



Sustainable Action Plan

Sustainable Purchasing Plan

2019

Purchasing and Contracting Services
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2019 PCS Sustainable Purchasing Action Plan

Purchasing and Contracting Services (PCS) is pleased to announce a sustainable purchasing program, in cooperation with University of Oregon's (UO) Office of Sustainability. This plan furthers the university's commitment to sustainability and to our [Climate Action Plan](#) and Comprehensive Environmental Policy.

This plan serves as the required support plan addressing principle five of UO's [Comprehensive Environmental Policy](#): "Purchasing – The University will strive to obtain 'best value' by balancing, as both appropriate and permissible, life cycle costs and social and environmental impacts when purchasing goods and services. Where both appropriate and permissible, the University will write specific purchasing policies to guide decision-making on frequently purchased items."

PCS is the conduit that connects the university to its supply chain, which is the goods and services the university purchases from its suppliers. Due to multiple levels of complexity, most universities and service organizations do not track or report the environmental footprint of their supply chains (Robinson, Tewkesbury, Kemp, & Williams, 2017). The university's reportable carbon emissions in the 2017-2018 academic year were 55,991 Metric Tons of Carbon Dioxide Equivalent (MTCDe) (University of Oregon - Office of Sustainability, 2018). The portion of UO's supply chain that is processed through PCS but not reported in the standard emissions inventory represents an estimated additional 18,664 MTCDe's — 25% of the university's total emissions. That amount is the equivalent of 247 tanker trucks filled with gasoline¹.

Our sustainable purchasing program will address the environmental, social, and economic impacts associated with the University of Oregon's purchase of an estimated \$100 million dollars in goods and services annually. Sustainable purchasing means making sure that our suppliers – and the products and services they supply – deliver value for money and generate benefits not only for University of Oregon, but also for the environment, society, and the economy.

We commit to the following actions:

¹ <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

Resources. Allocating sufficient staff and financial resources to the sustainable purchasing program to ensure we meet program goals, achieve outcomes, and consistently and accurately report results.

Leadership. Appoint Grant Baldwin, C.P.M., CPPO, within Purchasing and Contracting Services, to serve as the program leader, empowered to design and implement the sustainable purchasing program.

Engagement. The Chief Procurement Officer (CPO) will establish and lead an inter-departmental, cross-functional advisory committee to establish, support, promote, coordinate, integrate, and maintain the sustainable purchasing program. This advisory committee will meet at least once every six months.

Analysis. To inform program design and strategic planning, the program leader will create a shared understanding of current and future spending patterns and purchasing needs at University of Oregon and identify the largest and most material sustainability-related impacts and opportunities generated from our purchasing. This will be done by conducting a sustainability spend analysis or identifying existing comparable studies.

Plan. The program leader, in consultation with the CPO, Office of Sustainability staff, advisory committee, and other stakeholders such as key budget holders and suppliers will create a Sustainable Purchasing Action Plan (hereafter “Action Plan”). The Action Plan will:

- Prioritize categories of spending for sustainable purchasing based on the results of the sustainability spend analysis;
- Establish quantitative goals for each category;
- Identify the specific implementation strategies to achieve goals; and
- Describe coordination, communications, measurement, and reporting responsibilities.

Implementation. The program leader will engage appropriate internal and external stakeholders to implement the Action Plan. Implementation strategies may be taken at any step in the purchasing cycle, and may include:

- Undertaking a needs analysis to potentially reduce spending in a given category;
- Conducting market assessments and engaging suppliers to determine the availability of viable and innovative procurement options;

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- Developing specifications and contract language that align with guidance set forth by the Sustainable Purchasing Leadership Council (SPLC) including recommendations on existing standards, eco-labels, and certification requirements;
 - Seeking disclosure of relevant sustainability information from suppliers, leveraging shared or existing data when available, and communicating preferences for innovative sustainability solutions;
 - Engaging and rewarding suppliers for helping UO meet its sustainability goals;
 - Engaging and rewarding key suppliers for establishing and meeting their own sustainability goals;
 - Calculating the total cost of ownership to determine the economic value of procurement over the product and/or services' lifecycle;
 - Conducting training for purchasing staff, users of goods and services, and/or suppliers on sustainability considerations;
 - Incorporating sustainable purchasing into performance metrics for colleges and departments, and for relevant staff members;
 - Incorporating sustainable purchasing into performance metrics for suppliers (e.g., conducting quarterly business reviews).

Tracking. The program leader, in consultation with the advisory committee and key stakeholders, will design a monitoring and reporting system to track progress in implementing the Action Plan and to measure and report on performance outcomes.

Reporting. Each year, the program leader will report on progress to the CPO and Office of Sustainability, and each year will report to stakeholders about sustainable purchasing activities and outcomes. The report will include details on:

- Number and type of sustainable purchasing strategies undertaken, reported by category, commodity, supplier segment, agency, or division;
- Total contracting amount and percent spent implementing the sustainable purchasing strategies described in the Action Plan; and
- The key environmental, social, and or economic outcomes associated with sustainable purchasing strategies undertaken.

Continuous Improvement. The program leader, CPO, and Office of Sustainability staff will review progress every year to inform continuous improvement of the sustainable purchasing program. The program leader will also review and update the Action Plan every year and adjust if needed.

Share. University of Oregon will contribute lessons learned from its program to the broader community of professionals working to promote sustainable purchasing.

This plan will further actions that are already underway, including:

- increasing the amount and value of sustainable products available on our e-procurement site, Duck Depot;
- encouraging staff to make purchases through Duck Depot, where we can gather stronger data on UO's purchasing footprint and better negotiate enterprise-wide supplier agreements that further sustainability and decrease prices;
- making recycled printer paper the most affordable option available to UO purchasers and instituting university-wide managed printers to strategically target paper use reductions;
- engaging stakeholders in facilities, janitorial, and sanitation to target an enterprise-wide solution that includes sustainability as a foundational component;
- engaging stakeholders in Information Services around their needs and ways to increase sustainability in purchasing, management, and disposal of computing software, hardware, and energy.

As UO President Michael Schill stated in his letter announcing UO's recently updated Climate Action Plan, "The UO is proud of our achievements in environmental sustainability, but we know there is more to do." ²

PCS is excited to bring a new challenge and opportunity to the UO community that will draw upon the ideas, expertise, and passion of internal and external stakeholders and join forces to solve a common problem.³

² <https://president.uoregon.edu/university-oregons-updated-climate-action-plan>

³ The Sustainable Purchasing Action Plan is based on best practices and guidance developed by the Sustainable Purchasing Leadership Council (SPLC), a not-for-profit, 180 member organization comprised of purchasers, suppliers, and public interest advocates. The purchasing membership represents over \$300 billion in collective purchasing power—one third of purchasing members are equally split between higher education institutions and government entities that are engaged in public purchasing.

Works Cited

Robinson, O. J., Tewkesbury, A., Kemp, S., & Williams, I. D. (2017). "Towards a universal carbon footprint standard: A case study of carbon management at universities." *Journal of Cleaner Production* 172, 4435-4455.

University of Oregon - Office of Sustainability. (2018, October 9). *Greenhouse Gas Inventory*. Retrieved from <https://cpfm.uoregon.edu/greenhouse-gas-inventory>: <https://cpfm.uoregon.edu/greenhouse-gas-inventory>