applicable criteria.

Similarly, it is recommended that the assessment tables be utilised for all work scheduled to be tendered, regardless of the tender value. Assessment will only ever be based on the number of criteria applicable for a given tender and to the respective organisations entering the tender process. Given this, the organisations in any given tender process will only ever be assessed against the criteria applicable to that tender, and in comparison with other tender respondents from their specific industry, thus ensuring that all tender respondents enter the tender process on an equal footing.

It is strongly recommended that the assessment table be provided in its entirety within tender documents for all organisations. To exclude parts of this assessment table would also exclude the resource potential, specifically, the opportunity for (SMEs particularly) to utilise the framework as a resource to assist with future sustainable business planning.

Points Allocation

Points have been allocated to each assessment table based on their individual comparative importance. Tender respondents are required, in order to gain the available points, to complete the 'Tender Response & Reference' section, directly beneath each assessment item. In this section, they will outline how they meet each requirement and provide a reference to any supporting documentation provided (as an appendix).

As points have been allocated based on relative importance, the weighting has already been taken into account and tender assessors should be wary of assigning points for any individual item more than once. For example:

- EnviroMark certification has points allocated over the five levels of certification achievable (Bronze = 1, Silver = 2, Gold = 3, Platinum = 4 and Diamond = 5). If an organisation has achieved Diamond certification, they would be allocated the highest number of points available, in this case 5 points, not the sum total of all points available, which would be 15 points.

Minimum Points Requirement

It is not envisioned that any minimum points score be required for tender respondents to proceed to the next phase in the tender process, as this is not designed to be a 'pass or fail' assessment. As stated previously, each tender respondent will only be assessed in comparison with other tender respondents from their specific industry, with the highest number of available tender points (25 per cent of the total available points for the entire 4 stage tender process) being allocated to the tender respondent who has gained the highest number of assessment points within the table, regardless of how low this might be. For example:

- If the total available points for the entire tender is 500 and the highest scoring tender respondent only achieved 4 points in the sustainability assessment table, they would still be allocated a total of 125 points for this section (this being 25 per cent of the total points available), as they have shown that they have performed the best out of all tender responses. The same principle would apply, regardless of the total number of points achieved, providing it was higher than that of any other respondent to which it was being compared.

Using the Sustainable Procurement Resources

This document has been broken into four sections for ease of use:

1. The Four Phase Tender Process – page 1
2. Generic Sustainability Assessment Table (company profile) – page 3
3. Industry and Product Specific Assessment Tables – page 16
4. Suggested Contract Clauses (non-negotiable items) – page 19

Section 1: The Four Phase Tender Process

In order for sustainability to be effectively incorporated into a tender process, it is suggested that tenders be split into four phases. This allows meaningful weightings to be allocated to each section and greatly increases the transparency and ease of tender evaluation. Tender respondents would be required to provide documentation relevant to each tender phase separately, allowing the assessor to look at each phase in isolation and allocate points fairly before moving to the next phase. The four phase tender process would be set up as follows:

Phase 1 – Non-negotiable or Minimum Requirements

Specific requirements – might include carbon reporting, materials specifications etc

Phase 2 – Sustainability Attributes 25%

Including 'Company Sustainability Profile Checklist' and any relevant 'Product and Industry Specific Profile Checklists'

Phase 3 – Non-financial Attributes 40%

Track record, Experience, Technical Skills and Process

Phase 4 – Financial Attributes 35%

Overall cost of tender

Phase 1: Non-Negotiable Items or Minimum Requirements

Section 1 of the tender document should outline any items that are considered to be minimum requirements for the successful tenderer, without which, no further consideration would be given. This may include, but is not limited to, items such as health and safety, relevant certifications, minimum insurance requirements and so on. As these items are minimum requirements, they are not weighted and no points are allocated to them. Any tender respondent that fails to meet the entire set of minimum requirements would be unsuitable to carry out the work and therefore excluded from further consideration.

Phase 2: Company Sustainability Profile Checklist and Industry and Product Specific Assessment Tables (25 per cent of total tender score)

This is the first phase where points have been allocated and overall tender weighting assigned. The assessment table is designed to be as generic as possible, and assesses the tender respondents' organisational sustainability attributes. It is envisioned that every assessment item within the table is relevant and able to be met by any tender respondent, regardless of what they are supplying. This table is also supported by industry and product specific assessment tables. These items are not generic and would only be included if deemed relevant to the specific tender. For example, if printing of flyers was required, the 'Printing Assessment Table' would be included, in addition to the generic 'Company Sustainability Profile Checklist'.

This assessment table is designed with ease of use in mind. Each assessment item has been allocated a specific number of points and is accompanied by an explanation of each item supplied, and instructions for the tender assessor on what evidence they would need to sight in order to allocate the points.

