Nanaimo's Proposed
Sustainable Procurement Policy

November 23rd, 2020

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Agenda

1. Project Status Update

2. Orientation to Draft SP Policy

3. Feedback & Next Steps

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Project Status Update

Work in Progress: Oct. – March. 2021

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Action Plan: Program Goals

G1 Program: Build out all 10 elements of a best practice program

G2 Activity: Meaningfully and regularly incorporate sustainability into procurement decision-making

G3 Impact: Improve positive environmental, social, and ethical impacts as a result of procurement activities

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End of Phase 1: Aug. 2020

STRATEGY & ACTION PLAN

POLICY

PROCUREMENT PROCESSES

TRAINING & ENGAGEMENT

SUPPLIER ENGAGEMENT

STAFFING & RESOURCES

HIPO LIST

TOOLS

MEASUREMENT & REPORTING

LEADERSHIP & COLLABORATION

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Staffing & Resources

- Manage a Cross-Departmental Working Group

- Maintain membership in CCSPI and CCSP

- Support the business case for a FTE Buyer

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Policy Development

- Develop a Sustainable Procurement Policy

- Consult City staff during Policy development

- Approve Policy with Council

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Toolkit Development

- Adopt tools available through CCSP and CCSPI

- Tailor tools to align with Nanaimo's processes

- Train City Buyers and other staff on using tools

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HIPO List Implementation

- Identify upcoming procurements

- Incorporate sustainability considerations into bids
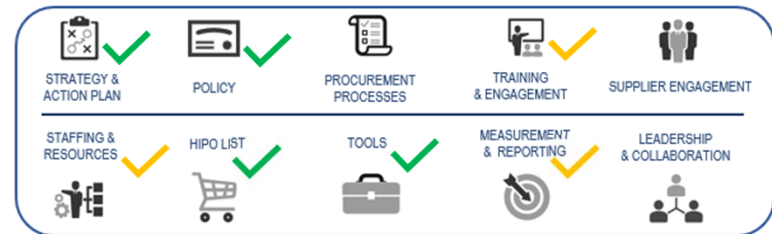
- Track outcomes from successful HIPOs

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Working HIPO List

Vending Services

Electronic equipment

Capital Projects

Pest Control

Catering & Food Services

Paper & Print Materials

Office Furniture

Cleaning Services

Uniforms & Apparel

Landscaping Equipment

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Measures for Evaluation

- Refine the list of desired indicators

- Assess data collection possibilities

- Develop targets for the chosen indicators

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End of Phase 2: March 2021

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March. 2021 – Dec. 2021

3 Focus Areas

1. **Training & Engagement**
   a) Develop an Engagement Plan
   b) Roll-out communications and training for City staff

2. **Piloting & Refining**
   a) Develop SP Procedures and practice using Tools
   b) HIPO list implementation
   c) Data collection and KPI tracking

3. **Supplier Engagement**
   a) Inform and consult local/strategic suppliers
   b) Pilot a VPM initiative

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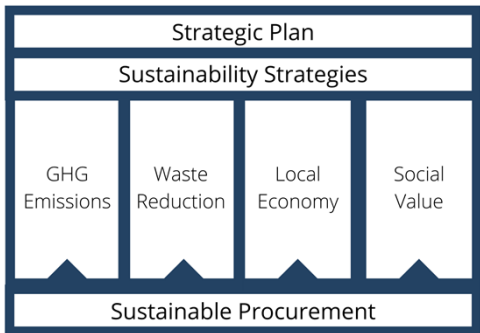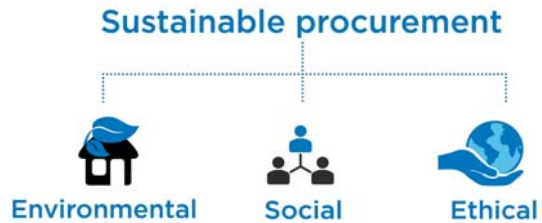
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Policy Overview

The Sustainable Procurement Policy Unpacked

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Procurement that Enables Strategy

| Strategic Plan |
| Sustainability Strategies |

| GHG Emissions | Waste Reduction | Local Economy | Social Value |

| Sustainable Procurement |

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Working Definition of Sustainable Procurement

