

Policy Title: Sustainable Procurement

Policy Number: 03-06-09

Section: Corporate Administration

Subsection: Acquisition/Disposal of Good and Services

Effective Date: July 1, 2018

Last Review Date: May, 2021

Approved by:

Owner Division/Contact:

Council

Procurement Services, Corporate Business Services Division, Corporate Services Department

Policy Statement

The City of Mississauga is committed to continuously improve the social and environmental impacts of its procurement of Goods and Services in a transparent and accountable way that balances fiscal responsibility, social equity and environmental stewardship

Purpose

This Sustainable Procurement policy is intended to:

- Define Sustainable Procurement
- Communicate the City’s commitment to Sustainable Procurement
- Identify the sustainability aspects for consideration within procurement processes
- Empower staff to be innovative and demonstrate leadership by incorporating sustainability aspects into the procurement of Goods and Services
- Identify roles and responsibilities in the implementation of Sustainable Procurement, and
- Position Sustainable Procurement within the context of the City’s Strategic Plan and Living Green Master Plan

Scope

This policy applies to the procurement of all Goods and Services required by the City.

This policy supplements the Procurement By-law 0013-2022 and is related to Corporate Policies and Procedures - Environment and Conservation - Corporate Environmental Principles and Corporate Green Fleet and Equipment.

Definitions

For the purposes of this policy:

“Buyer” means a Buyer in the City’s Procurement Services Section, Corporate Business Services Division who is assigned responsibility for a particular acquisition.

“Contract Manager” means a City employee who has been authorized and assigned the responsibility of overseeing a particular bid or contract.

“Environmental Specialist” means City staff with environmental expertise, such as but not limited to Energy Management, Facility and Property Management, Corporate Services Department; the Parks, Forestry & Environment Division, Community Services Department; and Environmental Services, Infrastructure Planning & Engineering Services Division, Transportation and Works Department .

“Goods” means goods of all kinds, including both tangible and intangible goods, including but not limited to supplies, materials, equipment and licences.

“Procurement By-Law” or “By-Law” means the City’s By-Law 0013-2022, as amended, which pertains to the acquisition of Goods and Services and the disposition of surplus Goods.

“Services” means services of all kinds, including labour, construction, maintenance and professional and consulting services.

“Sustainable Procurement” means considering social and environmental factors in the procurement process, in addition to traditional factors such as price, quality and service. It addresses both the sustainability factors related to specific Goods or Services and the practices of suppliers along the supply chain. Sustainable Procurement considers total costs (e.g., purchase, operating/maintenance, disposal or recycling costs) and supports ‘Best Value’ procurement.

Roles & Responsibilities

Director, Corporate Business Services

The Director, Corporate Business Services is accountable for:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions
- Program performance, including managing program planning and resourcing
- Monitoring and evaluating performance metrics, and
- Reporting to Council and the public on Sustainable Procurement progress annually for three years from the effective date of this policy and regularly thereafter

Manager, Procurement Services:

The Manager, Procurement Services is accountable for:

- Ensuring applicable staff are aware of this policy and of any subsequent revisions
- Executing this policy and supporting procedures
- Managing program roll-out and organizational planning and capacity building, including providing support to Buyers, as required
- Providing training and/or support to managers/supervisors, as requested
- Managing programs that support suppliers to improve their sustainability practices
- Identifying opportunities for collaborative work, within legal boundaries
- Recommending resourcing, and
- Coordinating implementation of Sustainable Procurement activities

Managers/Supervisors

Managers/supervisors with staff who are responsible for purchasing are accountable for:

- Ensuring staff in their respective work units are aware of this policy and any subsequent revisions
- Ensuring applicable staff are trained on this policy, as well as any subsequent revisions, with respect to their specific job function, and
- Ensuring staff comply with this policy

Buyers

Buyers are accountable for:

- Complying with this policy and supporting procedures
- Developing subject matter expertise, with support from the Manager, Procurement Services, as required
- Championing Sustainable Procurement to client departments
- Coordinating market analysis and research, and
- Applying best practice procurement tools

All Employees

All Employees are accountable for:

- Complying with this policy and supporting procedures
- Identifying opportunities for sustainability when planning for procurement
- Recommending specifications, and
- Engaging in risk and opportunity and total cost of ownership analysis

Contract Managers

Contract Managers are accountable for monitoring supplier performance and ensuring sustainability compliance.