Points based tables are the easiest to assess and there is very little covered within it that would require a judgement call; most questions would have either a 'yes' or 'no' answer, making it easy to allocate points correctly. Once the assessor has allocated the points for each tender respondent, it is easy to identify the highest achieving respondents by the highest number of points scored at this stage. 25 per cent of the total tender score is allocated to this phase.

Phase 3: Additional Non-Financial Assessment (40 per cent of total tender score)

The third phase (traditionally the start of the evaluation process) covers the assessment of all other non-financial assessment criteria. This may include, but is not limited to, track record, critical staff, experience, financial stability, insurance and so on. Once the tender assessor has finished the assessment of Phase 3, the total number of points scored by each tender respondent would be tallied (Phase 2 score + Phase 3 score). The tender assessor is easily able to identify the top 10, or 10 per cent (depending on number of tender responses), of tender respondents by the highest number of points scored at this stage. These tender respondents would be allowed to continue to the next phase of the tender assessment (financial). However, any tender respondent failing to gain the top 10 or 10 per cent of available points would be excluded from further consideration. 40 per cent of the total tender score is allocated to this phase – equating to a total of 65 per cent of the total available score having already been allocated at this stage.

Phase 4: Financial Assessment (35 per cent of the total tender score)

The fourth and final stage of the tender assessment process is the financial evaluation. 35 per cent of the total tender score is allocated to this section. Once these points have been allocated, each tender respondent to have reached this stage will be left with a final score out of the 100 per cent, being the total tender score achievable. The successful tender respondent would be the organisation that has scored the highest number of available points across the entire tender (Phase 2 + Phase 3 + Phase 4).

Section 2: Company Sustainability Profile Checklist

The following table is designed to be generic and therefore applicable to any organisation, regardless of whether they are selling goods or services. This table, along with applicable industry specific tables, should be copied into tender assessment documentation. Explanations for tender respondents, as well as tender assessors, have been provided for each of the items covered in this section, along with the number of points available for each item.

Company Sustainability Profile Checklist

Category	Description The company... (allocate points to points column if applicable)	Points Attained
Environmental Management	Has a documented and senior management approved environmental policy	1
	An environmental policy is a document, often a single page, stating the organisations intentions, aspirations and values around environmental impact management. <i>A copy of the organisations environmental policy, signed by the most senior company officer, must be supplied to gain this point.</i>	
	Tender Response and Reference:	
	Has a documented and senior management approved environmental management plan to monitor and improve environmental performance	2
	An environmental management plan is a document outlining the identified impact areas of an organisation, with clear planning on how to minimise or mitigate these impacts. <i>A copy of the environmental management plan, signed by the most senior company officer, must be supplied to gain these points.</i>	
	Tender Response and Reference:	
	The environmental management plan has been independently audited and verified	2
	This requires that the environmental management plan has been independently reviewed, to ensure that all impacts have been identified and that these have plans in place that will effectively minimise or mitigate these. <i>The independent review report must be supplied to gain these points.</i>	
	Tender Response and Reference:	
	Has compulsory environmental management / risk staff training programmes in place (e.g. identifying and notifying environmental risks and opportunities, correct response to accidental spills / discharge)	2
	Staff training and awareness of environmental issues, impacts and risks is essential for organisations to actively manage their environmental impacts. <i>An overview of the environmental training, clearly outlining what aspects are covered, a training schedule and a list of all staff that have been through this training must be supplied to gain these points.</i>	
	Tender Response and Reference:	

Has identified staff to take on environmental champion responsibilities	1
<p>An environmental champion is a staff member who has been given, or has taken on, responsibility for proactively working on reducing an organisations' environmental impact and educating other members of staff.</p> <p><i>A copy of the staff members' job description or KPIs (Key Performance Indicators), demonstrating this responsibility, must be supplied to gain this point.</i></p> <p>Tender Response and Reference:</p>	
Has achieved an EnviroMark certification (points awarded as follows: Bronze – 1, Silver – 2, Gold – 3, Platinum – 4, Diamond – 5)	5
<p>EnviroMark is an independently certified environmental programme, which provides organisations with a framework to take them through the process of identifying their environmental impacts, planning for managing, minimising and mitigating these. The varying levels of achievement (Bronze, Silver, Gold, Platinum and Diamond) reflect an organisations progress on this journey, with each level being harder to meet than the last. This is therefore reflected in the range of points available for each level of achievement.</p> <p><i>A copy of the current EnviroMark Certificate must be supplied to gain these points.</i></p> <p>Tender Response and Reference:</p>	
Has ISO: 14001 certification	6
<p>ISO: 14001 (International Standards Organisation) Environmental management Certification is the highest level of independent certification achievable, reflected in the number of points available for this item.</p> <p><i>A copy of the current ISO: 14001 certification must be supplied to gain these points.</i></p> <p>Tender Response and Reference:</p>	
Can demonstrate full product Life Cycle Analysis (LCA) to ISO: 14040 standard	3
<p>A product's LCA is the total environmental impact associated with the entire life cycle of the product. This covers the impacts associated with the mining of raw material, transport, refining, manufacturing and final disposal.</p> <p><i>An independently certified LCA report, clearly stating compliance with the LCA requirements set out under the ISO: 14040 standard must be supplied to gain these points.</i></p> <p>Tender Response and Reference:</p>	

