

Sustainability Checklist PUR-1

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For purchases with evaluation criteria, PUR-8 requires that 25% of the total evaluation points be allocated to sustainability with environmental considerations, social equity, and economic impacts. We are defining our sustainability criteria for you and providing questions to ask vendors and the evaluation criteria. In your procurement planning you will complete a sustainability checklist to ensure you have sustainability criteria in your procurement. The vendor will see the sustainability criteria in the [responsible business practices \(https://multco.us/purchasing/responsible-business-practices\)](https://multco.us/purchasing/responsible-business-practices) section of their solicitation. We have adopted sustainability as our responsible business practices. The Sustainability Checklist is a tool meant to bring sustainability criteria into our procurement planning. We are working on creating a responsive Sustainability Checklist that will continually change to meet the needs of our community.

The Sustainability Checklist is below. We have provided questions that you may use in your procurement. Please select all the questions that apply to your procurement. You will be emailed your selections so that you can put them in your solicitation documents.

Originating Department:

- None -

Program/Project Manager:

Person completing the checklist :

Email:

Shawn.POSTERA@multco.us

Please describe your procurement in detail. :

Providing a detailed description of your procurement enables purchasing staff to better advise on the selection of the most appropriate sustainability questions and helps ensure the MWESB search is a close match for your procurement.

What is the RFX # for this procurement? (This field is not required):

Please select the procurement type?: * required

- Select -

Please select the Central Purchasing Staff you are working with on this procurement:

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☐ lawrence.e.russell@multco.us

☐ I don't know or N/A

Environmental Considerations= 10% of total points. Evaluation questions and criteria are customized for each procurement. We are looking for products or services that "have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose." This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

Please select all of the environmental considerations that you are going to bring into your procurement planning by clicking on the options below. We have provided environmental considerations in the five areas most often found in our procurements for your review. If you have your own environmental considerations for this procurement please share them with us in the space provided below.

- Healthy Purchasing;
- Energy Conservation;
- Transportation;
- Waste Reduction, Management, and Re-use and;
- Water Conservation.

The Food Vendors section is only required if you are purchasing food or a food service.

Please enter the environmental consideration questions you have created for your solicitation here:

Environmental Considerations Questions and Evaluation Criteria

We have created environmental consideration questions and evaluation criteria for your planning. You are welcome to use these pre-formed questions and evaluation criteria, modify them, or just read for research and ideas to create your own.

Environmental Considerations: Energy Conservation :

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| ☐ Does your organization purchase energy efficient light bulbs and encourage others to do the same?
Evaluation Criteria: <i>We want to see how the purchase of products that save energy help to save money, reduce climate change, reduce dependence on non-renewable energy, while also promoting products to support sustainability.</i> | ☐ What energy conservation measures will you take to minimize impacts to the environment in the delivery of good and/or services? Evaluation Criteria: <i>Explain how much water and energy is conserved, minimize waste, and toxic reductions.</i> | ☐ Does your organization promote energy saving practices such as turning off lights in rooms not being used? Evaluation Criteria: <i>We are looking for metrics on how energy saving practices saves money, reduces climate change, increases energy savings, and reduces dependence non-renewable energy.</i> |
| ☐ Please describe your energy management plan to reduce energy needed or efficiently use energy?
Evaluation Criteria: <i>We are looking for metrics on energy efficiency saving money, reducing climate change, increasing energy savings, and reducing dependence on fuels that are not renewable.</i> | ☐ Provide the details of your energy conservation efforts in the form of metrics, practices, and/or processes.
Evaluation Criteria: <i>Proposers should provide metrics on sustainable practices or processes: that conserve energy & water; prevent waste; & reduce exposure to toxic chemicals.</i> | ☐ Please describe how you utilize and encourage the use of energy efficient appliances? Evaluation Criteria: <i>We want to see how the purchase of products that save energy help to save money, reduce climate change, reduce dependence on non-renewable energy, while also promoting products that support sustainability.</i> |
| ☐ What measures will you take to minimize impacts to the environment in the delivery of good and/or services? Evaluation Criteria: <i>Explain how much water and energy is conserved, minimize waste, and toxic reductions.</i> | ☐ Describe how your organization will provide the services identified as a sustainable business practice with environmental considerations. Evaluation Criteria: <i>Provide metrics on water, waste, & energy conservation.</i> | ☐ What energy conservation measures will you take to minimize impacts to the environment in the delivery of good and/or services? Evaluation Criteria: <i>Explain how much water and energy is conserved, minimize waste, and toxic reductions.</i> |
| ☐ Please describe how you purchase any other materials with energy efficiency as a consideration? Evaluation Criteria: <i>We want to see how the purchase of products that save energy help to save money, reduce climate change, reduce dependence on non-renewable energy, while also promoting products that support sustainability.</i> | ☐ I will be submitting energy conservation specifications and evaluation criteria I have created. | |

