

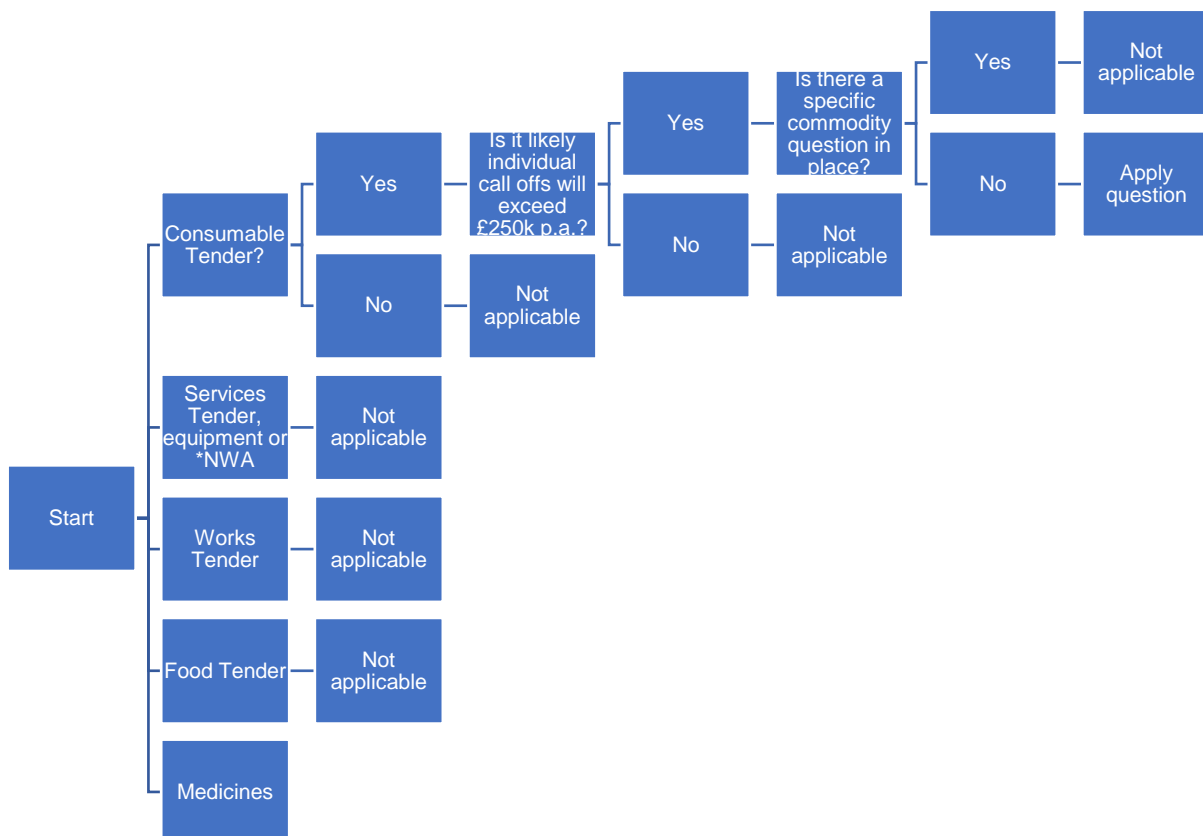
## CLIMATE AND CE PLAYBOOK - PRODUCT BASED MODEL QUESTION

This is the first question in a series of carbon reduction model questions to address the Common Services Agency “the Authority” contract portfolio.

To be applied in non-food consumable product commodity frameworks where a lot, or single line award value (such as generic frameworks) exceeds £250k annual value for that lot or single line award.

Exclusions: services, negotiated without advert and capital equipment purchases are excluded from this specific model question.

It has been agreed that, for the initial 6 month trial, that medicines will also be excluded from scope to gather more feedback from our internal teams and the wider industry.



\*NWA - Negotiation Without Advert

## Guidance

This approach will be trialled for a 6-month period as a mandatory 'information only' question. This will allow for bidder / buyer interaction and joint learning before applying weighted scoring. This period will be referred to throughout this paper as "the introductory period".

Initially supported through qualitative evaluation - MODEL QUESTION

This question can be used by procurement officers in product tenders when there is no specific environmental evaluation question for that commodity. If a commodity manager has a question designed specifically for their commodity, it should be used instead of this one.

TEMPLATE WORDING

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After a successful trial period, this question will account for a minimum of 10% of the points or score, following a 0, 1, 3, 5 methodology.

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Other aspects of sustainability may still be identified throughout the strategy development process, the Commodity Manager should decide along with the Commodity Advisory Panel what the final evaluation design should be.

**Question: NOTE any reference to scoring is applicable only after the trial period.**

**April 2024 update: It should be noted that any requirements listed in the tender specification and/or minimum standards stated should not be included in any response to this question.**

**Reducing the assessed harmful environmental impacts of your product(s)**

This question aims to help, the Authority understand and evaluate how our supply chain responds to this critical challenge. We want to assess what your company does to mitigate or reduce harmful environmental impacts associated with the primary product you offer in response to this tender. The specific product or product type will be identified in the tender documentation.