Compliance	Has a good track record for quality and environmental performance (has not been cited for non-conformance)	1
	<p>This covers breaches to environmental legislation, whether covered under the RMA (Resource Management Act) or Local and Regional Council By-laws.</p> <p><i>A company declaration, stating that the organisation has not been cited for non-conformance within the last 2 years, signed by the most senior company officer, must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Is independently audited for environmental regulatory compliance	2
	<p>This provides independent verification confirming that no breaches have taken place and therefore provides a greater level of certainty than a company declaration.</p> <p><i>A copy of the independent audit findings must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Is accountable for environmental performance in its published annual report (if applicable) or produces a Sustainability Report to the Global Reporting Initiative (GRI) standards . An additional 2 points are available if the sustainability section of the annual report has been independently assured.	2 (2)
	<p>These points are only applicable if the organisation produces an annual report for their stakeholders and this annual report contains environmental / sustainability information to the standard required under the GRI.</p> <p><i>To achieve the first two points, a copy of the most recent annual report, including the sustainability section, must be provided. An additional 2 points are available if the report contains the independent sustainability report assurance letter or if a copy of this letter is provided separately.</i></p>	
	Tender Response and Reference:	
	Has products listed in the Environmental Choice NZ Programme	3
	<p>Environmental Choice New Zealand is an independent certification body, which produces environmental specifications for manufacturers and suppliers. Organisations can apply to Environmental Choice NZ to gain certification for their products, clearly demonstrating that these products are environmentally proffered.</p> <p><i>A copy of the current Environmental Choice New Zealand certification must be supplied for each product to gain these points.</i></p>	
	Tender Response and Reference:	

Environmental Associations	Is a member of the Sustainable Business Network (SBN) or similar environmental association	1
	<p>The SBN is an organisation set up to cater to SME's (Small to Medium Enterprises), providing support and networking opportunities for their members on the topic of sustainability.</p> <p><i>A current membership certificate for the SBN or a similar organisation / group must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	
	Is a member of the New Zealand Business Council for Sustainable Development (NZBCSD)	3
	<p>The NZBCSD is an organisation set up to cater to organisations of any size, including large multinationals. The points available for this membership are higher than that available for membership to the SBN; the reasons being that the NZBCSD requires a higher investment, both financially and in time, and places requirements on its members to maintain their membership, including Sustainability Reporting, Carbon Accounting etc.</p> <p><i>A copy of the current membership certificate must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	

Energy	Has a documented and senior management approved energy management policy	1
	<p>An energy management policy is a document, often a single page, stating the organisations intentions, aspirations and values around energy management and efficiency.</p> <p><i>A copy of the organisations energy management policy, signed by the most senior company officer, must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	
	Has a documented and senior management approved energy management plan	2
	<p>An energy management plan is a document outlining the identified impact areas of an organisation, relating specifically to energy usage, with clear planning on how to minimise this usage.</p> <p><i>A copy of the energy management plan must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Has documented historical energy data	1
	<p>Historical energy usage data is required in order to understand the overall energy usage profile of an organisation. This energy profile will allow an organisation to identify areas where energy efficiency measures would be effective. Having recorded historical data is also an indication that an organisation has made some degree of progress in energy management and an additional point is therefore available.</p> <p><i>A copy of the historical data files, usually provided in a spreadsheet or a software report, must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	
	Has had historical data independently audited and verified	2
	<p>Independently audited or derived historical energy data shows a higher level of commitment by an organisation and often provides a higher degree of certainty around data quality and accuracy. As such, additional points are available for this.</p> <p><i>An independent report or letter, stating the data was verified or collated independently is required to gain these points.</i></p>	
	Tender Response and Reference:	
	Undertakes regular energy audits	1
	<p>Regular audits are required for an organisation to fully understand its energy usage, the impacts of staff behaviour and allowing any changes to be tracked and reported on regularly. These audits may be carried out internally or by a third party.</p> <p><i>A copy of the audit schedule and no less than three previous audit reports must be supplied to gain this point.</i></p>	

