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| *Responsible Procurement / Supply Chain Guide*  *Estates: Vehicles and Transport* | *APUC_logo* |

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| Aim and Benefits of this guide |
| There is scope through the way we manage our supply chain, to create a positive impact on carbon reduction, the environment, society and the economy in every procurement exercise that is undertaken. Equally, it is important to address and minimise any harm that could result from our procurement activity.  This guide aims to help fully explore the possibilities as part of the strategy development, tendering, call-off and contract management stages of the procurement cycle to enhance the delivery of sustainable, Responsible Procurement.  This guide uses information from the APUC Marrakech prioritisation to highlight key areas of sustainability to focus on. It provides key sustainability considerations and links to more detail information and advice.  This is written as a general guide and is applicable to contracts, frameworks and call-off contracts. Users are encouraged to further explore issues specifically relevant to their circumstances. For example, there may be risks specifically related to food traceability (think Horse Meat Scandal). Or there may be an opportunity to boost local employment directly as a result of a contract.  It is intended that these guides will be updated on an ongoing basis so feedback is sought on them from end-users, including on relevance of content and suggested additional aspects to include. |

**Carbon Reduction**

In the context of climate change, "carbon" is commonly used as a shorthand for carbon dioxide, the most important greenhouse gas released as a result of human behaviour.

Our increasing carbon footprint (carbon dioxide created and emitted during the life of a particular product or service) is having profound effects on the environment. Rising temperatures and shifting precipitation patterns are changing the growing patterns of plants and result in indigenous vegetation moving to increasingly cooler climates. Sea levels are rising as the temperature of our planet increases--warmer water occupies more space than cooler water, causing potential land displacement.

By understanding direct (on-site, internal) and indirect emissions (off-site, external, embodied, upstream, downstream etc.) in a category area we can seek reduce or minimise carbon footprint as part of a procurement exercise.

**Economic, Social and Environmental Wellbeing**

As well as carbon there are other sustainability issues that need to be considered as part of the procurement cycle.

The Sustainable Procurement Duty states that public bodies should ensure that, before carrying out a regulated procurement, they consider how it can—

* Identify the opportunities to improve the economic, social and environmental wellbeing of the area in which your organisation operates
* Facilitate  the [involvement of small and medium enterprises, third sector and supported businesses](http://www.gov.scot/Publications/2016/03/8410/3)
* Promote innovation

Responsible Procurement can enhance sustainability in a variety of ways. The broad impacts of sustainable / responsible procurement can be seen in fig 1. The guide aims to look in more depth at how to embed sustainability into procurement and examine individual category areas.

**Slavery and Human Trafficking**

Human rights in supply chains is an increasing area of concern, with the rise of slavery, forced labour and human trafficking in both international and UK supply chains. There are particular risks where intermediaries (employment agencies, gangmasters etc) are involved in the employment of labour. This is becoming a more common labour supply model. It would be easy to assume that well-known brands are immune to abuse of workers or employment rights in their supply chains but this is not necessarily the case.

The Modern Slavery Act 2015 Act and Human Trafficking and Exploitation (Scotland) Act have been introduced to tackle [slavery](https://en.wikipedia.org/wiki/Slavery) in the UK and consolidates previous offences relating to trafficking and slavery. They introduce provisions that affect both businesses in supply chains and public bodies as buyers.

**Scottish Government Targets and wider context**

Action to mitigate climate change is a key component of the Scottish Government’s aim to create a growing, sustainable and inclusive economy. APUC will endeavour to assist Universities and Colleges in meeting this aim. This will be through guidance, support and communication via the eZine and Procurement Strategy Groups.

Each university and college has a corporate responsibility to measure and reduce carbon footprint across their institution. In addition to this there are a number reporting requirements on Universities and Colleges relating to Responsible Procurement;

* The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015. This includes a section on procurement.
* Procurement Reform Act Reporting - including compliance with Procurement Strategy, Community Benefits summary and Supported business efforts summary
* Higher Education Statistical Agency - Mandatory data items on Carbon emission data.
* Modern Slavery Act – Modern Slavery in supply chains statement
* PCIP Sustainability Question – Flexible Framework and Sustainability Outcomes
* BT14 benefits reporting
* All HE/FE institutions in Scotland have committed to the [Universities and Colleges Climate Commitment for Scotland](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjJkYa-udPQAhUZOsAKHc2TCTMQFggfMAA&url=http%3A%2F%2Fwww.eauc.org.uk%2Fscotland%2Fhome&usg=AFQjCNHd9xtadoNv90R-ymQfD1DZarGlFA&sig2=loKZ6KaFG6zuv6L4tHOP0g) (UCCCfS)
* APUC Ltd understand that each institution has a devolved obligation as part of its outcome agreement to deliver a Climate Change Action Plan (CCAP).

