



# Detailed Sustainable Procurement Evaluation Tool

**Purpose:** assist entities with evaluating the environmental sustainability of Approach to Market responses and their associated benefits and risks. Use this tool to inform your overall value for money evaluation of your procurement. You could consider extracting elements from this tool to add to your overall evaluation template.

## Procurement details

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

### 1. Environmental sustainability requirement/s

[Insert the environmental sustainability requirement/s used in the Approach to Market document for your reference]

### 2. Expected response to environmental sustainability requirement/s

[Outline the key elements you would expect in a response to environmental sustainability requirement/s. This will help you clarify your thresholds for scoring or ranking responses. For enquiries, contact [sustainable.procurement@awe.gov.au](mailto:sustainable.procurement@awe.gov.au)]

### 3. Do all supplier responses meet environmental sustainability and/or recycled content requirements as specified in the Approach to Market request?

- Yes
- No - please detail the unaddressed requirements and the associated impact

### 4. Are the supplier responses containing recycled content similar in cost to responses containing virgin content?

- Yes
- No - please detail the key factors which may explain the higher costs

## 5. Environmental Sustainability Weightings - Detailed Evaluation Matrix

**Note to Drafter:** List the environmental sustainability criteria from your Approach to Market documentation in the below Evaluation Matrix. The criteria and evaluation are provided as an example only.

Criteria	Supplier A	Supplier B	Supplier C	Supplier D	Comments
<b>Example 1:</b> use of recycled content	Medium	Low	High	Medium	
<b>Example 2:</b> sustainability plan	...	...	...	...	
<b>Example 3:</b> product energy efficiency					
<b>Overall assessment</b>					

### Examples of qualifying evaluation criteria for recycled content

Criteria type	Criteria	Score – yes	Score - no
Qualifying	Third party certifications including relevant ecolabels that validate recycled content claims	All relevant certifications acquired	No certifications
Qualifying	Problematic or unwanted plastic content should be avoided	The products do not include this material	The products contain problematic or unwanted plastic. Response does not qualify

### Examples of rated and quantifying criteria for recycled content

Criteria type	Criteria	Score – high	Score – medium	Score - low
Rated	The level of recycled content used and recycled by applying the Material Circularity Index (MCI) (refer to <a href="#">Step 3</a> for MCI)	Greater than 0.75	Between 0.3 to 0.75	Less than 0.3
Rated	Recycled content to be greater than 25% (note that percentage will vary depending on product and material)	Greater than 80% recycled glass content	Between 51% to 80% recycled glass content	Less than 50% recycled glass content

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<b>Criteria type</b>	<b>Criteria</b>	<b>Score – high</b>	<b>Score – medium</b>	<b>Score - low</b>
Rated	Energy efficiency of a good (rating will vary depending on product)	5 star rating	4 star and above	Below 4 star rating
Rated	Percentage of waste disposal to landfill at end of life	No disposal to landfill	Greater than 20% to landfill	Greater than 80% to Landfill
Quantifying	Amount of carbon emissions produced during manufacturing and operation (tCO <sub>2</sub> e)	Less than 10 tonnes per annum of CO <sub>2</sub>	Less than 25 tonnes per annum of CO <sub>2</sub>	Less than 50 tonnes per annum of CO <sub>2</sub>

Weighting of individual sustainability criteria needs to be done on a case-by-case basis. You need to consider all the procurement priorities relevant to your specific procurement activity. Remember, price is not the sole factor when assessing value for money. You must consider the relevant financial and non-financial costs and benefits, including sustainability and whole of-life costs.

**6. What, if any, are the environmental sustainability risks associated with the preferred response?**

**Note to Drafter:** All environmental sustainability risks identified for your procurement should be included in your procurement risk assessment and managed in accordance with your entity’s risk management processes.

- It is highly likely the preferred option will have a greater adverse impact on the environment than other options
- The preferred option does not meet the entity’s environmental sustainability needs, such as environmental sustainability policies or targets
- Recycled content products are not readily available in Australia
- Insufficient knowledge of recycled content product quality and / or performance
- Recycled content products which are not independently certified and will require Customer verification
- Other – please detail below

**7. Which option provides the greatest value for money against environmental sustainability and/or recycled content criteria?**

**Note to Drafter:** More information on value for money considerations are detailed in the [Commonwealth Procurement Rules](#). Use this output to inform the overall value for money evaluation of your procurement.

To identify additional benefits for your preferred response, refer to the optional table at the end of this document.

<b>Supplier</b>	<b>How does the environmental sustainability and/or use of recycled content in this option contribute to overall value for money?</b>	<b>Rank / score</b> (1, 2, 3, ...) (High, medium, low)
Supplier A		
Supplier B		
Supplier C		
Supplier D		

**Optional activity: Identifying the environmental sustainability benefits associated with the responses?**

**Note to Drafter:** Add, amend or delete benefits as applicable to your procurement. Identifying benefits may help you demonstrate value for money.

Supplier A	Supplier B	Supplier C	Supplier D	Benefits	Comments
				<b>Environmental Sustainability Benefits</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meets the entity's environmental sustainability needs, such as related policies or targets	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Superior performance or quality compared to competitor products	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customer can expect or estimate lower maintenance costs over the life cycle of the Goods and / or Service compared to competitor offerings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customer can expect or estimate lower whole of life costs compared to competitor products	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reduced energy costs	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lower carbon emissions	
				<b>Waste Benefits</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contributes to the Australian Government's National Waste Policy Action Plan commitments:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Target 1: Ban on export of waste plastic paper, glass and tyres	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Target 2: Reduce total waste generated in Australia by 10% per person by 2030	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Target 3: 80% average resource recovery rate from all waste streams following the waste hierarchy by 2030	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Target 4: Significantly increase the use of recycled content by governments and industry	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Target 5: Phase out problematic and unnecessary plastics by 2025	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Target 6: Halve the amount of organic waste sent to landfill for disposal by 2030	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Target 7: Make comprehensive, economy-wide and timely data publicly available to support better consumer, investment and policy decisions	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[insert other benefits]	