Environmental Specialists

The City's Environmental Specialists are accountable for:

- Recommending specifications, and
- Engaging in risk and opportunity analysis

Sustainable Procurement Principles

The City's guiding sustainability principles are to:

Be Accountable and Transparent

- Be transparent in our approach to Sustainable Procurement and inform suppliers and other impacted stakeholders about our Sustainable Procurement methods and decision making

Consider all Costs and Impacts

- Consider the total cost incurred over the Goods or Service life ("Total Cost of Ownership"), value for money achieved ("Best Value") and the lifecycle benefits and impacts on society, the environment and economy resulting from procurement activities ("Lifecycle Cost"), and
- Seek to be proactive in preventing potential short and long-term environmental and social risks

Collaborate and Influence

- Collaborate with peer organizations to achieve Sustainable Procurement objectives in our shared supply chains
- Encourage and support suppliers to continually improve their sustainability practices and outcomes, and the sustainability impacts of their Goods and Services and supply chain, where possible and appropriate, and
- Work with internal and external stakeholders to implement this policy and evolve it over time

Consider Procurement Alternatives

- Seek to reduce demand through efficient use
- Consider possible alternatives to buying new Goods, including reuse, sharing between divisions, refurbishing, appropriate order quantity, leasing rather than buying, and
- Consider dividing large and multiple category contracts to provide greater access to bidding opportunities for suppliers of all sizes, while operating within the perimeters of the By-Law

Aim for Continuous Improvement

- Work towards continually improving our Sustainable Procurement practices and outcomes, meeting or exceeding best practices in Sustainable Procurement, and
- Review and update the Sustainable Procurement policy a minimum of every three years

Sustainable Procurement Commitments

The City is committed to:

- Seeking Goods and Services that meet the City's requirements and deliver sustainability benefits
- Seeking suppliers that have leading sustainability practices in their governance, supply chain or operations
- Setting minimum standards for human rights and fair labour, health and safety and environmental practices in the procurement process, as per the standards in our Supplier Code of Conduct (see Appendix A)
- Including environmental and social considerations in procurement evaluations when scored criteria are applicable
- Collaborating with our supplier community to foster improved sustainability practices
- Using procurement to advance sustainability innovations via pilot and demonstration projects
- Ensuring staff have the resources needed, including training and funding, to support the implementation and ongoing application of this policy
- Collaborating with other local public sector buyers on shared Sustainable Procurement goals, and
- Monitoring and publicly reporting on implementation progress

Sustainable Procurement Practices

The City will consider sustainability in its procurement processes, measure its progress and strive for continuous improvement over time. While not all sustainability aspects will be incorporated into every purchase, it is the intent of this policy that City employees will endeavour to incorporate and balance all relevant factors to the maximum extent possible.

The City will consider both the lifecycle impacts of the Goods and Services that are purchased, as well as the sustainability practices of its suppliers. The sustainability aspects that may be considered for any procurement include, but are not limited to:

- Environmental aspects, including purchasing Goods and Services from suppliers that:
 - Reduce material use, waste and packaging and promote reuse, recycled content, recyclability, reparability, upgradability, durability, biodegradability and renewable products
 - Maximize energy efficiency
 - Reduce greenhouse gas (GHG) emissions and air pollution, mitigate climate change and support climate change adaptation
 - Conserve water and/or improve water quality
 - Reduce or eliminate the use of toxins and hazardous chemicals, and
 - Contribute to biodiversity preservation and habitat restoration

- Social aspects, including purchasing Goods and Services from:
 - Suppliers, including social enterprises, which provide employment and training for youth and people with employment barriers (e.g. people with disabilities, new immigrants, chronically unemployed, ex-offenders, etc.)
 - Suppliers that demonstrate best practices in workplace diversity, inclusion and accessibility (e.g., women, indigenous, minority-owned businesses or businesses owned by persons with disabilities)
 - Suppliers that make and or sell Goods that are certified Fairtrade (i.e., distinguished by the independent consumer product label that meets the international Fairtrade Standards, meaning the product has been certified to offer a better deal to the farmers and workers involved), and
 - Suppliers with good health and safety work place practices
- Ethical aspects, including purchasing Goods and Services from:
 - Suppliers that exhibit fair labour practices and respect human rights in alignment with the City's Supplier Code of Conduct (see Appendix A)

Monitoring and Evaluation

Procurement Services will:

- Monitor policy implementation and achievement of Sustainable Procurement goals and targets
- Measure progress on implementing Sustainable Procurement at a process level (i.e., measuring and tracking when the policy is being applied), and
- Work toward measuring the outcomes and impacts of Sustainable Procurement (e.g., environmental benefits, cost savings, skills development, employment opportunities, etc.)

Revision History

Reference	Description
GC-0357-2017 – June 21, 2017	Effective date – January 1, 2018
March 20, 2019	Housekeeping to update Division name to Parks, Forestry & Environment.
November 26, 2020	Housekeeping to reference Corporate Green Fleet and Equipment policy.
May 31, 2021	Scheduled review. No changes required.
March 14, 2022	Housekeeping to reflect reorg and new Procurement By-law.