

TOOLKIT OVERVIEW

	TOOL	PURPOSE	DESCRIPTION	USER(S)	WHEN TO APPLY
SUSTAINABILITY IMPACT	Risk-Opportunity Assessment	<ol style="list-style-type: none"> 1. Identify which sustainability impacts (risks or opportunities) are most relevant to the purchase 2. Guide staff in addressing priority impact areas 	<ul style="list-style-type: none"> • List of sustainability issue areas • List of actions to complete depending on the issues' likelihood and severity 	<ul style="list-style-type: none"> • Strategic Procurement • Client Departments 	<ul style="list-style-type: none"> • Before writing solicitation documentation to determine questions to include
	[Not Developed] Clauses & Vendor Response Evaluation Guide	<ol style="list-style-type: none"> 1. Ask vendors relevant questions depending on the priority issue areas 2. Evaluate vendor responses to environmental questions 	<ul style="list-style-type: none"> • Sample clauses for solicitation documents • Proposed evaluation scale and example responses 	<ul style="list-style-type: none"> • Strategic Procurement • Client Departments • Evaluation Teams 	<ul style="list-style-type: none"> • When writing solicitation documentation and evaluating vendor responses
LEADERSHIP	Supplier Leadership Questionnaire (SQL)	<ol style="list-style-type: none"> 1. Collect information on a vendor's enterprise-level sustainability leadership 2. Evaluate vendor responses 	<ul style="list-style-type: none"> • Questionnaire with yes/no and open-ended questions • A list of documentation and proof that could be provided by vendors 	<ul style="list-style-type: none"> • Strategic Procurement • Client Departments • Evaluation Teams 	<ul style="list-style-type: none"> • When writing solicitation documentation; included as an attachment • Recommended for vendors potentially entering long-term relationships
REFERENCE MATERIAL	Ecolabel Guide	<ol style="list-style-type: none"> 1. Help employee's select reputable ecolabels for solicitation documents 2. Evaluate and compare types of ecolabels 	<ul style="list-style-type: none"> • List of common sustainability standards and certifications • Information on the types of ecolabels • Guidance on how to include them in solicitation documentation 	<ul style="list-style-type: none"> • Strategic Procurement • Client Departments 	<ul style="list-style-type: none"> • When writing solicitation documentation and evaluating vendor responses