***Embedding Responsible Procurement in the procurement journey***

The diagram below highlights where in the procurement cycle sustainability considerations can be addressed.

Zone A – Development

Scope for innovation.  
Route to market – sustainable supply base? SMEs?  
Stakeholder mapping. Who will be impacted/benefitted?  
Life-Cycle Impact – Carbon Reduction, Energy Efficiency

Zone B - Tender

Sustainable selection/award criteria  
Minimum Standards  
Sustainability targets - Carbon  
Mechanism for delivery of benefits - KPIs/SLAs



Zone C - Contract

Contract Management - Sustain   
Monitoring and delivery –metrics  
How will benefits be delivered?  
Carbon Management

***Life-Cycle Impacts***

The flow-chart below demonstrates what life-cycle impacts of the good/service/work being procured might include – this can help inform the Strategy Development, Tender and Contract phases of the procurement.

The content in the Life Cycle Impact chart below provides generic ‘topic areas’ in order to aid your initial thinking – by carrying out this assessment specifically for the goods/services being procured you can identify risks to be addressed through the tender lifecycle and opportunities to be achieved.

***Prioritisation Methodology***

APUC uses an adapted version of the Scottish Government ‘Sustainability Test’ to prioritise ethical, social and environmental issues and opportunities in its contracts, and also to identify which contracts carry greater risk or opportunity than others.

You can access the APUC prioritisation tool template [here](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B0F06A132-DD0D-4919-B966-2E73193A6905%7D&file=APUC%20Prioritisation%20Tool%202017%20(20%20Columns).xlsx&action=default)

The prioritisation has been carried out for this category and the results (and guidance) follow.

***Travel and Transport Category***

Prioritisation

The APUC Prioritisation for this category has identified sustainability risks and/or opportunities relating to the following areas.

Note the table below used a Red-Yellow-Green colour-scale based on the number of risks/issues identified (where Red=most and Green=fewest). Boxes in blue mean that no risk/opportunities have been identified in this area.

The colour coding is intended to highlight the key areas of focus for this category.

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| **KEY ISSUES/OPPORTUNITIES** | Relevant 1 (low) to 5 (high) |

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| --- | --- |
| ***Climate Change*** | ***3*** |
| ***Biodiversity*** | ***2*** |
| ***Communities and Crime/Security*** |  |
| ***Employment, skills and training*** | ***2*** |
| ***Equalities*** |  |
| ***Fairly and Ethically Traded (including Fair Work)*** | ***3*** |
| ***Hazardous materials/ emissions*** | ***5*** |
| ***Health and wellbeing*** | ***2*** |
| ***Heritage*** |  |
| ***Materials scarcity and security*** |  |
| ***Waste production*** | ***3*** |
| ***Water*** |  |

Market Position (from Prioritisation)

|  |  |
| --- | --- |
| RISKS IDENTIFIED | **Medium** |
| SCOPE TO DO MORE | **Medium** |
| INFLUENCE IN MARKETPLACE | **Medium** |

Key Considerations for Development, Tender and Contract

The table that follows provides guidance on the key issues/opportunities scored above, split into the areas of:

* Carbon / Environmental
* Socio-Economic

**Carbon and Environmental Considerations**

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| **Prioritisation Area** | **Guidance** | **Prioritisation Risk** |

