



Sustainable Procurement Approach to Market Checklist

Note to Drafter: The purpose of this Approach to Market Checklist is to assist entities with implementing sustainability requirements and specifications into their Approach To Market documentation. For additional guidance contact C-SPARC at sustainable.procurement@awe.gov.au.

Procurement Details

Procurement title	Procurement of [insert short description]
Procurement type	Select: goods services goods & services consultancy services
Main contact	List your name, team, entity for record keeping purposes

SPG ¹ Paragraph	Activity	Done
2.1	Have you checked and complied with your entity's sustainability policies?	<input type="checkbox"/>
	Have you developed and included sustainability specifications, when defining the requirements and corresponding evaluation criteria?	<input type="checkbox"/>
	Have you identified what information is required from potential suppliers to make robust decisions based on whole-of-life costs for your agency?	<input type="checkbox"/>
	Have you specified a disposal method that will ensure the maximum percentage of materials is recycled?	<input type="checkbox"/>
	Have you included appropriate questions in the ATM documentation that can be used to evaluate how the potential suppliers will manage sustainability risks and opportunities?	<input type="checkbox"/>
	Have you identified any relevant ecolabels, certifications and standards to be applied to the contract?	<input type="checkbox"/>
2.2	Have you developed relevant Key Performance Indicators (KPIs) for the contract to monitor performance?	<input type="checkbox"/>
2.3	Have you developed appropriate evaluation criteria to assess responses to the sustainability requirements?	<input type="checkbox"/>

¹ [Sustainable Procurement Guide](#) (SPG)