



# NOMINATION FORM

**Nominee Information**

Public Sector Procurement Project SUSTAINABLE PROCUREMENT PRACTICES

Team Name \_\_\_\_\_ Team Leader \_\_\_\_\_

Organization GREATER VANCOUVER REGIONAL DISTRICT

Team participants \_\_\_\_\_

Category of public sector MUNICIPAL

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**Nomination submitted by**

Name TRACEY S. HUSOY Title PURCHASING & RISK MANAGER

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**Certification**

To the best of my knowledge, I certify that the information provided is accurate and true.

Signature *Tracey Husoy* Date June 27/07

**Structure of the submission**

The nomination form must be accompanied by an overview of the project you wish to profile. We provide you with the following outline to help you structure your submission. You are welcome to include additional information that you feel is pertinent but the submission should not exceed five (5) pages. If you have any questions, please contact us at [award@summitconnects.com](mailto:award@summitconnects.com).

- Project objectives
- Brief description of the project
- Summary of project experience — How did it go?
- Contribution of project to key criteria:
  - high degree of innovation — new ideas or approaches in either operational or policy settings;
  - measurable and significant benefit — savings, efficiency and effectiveness, satisfy the stated objectives of the project;
  - transferability — the central idea or approach shows some promise for being used in other areas of the public sector;
  - advancing professionalism within the community.

The submission must include a letter of reference from a senior manager or procurement supervisor on the project — someone other than the team leader submitting the nomination.



## Introduction

The Greater Vancouver Regional District (GVRD) has set its sights on becoming a world class model of a sustainable metropolitan area. The GVRD's Sustainable Region Initiative provides an overarching philosophy and organizational framework that aligns all regional programs and activities with the principles of sustainability. With a focus on "Turning Ideas into Action," the SRI seeks our best sustainable practices and applies them to all facets of GVRD operations. Under the auspices of the SRI, the Greater Vancouver Regional District is committed to seeking social, environmental, and economic sustainability through its internal corporate actions, through the delivery of services under its formal mandates, and as a partner in matters of regional interest beyond these formal mandates.

### 1. Brief description of the project

On January 1, 2007, GVRD implemented a sustainable procurement policy framework which embeds sustainability in GVRD's practices and those of our contractors and suppliers. This framework includes all three components of sustainability - financial, environmental and social – ensuring that GVRD's procurement decisions include consideration of long term value for funding, have a positive long term impact on the environment and support social development.

The sustainable procurement policy framework and related procedures apply to all formal competitive processes. While the financial considerations, including life cycle costing, continue to be a key criterion in any procurement decision, bidders are required to complete and submit a "Declaration of Environmental Practices and/or Declaration of Social Practices" as part of their bid package. The Declaration Forms address compliance to environmental and social laws and regulations, and require bidders to advise us of any convictions they've encountered over the past three years. Bid documents clearly state that a very poor history such as a record of/or a serious conviction under environmental or human rights/labour regulations can result in disqualification and includes the right to disqualify a bid or cancel a contract should false statements be brought to our attention during the bid or contract period. In addition, bidders are asked to submit information regarding other environmental and social extraordinary impacts which, combined with the information contained on the Declaration Forms, are part of the overall selection process (limited to 5% each).

For example, our current office supplies contractor provides us a number of environmentally preferred products at competitive prices, has no convictions related to environment or human rights, labour, or workplace safety laws and regulations and for their social extraordinary impact,

participate in a program that assists individuals that are otherwise difficult to employ with their re-entry into the labour market.

## **2. Summary of project experience**

The new procedures have applied to all formal competitive processes since January 1, 2007. As of May 15, 2007, fifty-nine competitive bid opportunities have been issued, resulting in a total of 140 submissions. Only one submission was rejected for non-compliance as a result of the sustainability criteria and another that had declared a conviction was not rejected as it was determined by GVRD that the conviction was not material to the service purchased. We believe this is a testament to the clarity of our instructions in the bid packages and the support we have received from our contractors and suppliers for including their sustainable practices in the evaluation process.

The most significant benefit of implementing the sustainable procurement policy framework is in the message that it sends to all our contractors and suppliers - that our procurement decisions have changed and now includes all three key aspects of sustainability (financial, social and environmental).

## **3. Contribution of project to key criteria**

GVRD's approach to "sustainable procurement" differs from traditional methods in that it takes into account the bidder's past practices regarding environment, human rights, employment and workplace safety laws and regulations, and their extraordinary environmental and/or social impacts in addition to the specifications/requirements and overall cost.

It is simple yet innovative and allows the discipline of sourcing (who we buy from) to operate independently from the specifications/requirements (what we buy). It has the distinct advantage to work in partnership with other sustainable aspects of a bid package or in the absence of any.

The new procedures allow us to specify sustainable design standards in our requirements (such as building to LEED standards), or to include product specifications based on positive environmental impacts (i.e. percentage of fly ash in concrete mix) and to encourage re-cycling or re-using products that result from demolitions of existing structures and at the same time ensures we take into consideration the past practice of the bidders and their extraordinary impacts.

A unique feature of the sustainable procurement policy framework is that while GVRD relies on voluntary disclosure of information, we are leveraging the public domain in which we operate to assist in the policing aspect. Public review of the information submitted is frequent, and we believe false statements will likely be brought to our attention.

This innovative approach can be easily adopted by other public entities. It is not elaborate or costly, was introduced with no additional staffing or resources, and is an inexpensive and effective means to expedite any public entity's sustainable procurement efforts.



*Deputy Chief Administrative Officer*  
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June 22, 2007

The Leadership in Public Procurement 2007 Award  
c/o Summit Magazine and Canadian Public Procurement Council

I am pleased to recommend the (GVRD) Greater Vancouver Regional District's framework for sustainable procurement for the Leadership in Public Procurement 2007 Award sponsored by Summit magazine and the Canadian Public Procurement Council. GVRD has set its sights on becoming a world class model of sustainability. This year's implementation of our sustainable procurement is a significant step forward in applying sustainable practices to GVRD operations. We believe we are setting the bar for ourselves, our contractors and suppliers, and other public purchasers and corporations with this unique approach to sustainable procurement.

Yours truly,

Delia Laglagaron  
Deputy Chief Administrative Officer