	Tender Response and Reference:	
	Has had energy audits independently verified	2
	Independent audits show a higher level of commitment by an organisation and often provides a higher degree of certainty around data quality and accuracy. As such, additional points are available for this.	
	<i>A copy of independent reports is required to gain these points.</i>	
	Tender Response and Reference:	
	Sources energy from the lowest impact energy provider available (e.g. the provider maximises renewable energy sources)	1
	Almost all organisations will have a requirement to purchase and use energy, regardless of their level of energy efficiency. It is important that the impact caused by the production of this energy is minimised as far as possible. This can be achieved by purchasing energy from an energy supplier who maximises their use of renewable energy generation technology.	
	A Greenpeace study on which companies have the lowest impact can be found at (www.cleanenergyguide.org.nz/)	
	<i>A copy of the energy supply contract or latest invoice, clearly showing one of the top two energy providers must be supplied to gain this point.</i>	
	Tender Response and Reference:	
	Maximises on-site energy efficient micro-generation technologies (e.g. solar, wind, micro-generation)	4
	Reducing overall energy usage and associated impact can be achieved through the use of on-site renewable micro-generation technologies, such as solar hot water heating, PV (Photo Voltaic) installation or micro-wind turbines.	
	<i>Evidence of installation, such as on-site photographs or manufacturers specifications with receipts, must be supplied to gain these points.</i>	
	Tender Response and Reference:	

Climate Change	Reports on its overall Carbon Footprint (Scope 1 and 2)	2
	<p>Climate Change is recognised as one of the most severe and pressing issues we face as a civilisation. Organisations, as contributors to the level of CO₂e (Carbon Dioxide Equivalent) emissions, have a significant role to play in reducing these emissions and as such, measuring and reporting on these is the first step towards achieving significant reductions. The report must be based on the ISO: 14064 or the Green House Gas Protocol (GHGP) standards and cover both Scope 1 and Scope 2 emissions (direct emissions and energy purchased emissions).</p> <p><i>A copy of the most recent Carbon Footprint report, for at least a 12 month period, clearly showing both Scope 1 and Scope 2 emissions, must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Reports on its overall Carbon Footprint (Scope 1, 2 and 3)	4
	<p>Reporting on Scope 1, Scope 2 and Scope 3 emissions shows an organisations commitment to managing their total emissions, including their supply chain. The increased effort required to capture this information and the higher level in data completeness is rewarded with an additional 4 points.</p> <p><i>A copy of the most recent Carbon Footprint report, for at least a 12 month period, must be supplied, clearly showing Scope 1, Scope 2 and Scope 3 emissions, to gain these points.</i></p>	
	Tender Response and Reference:	
	Has had the Carbon Footprint independently audited and verified	2
	<p>Although an internally generated Carbon Footprint report is of significant value, independently verified or derived reports deliver a higher level of data accuracy and ensure that these reports conform to either the ISO: 14064 or GHGP standards. Due to the cost required to engage independent organisations to carry out this work, an additional 2 points are available.</p> <p><i>A copy of an independent Carbon Footprint assurance or verification letter, or an independently derived Carbon Footprint report, for at least a 12 month period, must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Offers ' Carbon Neutral ' products, based on LCA to ISO: 14040 standard (products Carbon Footprint offset through carbon credits or carbon offset programmes, such as tree planting)	3
	<p>Producer responsibility is an important driver for reducing or mitigating carbon emissions. Independently verified carbon offset programmes (often through the investment in 'green technology' or 'carbon credit' purchase) can be utilised by manufacturers to 'offset' the emissions associated with their product, showing a high level of responsibility.</p> <p><i>An independent report, specific to the particular products relating to this contract, stating that the products entire lifecycle (whole-of-life impact from the mining of raw materials to final disposal) has been offset must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	

Water Use	Engages in efficient water usage (low flow taps, flow restrictors, closed-loop water systems)	3
	<p>The efficient use of resources is extremely important for the long term survival of our society. Fresh, potable (drinking) water is becoming an increasingly scarce commodity and its efficient use is an indication of an organisations' commitment to resource preservation. Efficient water usage can be achieved very simply, through the installation of 'low-flow' taps and shower heads, flow restrictors or 'closed loop' water systems (where waste, or grey water, is retained on-site and reused where potable water is not required, such as the flushing of toilets).</p> <p><i>A company declaration, stating the water efficient technologies employed, signed by the most senior company officer, must be supplied to gain these points. Photos or receipts can also be provided, but are not required.</i></p>	
	Tender Response and Reference:	
	Maximises on-site rain water harvesting capability	1
	<p>Once an organisation has engaged in the efficient use of water, the next step is to find alternative sources of water to meet the remaining demand. An obvious way to achieve this is to install and utilise on-site rain water tanks, for use in areas where potable water is not required (toilet flushing, garden watering etc).</p> <p><i>A company declaration, stating the rain water harvesting techniques implemented, signed by the most senior company officer, must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	

