Caltech Procurement Services

Transforming Green Ideals into Sustainable Procurement Practices

Tina Lowenthal
Director
The Role of Procurement in Caltech’s Overall Sustainability Goals

- Caltech’s desire to continue to be in the forefront of environmental awareness involves all Caltech employees and students.

- Procurement has a unique opportunity to assist the Caltech community in the quest to become a more sustainable campus.

- By stating Caltech’s “Sustainable Goals” to Suppliers and potential Suppliers, in addition to educating administrators, P.I.’s, and any other faculty or staff that we interact with, the Procurement Department helps the Sustainability Program and can serve as its beacon.
Our personal practices to contribute to environmental awareness and sustainability reach beyond remembering to put recyclable materials in their appropriate bins or even to conserve electricity by shutting off unnecessary electrical equipment when not in use. While contributions like that are very important, we must remember that we also serve as gateways to how other entities that contract with Caltech, deal with sustainability efforts.

Each Supplier that is reviewed and approved by, and contracted with Caltech, should be made aware of our “Sustainable Goals.”

By placing our sustainability practice preferences within our purchase order terms and conditions we automatically spread the word to those Suppliers that any goods or services that we purchase from them, should have at least a reasonable effort made towards sustainability.
Sustainability in Terms & Conditions

- **Environmental Sustainability/Waste Reduction**
- In support of the Institute’s desire for a more sustainable Campus, the Institute reserves the right to contract with Suppliers who demonstrate such appropriate regard to the following:

  - The Supplier shall make their best effort to:
    - Give appropriate regard to the protection of the natural environment in the recommendation, sourcing, and provision of products to the Institute
    - Practice a “no paper catalogue” and online option for available products and services
    - Refrain from sending the Institute hard copy marketing materials
Sustainability in Terms & Conditions

- Minimize the packaging of any materials sold and delivered to the Institute
- Use of recycled materials and implement a take-back program
- Upon request, provide Supplier’s recycling and sustainability policies and procedures as well as outline any and all sustainable services Supplier provides with regards to the Contract
The Request for Proposals (RFP) is an even greater opportunity for the Procurement Department to reach Caltech’s sustainability goals.

During the RFP process it is important to explore with the department representative which sustainable practices (in addition to the clause within the Purchase Order terms and conditions) would be best suited for their RFP/Agreement.

It is then Procurement’s responsibility to convey those needs and requirements to all the potential Suppliers being sent the RFP.

The selection process of the Supplier can then utilize the “sustainable preferences” as actual “requirements” to ensure their implementation within the contract period.
Sustainability in Request for Proposals (RFPs)

As an environmentally concerned entity desirous to participate in the sustainable practices that impact our community and our world, the Institute requires all services and Suppliers to demonstrate similar environmental commitment by providing proof of their best efforts to be a “Sustainable” business, specifically with regards to Waste Reduction

- Suppliers must implement cost-effective contracting preference programs promoting energy-efficiency, water conservation, and the acquisition of environmentally preferable products and services

- Promote cost-effective waste reduction when creating plans, drawings, specifications, standards, and other product descriptions authorizing material substitutions, extensions of shelf-life, and process improvements
Sustainability in Request for Proposals (RFPs)

- Consider the use of biobased products
- Must have a “no paper catalogue” or “online catalogue” for use unless otherwise requested by an individual of the Institute on a case per case basis
- No further paper marketing materials are to be sent or distributed throughout or to anyone at the Institute unless specifically requested by an individual on a case per case basis
- Supplier must exert their best efforts to minimize the packaging of any materials sold and delivered to the Institute
- Supplier must display their best efforts for use of recycled materials
Sustainability in Request for Proposals (RFPs)

- Supplier must consider the implementation of a take-back program

- Supplier must provide their recycling and sustainability policies and outline any and all sustainable services they provide with regards to the purchase/agreement
Sustainability in Request for Proposals (RFPs)

With every RFP there will be unique requirements and needs that must be met. Therefore, it is important to note that each RFP’s Sustainability Requirements can and should be either added or deleted accordingly.
By making Suppliers aware and agree to the Sustainability requirements within the Purchase Orders and Contracts, they essentially become partners with Caltech.

As a leader in Research and Education around the world, Caltech utilizes the planet as its “extended” Campus.

It is not unrealistic to believe that if a Supplier implements and reaches the “Sustainable Goals” of Caltech, they would also put them into practice with their other customers.

By that extension, those other customers also help Caltech to reach the goal of becoming a more sustainable Campus.