It is important to understand that the Authority is looking for specific relevant responses to the products offered by bidders in this tender. A generic answer, or the submission of an overall climate change reduction plan where specific reference and

## Why this approach?

We procure a wide range of products and services and don't currently have the available resources and expertise to evaluate the relative merits of individual supplier climate change activities. What we do have is the knowledge and experience to evaluate bidders' mission, purpose, and commitment to action to reduce the environmental impact of their operations.

We can use our extensive experience of evaluating similar approaches i.e., a resilience plan or service/programme delivery plan and apply those principles here. By applying critical thinking to the components of a delivery plan; - milestones, targets, timelines, resources, owners, measures, tracking and results; allied to our knowledge of sourcing and supply we can effectively and transparently score bidders' purpose, commitment, and progress in reducing their environmental impacts.

direct linkages to the products offered are not evidenced, will likely not achieve a meaningful score.

The question contains three prompts covering the key areas of interest to the Authority (a, b, and c), and bidders can choose to respond to some or all of these points. A single overall score will be awarded, as detailed in the scoring guidance. These sections outline the expected scope of the answers.

### **Primary<sup>±</sup> product**

This concept applies when a bidder submits multiple products. In this case, the 'Primary product' is the one offered that represents the highest proportion of the forecasted value over the Framework's life. Bidders can base their answers on this primary product and are not required to present solutions for all products offered.

### Question prompts

Important: If you outsource any of these processes, answer the question as if the processes were in-house.

- A. How do you incorporate climate change considerations into your product development and manufacturing processes? Please describe the processes and procedures in place to avoid harmful environmental impacts.
- B. Explain your approach to mitigating harmful environmental impacts in your product sourcing and distribution activities. Focus on the distribution chain from manufacturing to the end customer, including design and its contribution to mitigating impacts in sourcing, transport, logistics, and storage.
- C. How do your product design processes mitigate associated harmful environmental impacts? This question aims to understand the standards in place to minimize impacts throughout the product or service life cycle, such as changes in materials to support reuse or circular economy initiatives.

Bidders should refer to Appendix A for areas of consideration that are important to the Authority.

### **Scoring Guidance (after the introductory period)**

#### **A good response will receive a score of 5 from 5 and be based on**

The bidder providing evidence of processes in place or actions already taken that have led or will lead (based on available evidence) to a measurable reduction of assessed harmful environmental impacts from the product offered.

The bidder can evidence activity over any of the areas highlighted in Appendix A either in fully owned operations or across their product outsourced supply chain.

A 'Good' response will receive a score of 5 out of 5 and should include evidence of processes or actions taken to measurably reduce harmful environmental impacts from the offered product. Two specific examples demonstrating progress over the past three years are required.

In addition, these examples should have an associated, measurable reduction or avoidance of environmental impact, supported by evidence-based calculations or external validation.

**A 'Fair' response, will receive a score of 3 from 5 and be based on:**

The same evidence is expected as in 'Good' responses, except that measurable or validated reductions in environmental impact are not required.

**A limited response will receive a score of 1 from 5 and be based on:**

Bidders providing action plans without the two specific examples needed for a 'Fair' score.

**A poor response will receive a score of 0 from 5 and be characterised by the following:**

Lacks evidence of any planned activities to address the issue.

## APPENDIX A: POTENTIAL AREAS OF CONSIDERATION

Provided below is further guidance on areas that bidders may consider offering evidence of progress against, please note this is not exhaustive; progress can be evidenced against any of the areas (a, b & c) presented in the question:

- Raw material sourcing policies take account of.
  - i. management of scarce resources
  - ii. protection of natural habitats and biodiversity
  - iii. that the supply of materials does not contribute to deforestation or land degradation
- Manufacturing sites for the product(s) offered are being powered by sources that do not emit carbon dioxide.
- Manufacturing processes take account of scarce resources and take steps to minimise resource use.
- Product material reviews in place targeting reduced impacts i.e.
  - i. Reduction in raw materials by weight
  - ii. Reduction in virgin materials e.g., replaced by recycled material.
  - iii. Replacement of difficult to recycle materials by biodegradable materials or higher-grade plastics that are more suited to recycling.
  - iv. Materials that are easier to manipulate during the manufacturing process e.g., are less energy intensive.
  - v. Changes to product(s) or packaging that make it easier for the end customer or consumer to re-use or recycle the product or part thereof.
- Continuous review of distribution processes evidencing.
  - i. Energy reduction in storage and warehousing facilities for the product(s)
  - ii. Transition in progress in storage and warehousing facilities for the product(s) from fossil fuels to being powered by sources that do not emit carbon dioxide.

Upgrading of product(s) transportation capabilities including transition to low emission fleet, use of best practice processes and technology to reduce miles travelled.