Water Discharge	Has identified and documented on-site storm water discharge risks and taken steps to mitigate as required (has facilities equipped with spill response kits, storm drains have been isolated etc.)	1
	<p>Storm water systems are designed exclusively for rain water and harmful discharges to these systems have a significant impact on our streams, rivers and shoreline, specifically on water quality and aquatic life. Identifying on-site risks and taking steps to ensure that harmful or hazardous 'spills' are prevented from entering storm water systems is important to minimise this environmental impact. This can be achieved through identifying storm water drains and ensuring that no harmful or hazardous materials are stored near them or better still, taking the additional step of ensuring that the storm water drain is isolated from any harmful or hazardous materials on-site. It is also important to be adequately prepared for an on-site spill, should it occur. 'Spill response kits' must be provided to allow for this.</p> <p><i>A copy of the storm water identification report, as well as the steps taken to minimise the risks associated with a spill must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	
	Has identified and documented off-site storm water discharge risks and taken steps to mitigate as required (where applicable, company vehicles are equipped with spill response kits)	1
	<p>Storm water systems are designed exclusively for rain water and harmful discharges to these systems have a significant impact on our streams, rivers and shoreline, specifically on water quality and aquatic life. Identifying on-site risks and taking steps to ensure that harmful or hazardous 'spills' are prevented from entering storm water systems is important to minimise this environmental impact. It is also important, when transporting harmful or hazardous materials, that each vehicle is equipped with a 'spill response kit' allowing the driver to effectively deal with any off-site spills that may occur.</p> <p><i>A copy of the spill response kit information, detailing what it contains and where it was purchased, must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	

Waste Minimisation	Has a documented and senior management approved waste minimisation policy	1
	<p>A waste minimisation policy is a document, often a single page, stating the organisations intentions, aspirations and values around waste minimisation.</p> <p><i>A copy of the organisations waste minimisation policy, signed by the most senior company officer, must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Has a documented and senior management approved waste minimisation plan	2
	<p>A waste minimisation plan is a document outlining the identified waste streams and types of an organisation, with clear planning on how to minimise and divert these waste streams away from landfill.</p> <p><i>A copy of the waste minimisation plan must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	The waste minimisation plan has been independently audited and verified	2
	<p>This requires that the waste minimisation plan has been independently reviewed, to ensure that all waste streams have been identified and that procedures and practices are in place to ensure that all possible waste is diverted from landfill.</p> <p><i>The independent review report must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Undertakes regular waste audits	1
	<p>Regular audits are required for an organisation to fully understand its various waste streams and waste types, and in order to plan for the diversion of these (where possible) from landfill. It also allows an organisation to track staff behaviour, allowing any changes to be monitored and reported on regularly. These audits may be carried out internally or by a third party.</p> <p><i>A copy of the audit schedule, and no less than three previous audit reports, must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	
	Has waste audits independently verified	2
	<p>Independent audits show a higher level of commitment by an organisation and generally provide a higher degree of certainty around data quality and accuracy. As such, additional points are available for this.</p> <p><i>A copy of the independent reports is required to gain these points.</i></p>	
	Tender Response and Reference:	

	Has documented historical waste data	1
	<p>Historical waste data is required in order to understand the overall waste profile of an organisation. This waste profile will allow an organisation to identify areas where waste diversion and minimisation measures would be effective. Having recorded historical data is also an indication that an organisation has made some degree of progress in waste management and an additional point is therefore available.</p> <p><i>A copy of the historical data files is required to gain this point.</i></p>	
	Tender Response and Reference:	
	Has had historical data independently audited and verified	2
	<p>Independently audited or derived historical waste data shows a higher level of commitment by an organisation and generally provides a higher degree of certainty around data quality and accuracy. As such, additional points are available for this.</p> <p><i>An independent report or letter from the independent company, stating the data was verified or collated independently is required to gain these points.</i></p>	
	Tender Response and Reference:	
	Offers high levels of post-consumer (material that has been used before) recycled content	2
	<p>Finding valuable uses for recycled materials is important for ensuring the viability of recycling programmes. Non-paper based products (generally those that are petro-chemical derived) with high levels of post consumer (has been produced and used before by the consumer) content, provide advantages in both non-renewable material use reduction and a home for post-consumer recycled waste.</p> <p>These points are not available for products that have high post-industrial (manufacturing waste) content, as this is considered to be an industry standard for most manufacturers and does not, therefore, demonstrate leadership.</p> <p><i>An independent report, stating the quantities and types of post-consumer content, specific to each product covered by the tender, must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Offers high levels of recycled content in the form of manufactured components (e.g. components taken from previously used equipment)	2
	<p>The most desirable outcome for dealing with waste materials is for them to be reused. Manufacturers who reuse parts of older equipment, usually in combination with a product stewardship or 'take-back' programme, reduce their demand for raw or 'virgin' materials, dramatically reducing the overall impact of their products. Examples of this can be seen with office chairs, where old chairs are returned to the manufacturer, faulty parts replaced, and the chair is then refurbished and resold.</p> <p><i>A letter from the manufacturer, stating their reuse and refurbishment policies and programmes, is required to gain these points.</i></p>	
	Tender Response and Reference:	