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| ***Climate Change*** | Development Stage  A significant portion of materials and processing in the manufacture of vehicles and other forms of transport are sourced from overseas and are energy intensive. Consideration of practices within the points of origin of materials or production should be given as well as efficient shipping of these products. Consider how less energy intensive methods can be leveraged to produce products of the same standard or efficiency.  Does the nature of requirement necessitate the acquisition of a vehicle or can one be hired or leased to cover the proposed periods of usage as efficiently?  Can a single vehicle be procured for multiple uses across different departments or schools?  Public Sector bodies have a requirement to follow the Clean and Energy Efficient Vehicles Directive 2009-33-EC.  Fossil fuel powered vehicles carry significant levels of emissions and with progress is being made in the efficiency and capability of low carbon alternatives (including electric and hybrid vehicles) and consideration of these should be given for a wide range of requirements.  This is an emerging market. APUC Ltd’s Framework Agreements offer access to a wide range of low carbon vehicles and information on these are available from the Contract Manager and direct from the appointed suppliers as well as independent sources (see resource links) to enable informed decision making.  Early engagement with the supply side is key to understanding the potential product and service innovations available or developments that may assist in the minimisation of impact. |  |
| Tender Stage  Set technical specifications for energy and environmental performance with the inclusion of metrics that encourage and can measure the **reduction of carbon emissions** and promotes an effective and efficient mode of transport being proposed. Include energy and environmental impacts in the purchasing decision or as award criteria  Consider the associated emissions over the **Lifespan** of the vehicle from cradle to grave (or cradle to cradle where appropriate). Ensure the provision includes adequate maintenance to ensure continued efficient performance.  Ask suppliers what they products and innovative approaches the can offer to help the institution meets its aim of **reducing carbon and environmental impacts.**  Details on EU Green Public Procurement criteria for Transport can be found [here](http://ec.europa.eu/environment/gpp/pdf/criteria/transport.pdf) |
| Contract Stage  Actively manage Travel and Transport plan ensuring these reflect the institution’s strategic aims and Carbon Management plan.  Review contracts to confirm they continue to meet the institution’s requirements.  Consider **Carbon Offsetting Schemes or replanting schemes.** |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B93DE7B48-A17B-4181-A68C-66DEB92E15F9%7D&file=Climate%20Change.xlsx&action=default) |
| ***Biodiversity*** | Development Stage  Consider if in the delivery of a service, there is a risk that **ecosystems** will be damaged.  Can an **alternative product** be sourced that will have less impact? |  |
| Tender Stage  Ask supplier to identify and b products or within production, processing or delivery derived from **potentially vulnerable ecosystems** or where biodiversity is at risk.  Require that all timber and fibre products used in manufacture or delivery of products are derived from **sustainable sources** (i.e. FSC accredited <http://www.fsc-uk.org/en-uk> ) |
| Contract Stage  **Challenge suppliers** to demonstrate how they are addressing biodiversity on an ongoing basis and moving away from products derived from potentially vulnerable ecosystems. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame2.aspx?sourcedoc=%7BB4B979C8-35FF-4B06-AB50-C1A90713CDFD%7D&file=Biodiversity.xlsx&action=default) |
| ***Hazardous materials/ emissions*** | Development Stage  Be aware of the emissions associated with products manufacture, operation and disposal. Consider alternatives that may have a lower impact. |  |
| Tender Stage  Challenge the suppliers and reward appropriately. Can alternative materials or process be used in production that have a lesser environmental impact?  What is the supplier doing under their obligation as waste producer to minimise impact at the end of life and avoid disposal to landfill? |  |
| Contract Stage  Work with the appointed supplier to identify and measure the associated impacts, reducing these where possible.  Set objectives and measure progress through use of appropriate KPIs. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7BE72D923E-6395-4196-AB4E-51D240107FCE%7D&file=Haz%20Materials.xlsx&action=default) |
| Tender Stage  Ask suppliers whether any products (or those used within production, processing or delivery) are derived from **non-renewable or vulnerable sources.** Ask how they minimise or mitigate the associated risks.  Apply relevant standards and seek appropriate accreditation to assurance schemes. |
| Contract Stage  **Challenge suppliers** to demonstrate how they are addressing responsible sourcing of products and materials and avoiding products derived from potentially vulnerable sources.  Monitor membership of and progression within any assurance schemes declared at time of tender. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [Link](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B6476C0FD-6DFB-4966-BD2A-431E93E5ED8D%7D&file=Materials.xlsx&action=default) |
| ***Waste production*** | Development Stage  Much of the points that should be considered here have been raised elsewhere in this guide.  At the time of procurement consider the whole life operation of vehicle in terms of waste produced via usage and at end of life.    Does the vehicle require to be procured, can an existing vehicle be utilised or modified cost effectively? |  |
| Tender Stage  Challenge suppliers chain on what they do to promote:   * **Reduce** * **Reuse** * **Recycle** * **Recover**   Can suppliers:  • offer and end of life scheme that provides a route to re-use, recycling of or recovery for the vehicle or component parts or consumables (Tyres, batteries, etc.) and can this be rewarded during the procurement process. |
| Contract Stage  Set objectives as part of the **Contract Management** process and measure these with the use of KPIs.  Switch to **electronic / paperless billing.** |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B42D0A19E-2946-412B-AA78-E5774FBF3223%7D&file=Waste.xlsx&action=default) |

