

Responsible Procurement Guidance Checklist

| PROCUREMENT INFORMATION | |
|-------------------------------|--|
| Purchase description: | |
| College/Professional Service: | |
| Key contact: | |

| SOCIAL | |
|--|---|
| Consider if any of the following points are relevant to your purchase: | |
| <input type="checkbox"/> Could the relationship with the supplier offer additional benefits to the University community? | <input type="checkbox"/> Apprenticeship/training opportunities <input type="checkbox"/> Student engagement <input type="checkbox"/> Support for community initiatives |
| <input type="checkbox"/> Are you aware of any third sector organisations, small and medium sized enterprises or supported businesses that could provide a quote? | |
| <input type="checkbox"/> Are there any relevant social standards or labels/goals applicable? | |
| <u>Notes</u> <i>Please use this box to expand on any relevant points in this section</i> | |

| ETHICAL | |
|---|--|
| Consider if any of the following points are relevant to your purchase | |
| <input type="checkbox"/> Do you know if the supplier pays the Living Wage ? | |
| <input type="checkbox"/> Do you know if the supplier has a Modern Slavery statement? (this can usually be found on their website) | |
| <input type="checkbox"/> Are there any relevant ethical standards or labels/goals applicable? | |
| <u>Notes</u> <i>Please use this box to expand on any relevant points in this section</i> | |

ENVIRONMENTAL

Consider if any of the following points are relevant to your purchase

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Could you reuse existing assets / people instead of purchasing new? | |
| <input type="checkbox"/> | Can internal (or other sector) resources be used to reduce needs / costs of more expensive externally sourced goods / services? | |
| <input type="checkbox"/> | Have you considered the whole life costing of the purchase e.g., repairs/maintenance and end of life disposal as well as upfront costs? | |
| <input type="checkbox"/> | Will this purchase help to achieve carbon reduction? | |
| <input type="checkbox"/> | Does the product make efficient use of resources? Does the product use energy, fuel or water more efficiently or uses less paper, ink, light or other resources? | |
| <input type="checkbox"/> | Does the product have minimal content and use of toxic substances in production and final product? | |
| <input type="checkbox"/> | Is the product purchased from local supplier, which minimizes the ecological footprint, such as transportation and packaging cost? | |
| <input type="checkbox"/> | Can the additional cost accounted for improved quality be reimbursed in lower operating costs over 5 years? | |
| <input type="checkbox"/> | Are there any relevant environmental standards or labels/goals applicable? | |

Notes

Please use this box to expand on any relevant points in this section

RESOURCES

See below some links that might help in considering responsible procurement

- | | | |
|--------------------------|--------------------------------------|--|
| <input type="checkbox"/> | General Sustainable Procurement | Government Buying Standards Green Public Procurement criteria |
| <input type="checkbox"/> | Workers' rights in ICT supply chains | Electronics Watch |
| <input type="checkbox"/> | Circular Economy | Ellen MacArthur Foundation |
| <input type="checkbox"/> | Laboratory equipment sharing/leasing | EDAM database |
| <input type="checkbox"/> | Existing contracts and frameworks | University Contracts |
| <input type="checkbox"/> | Procurement Department contact | procurement@exeter.ac.uk |