Paper & Cardboard	Paper is either FSC and / or PEFC certified (not recycled)	2
	<p>The reduction of forested areas or 'deforestation' is a significant contributor to soil erosion, habitat destruction and climate change. Wood based products, such as paper, should be sourced from sustainably managed forestry (where trees are replanted after being felled). FSC and PEFC are the two most internationally recognised certification schemes for sustainably managed forestry and should be requested when sourcing paper based products, both for supply / use for this tender, and for the organisations' in-house usage.</p> <p>Unfortunately, as paper is not recycled back into paper within New Zealand, but rather sent to Australia for recycling, the overall impact associated with recycled paper is higher than virgin pulp sourced from sustainably managed forests and therefore does not qualify for any points.</p> <p><i>Copies of FSC and / or PEFC certifications for paper stocks and a letter, signed by the most senior company officer, clearly stating the organisations commitment to supporting sustainably managed forestry, must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Where applicable, the company itself is either FSC and / or PEFC certified (i.e. paper producers and printing companies. Certification is specific to the supplier, not just the paper stocks used, i.e. can show chain of custody (CoC))	4
	<p>In order to use either the FSC or PEFC brand on printed materials, you must be able to show a full 'chain-of-custody', which requires that every organisation in the supply chain, from the tree felling to the final user, must be FSC or PEFC certified. This is particularly important when choosing a printing company, as regardless of whether FSC or PEFC paper stocks are being used, if the company printing does not have their own certification, the FSC or PEFC logo and branding cannot be used.</p> <p><i>A copy of the company specific FSC or PEFC certification must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Uses 100% recycled cardboard (includes packaging)	2
	<p>The reduction of forested areas or 'deforestation' is a significant contributor to soil erosion, habitat destruction and climate change. Wherever possible, cardboard should contain 100% recycled material, to avoid the need for virgin pulp and therefore the requirement to fell trees. As cardboard is produced and recycled in New Zealand, recycled cardboard offers the lowest overall impact.</p> <p><i>The cardboard specifications, clearly stating recycled content, must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	
	Does not have non-recyclable coatings	2
	<p>Although paper and cardboard are both able to be recycled, the coatings that are often applied to them are not. Wherever possible, it must be ensured that paper and cardboard do not have non-recyclable coatings applied.</p>	

	<i>A letter, stating the recyclability of any paper or cardboard product, must be supplied to gain these points.</i>	
	Tender Response and Reference:	
Packaging	Is minimal in order to meet delivery requirements	2
	Excessive packaging is extremely wasteful and should be minimised as far as possible, while still meeting the delivery requirements. <i>A letter, clearly stating the steps taken by the organisation to ensure that packaging is kept to the bare minimum, is required to gain these points.</i>	
	Tender Response and Reference:	
	Bags are 100% biodegradable (degradable bags do not qualify for these points)	2
	Disposing of any petro-chemical based bags is extremely difficult and regardless of the technical recyclability of the bags, few cities collect them with mixed recycling and there are very few collection points for them. As a result, the vast proportion of these bags are sent to landfill. As it is fair to assume that these bags will end up in landfill eventually, it is therefore desirable that these are biodegradable (will degrade naturally). Please note that 'degradable' bags, usually petro-chemical based, are degraded through chemical processes, rather than natural cycles, and generally results in harmful leachate in landfill sites. Degradable bags are therefore not considered acceptable to gain these points. <i>The technical specifications of any bags to be used, clearly stating their organic origins and biodegradability, must be supplied to gain these points.</i>	
	Tender Response and Reference:	

Products	Qualify as low Volatile Organic Compounds (VOC's)	2
	Indoor air quality and human health is greatly impacted by the level of VOC's in the air. Low VOC products should be sourced to reduce the potential for negative impact.	
	<i>Independent laboratory tests, stating each products' low VOC results, must be supplied to gain these points.</i>	
	Tender Response and Reference:	
	Does not contain or emit any substances listed as known or probable carcinogens (as classified by the American Cancer Society)	3
	Emission of known or probable carcinogens is an obvious cause for concern with regards to the potential human health impacts. Products should be sourced that do not contain any known or probable carcinogens, as classified by the American Cancer Society.	
	<i>An independent report, stating that products specific to this tender do not contain any known or probable carcinogens, as classified by the American Cancer Society, must be supplied to gain these points.</i>	
	Tender Response and Reference:	