Sustainable procurement

Environmental   Social   Ethical

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Environmental SDGs

- Energy Efficiency and GHG Reduction

- Waste Reduction and Diversion

- Water Quality and Conservation

- Ecosystems and Biodiversity Protection

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Social SDGs

- Contracting, employment, skills and training for equity-seeking groups

- Indigenous economic opportunity

- Fair and living wage

- Local economic development

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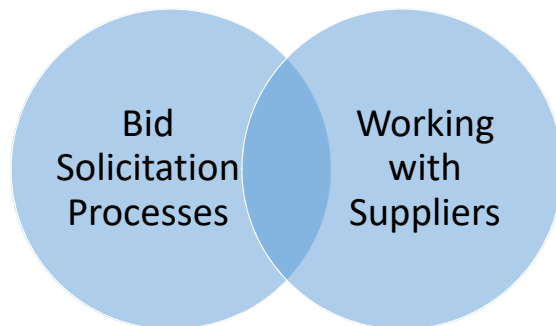CONSULTING.COM

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Ethical SDGs

- Safety

- Health and wellness

- Human rights

- Working conditions

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Sustainability & SDG Priorities for the Policy

Environmental
- ☑ GHG Emissions
- ☑ Waste Reduction
- ☑ Water conservation

Social
- ☑ Local Employment
- ☑ Supplier Diversity
- ☑ Indigenous Reconciliation

Ethical
- ☑ Labour Standards
- ☑ Fair Wage
- ☑ Health & Safety

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Sustainable Procurement Approach

Bid Solicitation Processes

Working with Suppliers

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3 Separate Elements; Each with a Purpose

Policy
- What we commit to doing; vision

ocedures
- When we will do it; updated SOPs

Tools
- How we will make better decisions

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Policy Features: What the City is signing up for!

6 'calls to action' under the proposed Sustainable Procurement Policy

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1. Think before we buy

Consider the sustainability impacts of goods and services in sourcing strategies to identify likely environmental, social, or ethical issues related to a given procurement.

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Scaled for Spending Levels

P3's & Capital Projects

Tenders & RFP's

Low-value & P-cards

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2. Include the right stuff

Integrate the most relevant desired or mandatory sustainability requirements into competitive bid specifications, solicitation documents and selection processes.
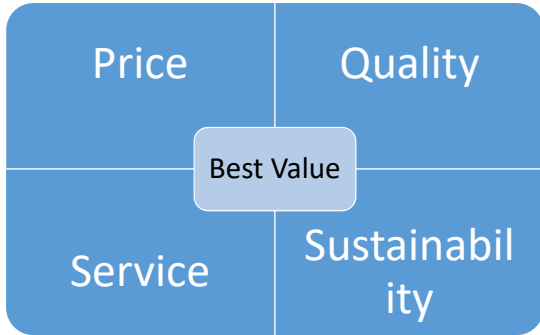
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3. Give it some weight

Include sustainability as part of evaluation processes, alongside other criteria like price, quality, and service, for which weighting will be determined case by case.

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Sustainability as one of several criteria

Price	Quality
	Best Value
Service	Sustainability

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4. Talk about it

Communicate with suppliers about the City's sustainable procurement practices and engage with suppliers when opportunities arise to improve their sustainability performance.

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5. Make a public commitment

Set measures to monitor progress of sustainable procurement implementation as well as the benefits achieved.

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6. Follow through as best you can

