

# Sustainable Procurement

## 3 day training course

9.30 – 4.00pm, Wednesday – Friday  
13<sup>th</sup> October – 15 October 2010

**Location: Pera Conference Centre, Melton Mowbray,  
LE13 OPB**



**East Midlands**  
Improvement and  
Efficiency Partnership

### A Free Event...

Defra is supporting a comprehensive training programme for local government as part of the Marrakech Taskforce Force\* (MTF) on Sustainable Public Procurement (SPP), including Green Public Procurement (GPP).

This 3 day training course is deigned to help Local Government Procurement practioners understand the practical aspects of sustainable procurement

### You will have an opportunity to:

- ✓ Understand about SPP and the Marrakech Task Force
- ✓ Focus on taking real and practical action to embed sustainable procurement into your organisation
- ✓ Learn about prioritizing impacts.

### Daily timetable:

9.00am	Arrival, registration and refreshments
9.30	Commence
11.00	Coffee break
12.30	Lunch
1.15	Recommence
2.30	Tea break
4.00	Finish for the day

### Who should attend?

- Sustainable Procurement leads and those officers with an interest in Sustainable Procurement from Local Authorities.

Places are limited.  
Book your FREE place today - contact:

**Lois Dale**  
East Midlands Improvement and Efficiency  
Partnership

Tel: 0115 977 4921

Email: [lois.dale@nottsc.gov.uk](mailto:lois.dale@nottsc.gov.uk)

Web: [www.eastmidlandsiep.gov.uk](http://www.eastmidlandsiep.gov.uk)

## Day One to cover

- 1 Introduction to SPPTP, Marrakech Task Force and SPP Principles
- 2 Assessing and understanding national/government, regional, organisational/stakeholder SP drivers for local government
  - A Policies, legalities, targets, performance, efficiency, reputation, engagement, empowerment
- 3 Identifying who has a role in effective SP and means of assuring their engagement
- 4 Opportunities and 'barriers' to SP in local government
  - Guidance, toolkits, case studies, workshop
- 5 Informing procurement and commissioning priorities and decision making
- 6 Identifying sustainability impacts
  - Issues, Examples, Actions, National, Regional
- 7 Prioritise impacts
  - Methodology, Examples, Issues e.g. Carbon Reduction Commitment, Glover and SMEs, Roots and efficiency, Audit Commission and CAA
- 8 Developing risk questions
  - Range of risks, Why it matters, Examples, Legal Considerations
- 9 Analyse expenditure
  - Commodities, Priorities, Highest Risk, Maximise Return, Examples
- 10 Prioritised expenditure list
  - Contrast Spend by Risk, Use of Matrix, Examples
- 11 Assessing Procurement and Commissioning Risk
  - Example Questions, Suppliers Perspective, Issues,
  - Managing Risk, Influencing Suppliers, Examples, Life Cycle Impacts, Risk Management options

## Days 2 & 3 to cover

- 1 *Identifying Needs and Developing the Specification*
  - Sustainability Criteria, Market Capability, Types of Specification, Scope, Principles, Legal Implications
  - Green Public Procurement
  - Benefits, Targets, Myth-Busting, GPP Toolkit, Examples, Mandatory and Preferred Criteria,
  - Eco and Social Labels
  - Specification Criteria, Types of Label,
  - Specifications
  - Links to Risk Assessment, Technical, Performance, Scope, Basic Principles, Criteria, Examples, 'Quick Wins', Legal Implications
  
- 2 *Supplier Evaluation and Selection*
  - Criteria, Questionnaires v Dialogue, Scoring, Legal Implications, Issues, Examples,
  
- 3 *Bid Evaluation*
  - Criteria development
  - Key Award Criteria, Sustainable Procurement Matrix,
  - Cost v sustainability including Whole Life Costing
  - Cost Components, MEAT, Issues,
  - Scoring criteria & weighting
  - Calculating cost
  - Determining the best bid
  - Legal implications
  
- 4 *Contract Implementation and Management*
  - Key contract management principles
  - Integrating sustainability issues
  - Matrix, Mandatory and preferred Criteria, Indicators,
  - Risk and reward mechanisms
  - Motivation, Sustainability Improvements during contract,
  - Links to supply chain management
  - Tracking from source to disposal, Tiered Approach, Risk Assessment, Target Effort,
  
- 5 *Stakeholder engagement in developing SPP approach*
  - Suppliers and other stakeholders (e.g. Non-Governmental Organisations, consumer organisations, general public) involved in developing approach to SPP
  - Why, Who, How; Risks, barriers & challenges; Examples / case studies
  - Stakeholders as part of the delivery process
  - Innovation; leadership; consultation; identifying common priorities; shared learning;
  - Range of stakeholders
  - suppliers, SMEs, contractors, third parties, trade unions; commercial enterprises, not-for-profit companies, social enterprises, community interest companies, small, medium and micro enterprises, etc; Trade associations; Representatives of SMEs, CICs, etc
  - Certification, accreditation and standards; legal considerations;
  - Types of engagement; Risks, barriers and challenges; non-discrimination; managing

expectations;

- Benefits of co-operating and working with other governments and public authorities on promotion of SPP
- Risks of not co-operating and working together:
- Stimulating new product development around sustainability;
- Risks, barriers and challenges; legal considerations; Pre-Procurement; Prioritisation; balancing cost, risk and opportunity