

Green Procurement Policy

1. Green Procurement Policy Objectives

Aurora has a community culture of environmental and economic leadership with a focus on providing a sustainable future for families and businesses. The Town values reducing greenhouse gas emissions and increasing climate resiliency as part of its commitment to addressing climate change, protecting natural resources and prioritizes protecting the health and safety of its employees. This Green Procurement Policy is established to support the objectives of Council-approved environmental Town plans for eligible procurements.

1.2 Eligible Green Procurements

Environmental impacts of goods and services procured by the Town are evolving over time. Procurements may be considered eligible for Green Procurement when the Town has identified environmental standards for the good or service and/or when the budget for the good or service being procured identifies it as a green initiative. Town staff may also consider Green Procurement for other purchases. It is expected as environmental standards for goods and services evolve and that the specifications will also adapt over time.

2. Staff Planning Responsibilities

Climate change considerations in procurement planning support the Town's climate initiatives. Green procurement objectives can be integrated into the procurement decision-making process through defining specifications and the evaluation process selected for the specific procurement project. To enable this objective, when planning an eligible procurement project, Town staff shall consider climate change impacts and identify whether there is a reasonable opportunity to incorporate green procurement evaluation criteria and specifications into project bid documents.

3. Evaluation Criteria and Specifications in Bid Documents

Given that every procurement is different, and given the wide range of Town needs, statements in Town bid documents should avoid committing the Town to general standards that may not be appropriate in every situation. Town staff should ensure that the green procurement requirements contained in bid documents are rationally connected to the scope of the procurement in question. For example, assessing the environmental factors directly related to the goods that are being purchased or the materials and equipment used on a specific project would likely fall within the scope of the procurement, whereas scoring a bidder on its general carbon footprint for areas of

operation that are not related to the performance of the tendered contract would likely fall outside of the scope of the procurement.

3.1 Legal Considerations

Staff are responsible for developing transparent and defensible green procurement-related evaluation criteria and specifications for their bid documents that are rationally connected to the requirements of the specific procurement, so that bidders understand how the Town's commitment to mitigating climate change translates into specific criteria and requirements in the bidding documents.

3.2 Developing Evaluation Criteria and Procurement Specifications

Staff will be responsible for ensuring that they obtain the appropriate technical industry-specific advice to assist in the development of transparent and defensible green procurement evaluation criteria that meet the following transparency standards:

- a) Bid compliance requirements that set a minimum standard for products should establish a clear pass-fail assessment criterion, such as the provision of a third-party environmental certification, confirming that the product meets the required environmental standards. Staff should avoid the inclusion of vague and non-verifiable standards as part of bid compliance requirements.
- b) Scoring requirements related to green procurement should clearly identify the total percentage weighting allocated to the green procurement category, a breakdown of sub-weightings that identify the specific technical criteria that will be applied to that scoring, and a clear indication of whether the evaluation will include a minimum scoring threshold requirement for the green procurement category that will result in the disqualification of bidders that fail to meet the minimum threshold.
- c) Contract specifications relating to green procurement requirements should be clearly connected to the scope and objectives of the procurement project and should avoid the use of unnecessarily restrictive standards in situations where more than one standard or product can achieve the same environmental objectives.

3.3 Procurement Advice

Town staff should seek procurement advice to assist in the incorporation of transparent and defensible green procurement criteria and requirements, and will remain responsible for ensuring that those requirements and criteria meet the standards of defensibility that apply generally to the preparation of bid documents. As noted above, given the broad range of procurements required by the Town, staff should ensure that they are obtaining

appropriate technical advice from advisors with the requisite industry knowledge to assist in the development of green procurement requirements.

3.4 Reporting

The Procurement Manager will include in the quarterly report to Council a summary the Town's Green Procurement activities including the procurements over \$50,000. The Procurement Manager will also provide an annual update to Council on the progress of expanding Green Procurement over more categories of purchases.