Incorporate sustainability considerations into standard vendor management and contract compliance practices where appropriate.
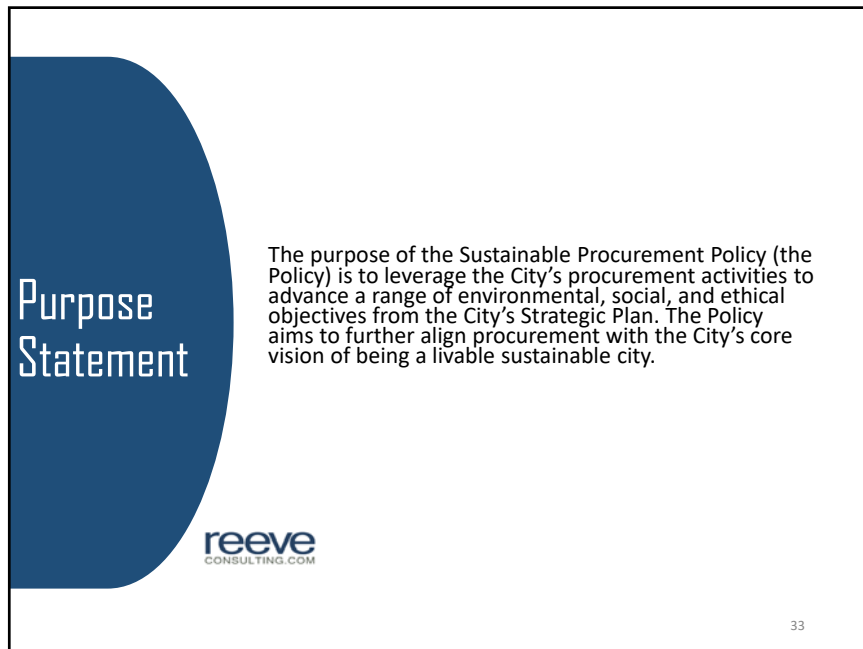
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Policy Feedback

Key questions to inform Policy development
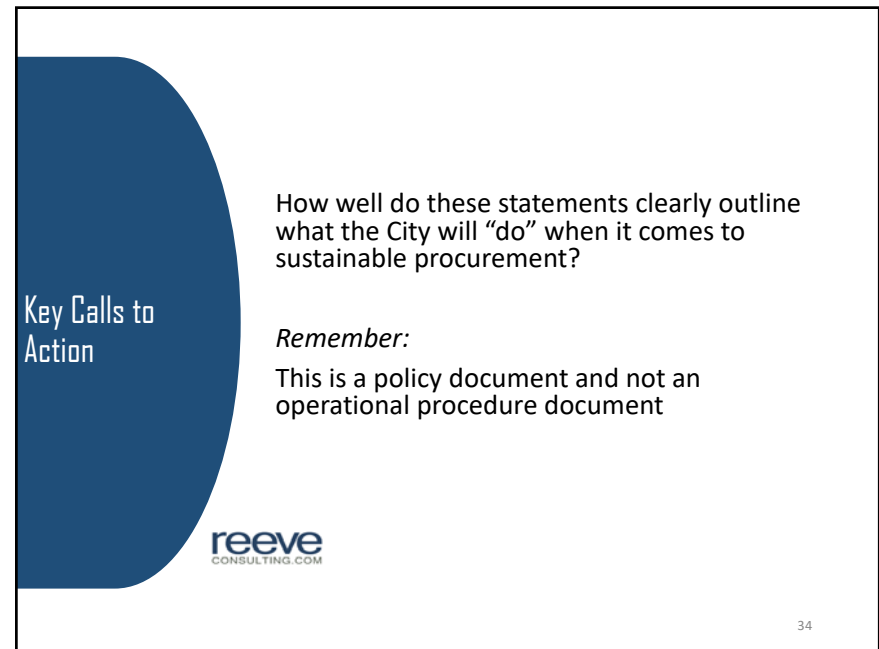
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Purpose Statement

The purpose of the Sustainable Procurement Policy (the Policy) is to leverage the City's procurement activities to advance a range of environmental, social, and ethical objectives from the City's Strategic Plan. The Policy aims to further align procurement with the City's core vision of being a livable sustainable city.

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Key Calls to Action

How well do these statements clearly outline what the City will "do" when it comes to sustainable procurement?

Remember:

This is a policy document and not an operational procedure document

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Slide 35

Focal Sustainability Priorities

How well does this section help you understand the shortlisted sustainability priorities for consideration within sustainable procurement?

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Slide 36 — Sustainability & SDG Priorities for the Policy

Environmental
- ☑ GHG Emissions
- ☑ Waste Reduction
- ☑ Water conservation

Social
- ☑ Local Employment
- ☑ Supplier Diversity
- ☑ Indigenous Reconciliation

Ethical
- ☑ Labour Standards
- ☑ Fair Wage
- ☑ Health & Safety

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Next Steps

1. Refine draft SP Policy

2. Present to Council (Jan.)

3. Continue other Program Elements

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Thank-you

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