**Socio-Economic Considerations**

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| ***Employment, skills and training*** | Development Stage  Consider where Contractors can support your **local economic objectives**. Inform suppliers of your strategic aims and objectives before the process starts. |  |
| Tender Stage  Can you encourage suppliers that will support the local economy in the form of **apprenticeships, training schemes, support of teaching etc.,** through delivery of a contract? Ask what could be delivered through the contract.  Are there any **employee development programme**(s) are in place?  Consider any element of service provision to be sub-contracted during the life of the contract and measure what employability or other local economic impact this may have. |
| Contract Stage  Think about what monitoring needs to take place in tracking **benefits** have been delivered. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B8FE8052E-A5FE-44A9-BF0B-E206BA647606%7D&file=Employment.xlsx&action=default) |
| ***Fairly and Ethically Traded (including Fair Work)*** | Development Stage  Investigate the **Standards** employed within the supply chain and seek to reward good practices. Where applicable standards can be quoted as a minimum requirement as is common practice in any relevant Framework Agreements.  Identify the areas where high risk exists and consider the use of **fairly and ethically traded products,** (e.g. materials used in upholstery) where practical,as these can offer fairer reparation schemes within the supply chain and may not carry membership or accreditation fees.  **Research country of origin** for any high risk items or materials and any associated/known detrimental worker conditions.  Consider relevant aspects of the Workers Rights Consortium Code of Practice (See additional resource links) and its application within the supply chain.  Consider risks relating to **modern slavery and human trafficking** in supply chains. What types of labour makes up the supply chain? Are these at risk of human rights abuse either in the UK or overseas. |  |
| Tender Stage  Where relevant:   * ask suppliers what they do to address F**air and Ethical Trading standards.** * Ask suppliers to specify the country of origin of any high risk items or materials.   Address known key issues within the supply chain, such as **worker wages, living conditions, health and safety** – suppliers should take responsibility for the conditions in their supply chain.  Consider whether **Gangmaster Licensing Authority** licensing is relevant to the services being sourced, especially where these may contain migrant workforces within the supply chain. Also consider sources of raw materials (mining, etc.) where low paid vulnerable workforces may exist.  Request supplier’s **Modern Slavery** statement and compliance with Act. Ask them how they **guard against** modern slavery and human trafficking in their supply chain. |
| Contract Stage  Consider supplier’s approach to eradicating modern slavery and human trafficking in their recruitment**. Look at to what extent suppliers monitor whether employee or agency staff are being coerced, abused or other signs their rights are being abused within their supply chain**.  Where such issue pose key risks in a tender, look to mandate the suppliers participation in **Sustain** post award.  *There is a link below to a video produced by the Gangmasters Licensing Authority which can be useful in providing a background on how some of the human trafficking and slavery is occurring in the UK.* |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this[**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B381A5213-1B59-461C-803B-9FCC026C678D%7D&file=Fair%20and%20Ethical%20Trade.xlsx&action=default)  Where such issue pose key risks in a tender, look to mandate the suppliers participation in **Sustain** post award.  Please also watch the following [Gangmasters Licensing Authority Video on Human Trafficking](http://www.gla.gov.uk/who-we-are/modern-slavery/) |
| ***Health and wellbeing*** | Development Stage  Is the payment of a **living wage** liable to be an issue within the supply chain? Can suppliers be rewarded for supporting this without distorting the marketplace? |  |
| Tender Stage  Consider **Fair Working Practices** – ask suppliers what policies and procedures exist?  Is any part of the supply chain (supply of materials and products) vulnerable to **Human Tracking / Modern Slavery** (Migrant workforces, Pickers; Factory processors, etc.) and how does the supplier work with their supply chain partners to audit and prevent any such issues. |
| Contract Stage  Think about any monitoring required for suppliers related to **Fair Work and the Living Wage.**  How does the supply chain audit and monitor partners to prevent **Human Trafficking / Modern slavery** (Migrant workforces, Pickers; Factory processors, etc.) |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B025EC8F5-FD43-4946-9109-979D66ED3EA5%7D&file=Health%20and%20Wellbeing.xlsx&action=default) |

To access the Prioritisation carried out for this category please follow this [link](https://apucscot.sharepoint.com/DS/SitePages/Category%20Information.aspx)

For more guidance on Sustainable Procurement visit the [APUC Sharepoint site](https://apucscot.sharepoint.com/DS/SitePages/Sustainable%20Procurement.aspx)