Travel and Distribution	Has undertaken a travel plan for work-based travel	1
	<p>Oil is a non-renewable resource and globally, demand is already outstripping supply. This trend is expected to worsen over time, therefore rendering the efficient fuel usage an important factor. The burning of oil derived fuels also causes the emission of Carbon Dioxide, a green house gas identified as a major contributor to global warming. Planning staff travel for work purposes efficiently (travel planning), including delivery schedules and routes, to minimise the overall distance travelled, is an important step towards fuel efficiency.</p> <p><i>A copy of the organisations travel plan must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	
	Has undertaken a travel plan for employee commuting-related travel (Staff Commute Planning)	1
	<p>Oil is a non-renewable resource and globally, demand is already outstripping supply. This trend is expected to worsen over time, therefore rendering the efficient fuel usage an important factor. The burning of oil derived fuels also causes the emission of Carbon Dioxide, a green house gas identified as a major contributor to global warming. Taking travel planning to a higher level, to include staff commuting to and from their place of work, shows significant commitment towards reducing an organisations' overall impact. Staff commute planning would include aspects such as 'ride sharing' and exploring public transport options.</p> <p><i>A copy of the staff commute plan for employees must be supplied to gain this point.</i></p>	
	Tender Response and Reference:	
	Use efficient fleet delivery vehicles and maintenance vehicles (e.g. hybrid cars or bio-diesel operated trucks)	2
	<p>Travel Planning is the first step towards reducing demand for fuel; however, most organisations will still have a need to travel to some degree. It is possible to further reduce fuel demand by investing in fuel efficient vehicles, including those used for the delivery of goods. Acceptable vehicle types include hybrid vehicles, electric vehicles, bio-diesel operated vehicles or vehicles with an engine capacity under 1600cc.</p> <p><i>A letter, stating vehicle specifications for all vehicles utilised by the organisation to meet this requirement, signed by the most senior company officer, must be supplied to gain these points.</i></p>	
	Tender Response and Reference:	

Labour Practices	Has a documented health and safety policy	1
	A health and safety policy is a document, often a single page, stating the organisations commitment to healthy and safe work practices.	
	<i>A copy of the organisations health and safety policy, signed by the most senior company officer, must be supplied to gain these points.</i>	
	Tender Response and Reference:	
	Has a documented health and safety plan	1
	A health and safety plan is a document outlining the identified health and safety risk areas of an organisation, with clear planning and procedures on how to minimise or mitigate these risks.	
	<i>A copy of the health and safety plan, signed by the most senior company officer, must be supplied to gain these points.</i>	
	Tender Response and Reference:	
	The health and safety plan has been independently audited and verified	2
	This requires that the health and safety plan has been independently reviewed, to ensure that all risks have been identified and that there are plans in place to effectively minimise or mitigate these risks.	
	<i>The independent review report must be supplied to gain these points.</i>	
	Tender Response and Reference:	
	Can demonstrate identified labour practice risks from its supply chain (where organisation is sourcing goods or materials from non-OECD countries, independent audit reports for manufacturing facilities including human rights have been sourced and are available)	3
	Taking responsibility for the supply chain is extremely important for organisations, not only because of the positive influence this can have on developing countries, but also to avoid the risk of the potential reputational damage caused if health and safety or human rights violations have occurred within a key suppliers' organisation.	
	Taking steps to ensure that the health and safety and human rights of workers in developing countries are not being violated include requesting copies of independent audit reports from 'high risk' suppliers, stating that they meet all of the international requirements. This significantly reduces reputational risk, and sends a clear message about an organisations' expectations of their suppliers.	
	<i>A copy of relevant independent health and safety and human rights compliance reports for key suppliers to the organisation must be supplied to gain these points.</i>	
	Tender Response and Reference:	

Innovation	Can clearly demonstrate environmentally-related initiatives that are over and above those covered within this selection criteria (total points allocated is at the discretion of the assessor)	0-10
	<p>In order to recognise that it is impossible to create an assessment framework which covers absolutely every practice, technology or behaviour, up to an additional 10 discretionary points may be awarded for organisations that can clearly demonstrate practices that are over and above those covered within this table.</p> <p><i>Evidence of these practices, technologies or behaviours must be supplied to gain these points. This may include photographs, product specifications, independent reports or a letter signed by the most senior company officer, clearly stating that the information provided is true and correct.</i></p> <p><i>Allocation of points is at the discretion of the assessor, based on how highly they consider these items to be weighted in comparison to others within this assessment framework as well as the reduction in overall impact that these would achieve.</i></p>	
	Tender Response and Reference:	
Total Points Attained for Company Profile Checklist		

Section 3: Product and Industry Specific Profile Checklists.

The following tables are designed as additional measurement resources, aimed specifically at particular industries or products. The relevant tables should be added to the Company Profile Checklist above and added to tender documentation where appropriate. These items are not generic and would only be included if relevant to the specific tender. For example, if printing of flyers was required, the 'Printing Profile Checklist' would be included, in addition to the generic 'Company Sustainability Profile Checklist'.

