# TOOLKIT OVERVIEW

<table>
<thead>
<tr>
<th>TOOL</th>
<th>PURPOSE</th>
<th>DESCRIPTION</th>
<th>USER(S)</th>
<th>WHEN TO APPLY</th>
</tr>
</thead>
</table>
| **RISK-OPPORTUNITY ASSESSMENT**               | 1. Identify which sustainability impacts (risks or opportunities) are most relevant to the purchase  
2. Guide staff in addressing priority impact areas | • List of sustainability issue areas  
• List of actions to complete depending on the issues’ likelihood and severity | • Strategic Procurement  
• Client Departments | • Before writing solicitation documentation to determine questions to include |
| [NOT DEVELOPED] Clauses & Vendor Response Evaluation Guide | 1. Ask vendors relevant questions depending on the priority issue areas  
2. Evaluate vendor responses to environmental questions | • Sample clauses for solicitation documents  
• Proposed evaluation scale and example responses | • Strategic Procurement  
• Client Departments  
• Evaluation Teams | • When writing solicitation documentation and evaluating vendor responses |
| **LEADERSHIP**                                | 1. Collect information on a vendor’s enterprise-level sustainability leadership  
2. Evaluate vendor responses | • Questionnaire with yes/no and open-ended questions  
• A list of documentation and proof that could be provided by vendors | • Strategic Procurement  
• Client Departments  
• Evaluation Teams | • When writing solicitation documentation; included as an attachment  
• Recommended for vendors potentially entering long-term relationships |
| **REFERENCE MATERIAL**                        | 1. Help employee’s select reputable ecolabels for solicitation documents  
2. Evaluate and compare types of ecolabels | • List of common sustainability standards and certifications  
• Information on the types of ecolabels  
• Guidance on how to include them in solicitation documentation | • Strategic Procurement  
• Client Departments | • When writing solicitation documentation and evaluating vendor responses |