***Useful Contacts***

Support on **Human Rights** in Procurement

<https://www.business-humanrights.org/>

<http://www.hrprocurementlab.org/hubs/>

**Circular Economy** and Resource Efficiency Support

<http://www.zerowastescotland.org.uk/content/who-we-are>

Support on Sustainability Issues from a Higher/Further Education perspective  
<http://www.eauc.org.uk/home>

***Further resources***

For information on **Circular Economy** visit the Ellen MacArthur Foundation

<https://www.ellenmacarthurfoundation.org/>

For advice on getting the most out of resources visit Resource Efficient Scotland

<http://www.resourceefficientscotland.com/>

For guidance on **Resource efficiency** visit WRAP  
<http://www.wrap.org.uk/content/approach-procurement-resource-efficiency>

For information on Student led campaigns on sustainability issues via People and Planet  
<https://peopleandplanet.org/>

Information on the **Supported Employment Sector** and link to Scottish Government Supported Business Framework

<https://www.base-uk.org/member-organisations>

<http://www.gov.scot/Topics/Government/Procurement/directory/frameworksupportedfactbus/fsfbbuyersguide>

More information relating to Vehicles and Transport

<http://www.lowcvp.org.uk/>

<https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>

<https://www.gov.uk/government/publications/guidelines-for-the-directive-on-the-promotion-of-clean-and-energy-efficient-road-transport-vehicles-2009-33-ec>

***Collaborative Estates & Facilities Category team***

The Collaborative Procurement Estates & Facilities team can provide specific advice and guidance relating to their portfolio areas, including details of various added value services available through the collaborative contracts and Framework Agreements that may assist in the delivery of carbon management and sustainability.

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| Andy_Anderson | **Andy Anderson** Head of Category - Estates and Facilities Click to [**Email**](mailto:aanderson@apuc-scot.ac.uk) Telephone: 07766 070781 Based St Andrews. Mailing address Room 404, 101 George Street, Edinburgh EH2 3ES. **Clients:** Glasgow School of Art, Royal Conservatoire of Scotland **Portfolio:** Estates Category lead - Utilities (Gas, Electricity & Water), Liquid Fuels, Fire Fighting Equipment & Services, Facilities Management Services, Furniture, Construction Related Services. |
| Milena_Bandere | **Milena Bandere** Procurement Manager - Estates Click to [**Email**](mailto:mbandere@apuc-scot.ac.uk) Telephone: 0131 442 8960 Based in [**Glasgow**](http://apuc-scot.ac.uk/#!/contactus.php&a=gla)  **Portfolio:** Catering Consumables and Services including Water Coolers and TUCO Agreements, Janitorial Goods & Services - Cleaning Materials, Washroom Services, PPE and Clothing, Estates Services - Road Maintenance Services and Materials (including Salt for Winter Maintenance) |
| Vanessa_Fordyce | **Vanessa Fordyce** Procurement Manager - Estates Click to [**Email**](mailto:vfordyce@apuc-scot.ac.uk) Telephone: 0131 442 8938 Based in [**Glasgow**](http://apuc-scot.ac.uk/#!/contactus.php&a=gla) **Portfolio:** Maintenance Goods & Trade Supplies, Floorcoverings (Goods & Services), Mail Room & Postal Services including Franking Machines, Signs & Signage, Estates Services (including Door Maintenance & Pest Control Services), Vehicles (Purchase, Lease and Short & Long Term Hire). Waste Management Services |
|  | **Jason Brown** Procurement Manager Click to [**Email**](mailto:cfraser@apuc-scot.ac.uk) Telephone: 0131 442 8930 Based in [**Stirling**](http://www.apuc-scot.ac.uk/#!/contactus.php&a=sti) **Portfolio:** Estates Maintenance Services (PPM & Reactive), Recycling Bins & Street Furniture, Soft Furnishings, Window Coverings, White Goods, Security Services & Equipment. |

***APUC Development and Sustainability team***

Development and Sustainability team can provide general advice and guidance relating sustainability

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| Emma_Nicholson | **Emma Nicholson** Head of Development and Sustainability Click to [**Email**](mailto:enicholson@apuc-scot.ac.uk) Telephone: 0131 442 8951 Based in [**Edinburgh**](http://apuc-scot.ac.uk/#!/contactus.php&a=edi) |
| Stephen_Connor | **Stephen Connor** Development and Sustainability Manager Click to [**Email**](mailto:sconnor@apuc-scot.ac.uk) Telephone: 0131 442 8954 Based in [**Edinburgh**](http://apuc-scot.ac.uk/#!/contactus.php&a=edi) |