Product / Industry Specific Profile Checklists

Food

The product... (allocate points to points column if applicable)	Points Achievable
Is made in New Zealand	1
Is made from ingredients sourced in New Zealand	1
Is made from ingredients sourced in the Auckland Region	1
Is certified organic or has been made with certified organic ingredients	2
Has been awarded a NZ Heart Foundation Tick	2
Total Points Attained for Food Profile Checklist	

Beverages

The product... (allocate points to points column if applicable)	Points Achievable
Is made in New Zealand	1
Is made from ingredients sourced in New Zealand	1
Is made from ingredients sourced in the Auckland Region	1
Is certified organic or has been made with certified organic ingredients	2
Has been awarded a NZ Heart Foundation Tick	2
Contains a low alcohol content	1
Contains a low sugar content	1
Contains a low carbohydrate content	1
Total Points Attained for Beverage Profile Checklist	

Materials

Product (allocate points to points column if applicable)	Points Achievable
Plastic	
Contains high post-industrial recycled content	1
Contains high post-consumer recycled content	2
Is able to be recycled or remanufactured once used	2
Organic derived alternatives to plastic-based materials (e.g. Poly-Lactic-Acid (PLA) derived from corn husks) are utilised and accompanied by a take-back scheme/on-site sorting system to avoid contamination	2
Total Points Attained for Plastic Profile Checklist	
Glass	
Contains high post-industrial recycled content	1
Contains high post-consumer recycled content	2
Is part of a take-back scheme/on-site sorting system	2

Total Points Attained for Glass Profile Checklist	
Wood	
Does not contain or emit any substances listed as known or probable carcinogens (as classified by the American Cancer Society)	2
Is grown in New Zealand	2
Is FSC or PEFC certified	3
Total Points Attained for Wood Profile Checklist	
Metals	
Contains high recycled content	1
Is able to be recycled or remanufactured once used	1
Is part of a take-back scheme/on-site sorting system	2
Total Points Attained for Metals Profile Checklist	
Complex Composites	
The products is comprised of single material components (all able to be recycled together)	2
The product has been designed for deconstruction and is part of a take-back scheme	2
Total Points Attained for Complex Composites Profile Checklist	
Chemicals	
Does not contain or emit any substances listed as known or probable carcinogens (as classified by the American Cancer Society)	2
Is low Volatile Organic Compound (VOC)	1
Where necessary, hazardous waste treatment scheme is in place	1
Is non-hazardous (e.g. low fire risk)	1
Is part of a take-back scheme/on-site sorting system	2
Total Points Attained for Chemicals Profile Checklist	
Clothing	
Has been made from certified organic materials	2
Has been designed for re-use (e.g. removable branding)	2
Fibre dyeing utilizes plant-based or low toxic inks	1
Total Points Attained for Clothing Profile Checklist	

Printing

The product... (allocate points to points column if applicable)	Points Achievable
Is either FSC or PEFC certified (this applies to paper) or made from 100% recycled materials (this applies to cardboard)	2
The printing company is either FSC and / or PEFC certified (i.e. paper producers and printing companies. Certification is specific to the supplier, not just the paper stocks used, i.e. can show chain of custody CoC)	3
Does not contain or emit any substances listed as known or probable carcinogens (as classified by the American Cancer Society)	2
Is made in New Zealand	1
Uses binding methods that allow for easy recycling	1
Uses plant-based or low toxic inks	2
Total Points Attained for Printing Profile Checklist	

Office Consumables

The product... (allocate points to points column if applicable)	Points Achievable
Has current Environmental Labelling (such as Environmental Choice NZ Certification) to ISO	2

14024 or ISO 14025	
Does not contain or emit any substances listed as known or probable carcinogens (as classified by the American Cancer Society)	2
Achieves a minimum 3 star energy rating	2
Has (at least) some components that are remanufactured or post-consumer recycled	1
Has (at least) some components that are able to be recycled or remanufactured once used	1
Is made from non/low toxic materials	1
<i>Total Points Attained for Office Consumables Profile Checklist</i>	

Section 4: Suggested Generic Contract Clauses

The following table contains a list of potential contract clauses. These are for items considered to be 'non-negotiable'. They would not usually be part of an assessment process, but would instead be minimum requirements in Stage 1 of the 4 phase tender process.

Suggested Generic Contract Clauses

Generic Contract Clauses for consideration...

(Please note, these contract clauses are select examples only and this is by no means an exhaustive list. Each item agreed upon in the assessment tables would be translated into relevant contract clauses on a contract by contract basis).

The successful tenderer must maintain all certifications, as supplied in the Sustainability Selection Criteria Table, for the duration of the contract term.

The successful tenderer must ensure that waste separation and recycling programmes are in operation for all waste types associated with their service for the duration of the contract. This includes, but is not limited to, glass, plastic, paper, cardboard, metal and organic waste. Specific measurement of waste, by type, both diverted from landfill and undiverted, must be supplied to the contract owner on a weekly basis.

The successful tenderer must adhere to the use of any specified products, materials or chemicals, approved for use by the contract owner under contract and any alternatives must be approved prior to use for the duration of the contract.

The successful tenderer agrees that the contract owner has the right to audit any operations or activities relating to the contract, at any time, to ensure adherence to contract requirements and any identified non-conformance will be rectified within a 24 hour period from time of notification.