Environmental Considerations: Food Vendors (The Food Vendors section is only required if you are purchasing food or a food service.):

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| ☐ Do you purchase food products or supplies such as snacks or meals that will have less waste disposal because of less packaging and the ability to compost food waste? Evaluation Criteria: <i>A purchasing policy that requires less packing.</i> | ☐ Describe how you seek to use napkins, if included, that are unbleached and made of at least 50% post-consumer recycled content. Evaluation Criteria: <i>Purchasing policy that requires sustainable serving ware and if that is not available recyclable or biodegradable materials.</i> | ☐ Food is provided on platters that can be returned or in brown paper bags with some recycled content and no print. Evaluation Criteria: <i>Description of a purchasing policy or business practice that requires sustainable serving ware and if that is not available recyclable or biodegradable materials.</i> |
| ☐ I will be submitting food vendor environmental specifications and evaluation criteria I have created. | ☐ Please describe how you seek locally grown food and purchase it when available. EC: Policy and reporting that shows local food that needs minimal packaging and less exposure to toxic chemicals is encouraged. | ☐ Describe how you try to incorporate the use of pitchers with tap water or juice are provided rather than disposable water or juice bottles. Evaluation Criteria: <i>Policy and reporting that shows local food that needs minimal packaging is encouraged.</i> |

- ☐ Please describe how you encourage the use of reusable plates, utensils, glasses, mugs and serving ware. **Evaluation Criteria: Purchasing policy or business practice that requires sustainable serving ware and if that is not available recyclable or biodegradable materials.**
- ☐ Please describe the packaging that is used to purchase or serve food and know we have a preference for reusable, recyclable and biodegradable materials. **Evaluation Criteria: Purchasing policy that requires sustainable serving ware and if that is not available recyclable or biodegradable materials.**
- ☐ If you cater do you arrange for any potential leftovers to be donated to an organization that will use it for its intended purpose? If you need an organization to use try Fork It Over! Which links businesses with food rescue agencies to reduce hunger and waste. Join the many grocers, restaurants and caterers in the Portland metropolitan area that are part of this effort. www.forkitover.org or 503-725-8447. **EC: Catered events do not order excess food and if they do they plan on it and ensure the leftovers are donated before going into a landfill.**
- ☐ Please describe how you avoid individually wrapped food, but if unavoidable how you seek reusable or recyclable materials other than plastic. **Evaluation Criteria: Purchasing policy or business practice that requires sustainable serving ware and if that is not available recyclable or biodegradable materials.**
- ☐ Please describe how you avoid the use of Styrofoam products. **Evaluation Criteria: Purchasing policy that requires sustainable serving ware and if that is not available recyclable or biodegradable materials.**

Environmental Considerations: Healthy Purchasing/Toxic Reduction:

- ☐ Please describe in detail how you purchase products that promote Indoor Air Quality - for example: green cleaning products; prohibiting asthma triggering chemicals; using low VOC paints and solvents? **Evaluation Criteria: Description of how they prevent or improve air quality with considerations for prohibiting known asthma triggering chemicals or requesting less toxic alternatives with cleaning products or other products used in the delivery of services or to maintain the facilities services are given.**
- ☐ I will be submitting toxic reduction specifications and evaluation criteria I have created.
- ☐ Do you avoid using Janitorial Cleaning supplies with 2-butoxyethanol, butoxdiglycol, alcohol ethoxylate surfactants, and aerosol cleaners that release chloroflorocarbons? **Evaluation Criteria: Description of how they prevent or improve air quality with considerations for prohibiting known asthma triggering chemicals or requesting less toxic alternatives with cleaning products or other products used in the delivery of services or to maintain the facilities services are given.**
- ☐ Please describe in detail the use Janitorial or Green Cleaning supplies that follow the Green Seal certified products list? **Evaluation Criteria: Description of how they prevent or improve air quality with considerations for prohibiting known asthma triggering chemicals or requesting less toxic alternatives with cleaning products or other products used in the delivery of services or to maintain the facilities services are given.**
- ☐ Environmental Considerations in residential services could incorporate restricting asthma-triggering cleaning chemicals, implementing energy conservation practices, or implementing a composting program_Some of these considerations will be better suited to program design and scope of work_In this case, you could then design evaluation criteria based on these specifications. **Evaluation Criteria: Look for metrics on conserving energy & water, while reducing waste, and a reduction of toxic substances being used.**
- ☐ Please describe how you use and educate the public on medical supplies and personal care products that contain chlorine or other toxic chemicals such as feminine hygiene products and band aids? **Evaluation Criteria: Description of how they prevent or improve air quality with considerations for prohibiting known asthma triggering chemicals or requesting less toxic alternatives with medical supplies and personal care products used in the delivery of services or to maintain the facilities services are given.**
- ☐ If you purchase food or give education on nutrition do you talk about better food practices of buying local and buying food that that does not pose a health risk because of chemicals? **Evaluation Criteria: Looking for an environmental consideration that focuses on buying local food that does not use pesticides or pose any other chemical risk.**

Environmental Considerations: Transportation :

- ☐ Do you purchase fuel efficient vehicles? **Evaluation Criteria: We are looking for metrics on how fuel efficient vehicles save money, reduce climate change, increases energy savings, and reduces dependence on oil.**
- ☐ Do you provide bus passes for clients or employees? Do you encourage your clients and employees to use public transportation? Do you capture metrics on the effectiveness of using public transport? **Evaluation Criteria: We are looking for metrics on how public transportation has a positive environmental impact on the community by reducing climate change, increases in energy savings, and reduction on the dependence of oil.**
- ☐ Do you have emission retrofits on your capital equipment? **Evaluation Criteria: We are looking for purchase, installation of retrofit technologies that lowers carbon emissions that is certified or verified by the Environmental Protection Agency. We will also accept willingness to look into emission retrofits.**

☐ I will be submitting transportation specifications and evaluation criteria I have created.

☐ Do you plan for route optimization in your services?
Evaluation Criteria: We are looking for metrics on how route optimization saves money, reduces climate change, increases energy savings, and reduces dependence on oil.

Environmental Considerations: Waste Reduction, Management, and Re-Use:

☐ I will be submitting waste reduction specifications and evaluation criteria I have created.

☐ Please describe how you buy in bulk? **Evaluation Criteria: Purchasing items in bulk may reduce the amount of waste produced for an organization. We want to see strategies for purchasing in bulk and why it saves on the environment and metrics for utilities with trash and recycling rates included.**

☐ Do you purchase products with post consumer recycled content including paper and plastic products? **Evaluation Criteria: We are looking for the recycled fiber content on post consumer materials purchased. The minimum recycled content should be 10%. Examples of products paper products 30%, toilet tissue 20%, facial tissue 10%, napkins and paper towels 40%. If purchasing raw materials ask for recycled metals and wood.**

☐ Please describe how you reduce waste by purchasing products with less packaging? **Evaluation Criteria: We want to your waste reduction plan that includes purchasing items with less packing, delivering services with minimal packaging, and purchasing items that are recycled or refurbished.**

☐ Do you donate items for re-manufacturing? Are items you use easily processed or recycled into new raw materials? **Evaluation Criteria: We are looking for practices that call out the importance of reusing items for their intended purpose before recycling anything into a new item, while ensuring you recycle all materials that can be re-manufactured and used again.**

☐ Please describe your organizations a recycling plan to reduces waste? **Evaluation Criteria: We want to your waste reduction plan that includes purchasing items with less packing, delivering services with minimal packaging, seeking products that are post-consumer waste in paper and metals, seeking new recycling streams for items your currently cannot recycle, ensuring you recycle and reduce waste going to the landfill, by metrics on how these efforts have reduced waste.**

☐ Please describe how you reuse or donate items to have a positive impact on our community?
Evaluation Criteria: We are looking for practices that call out the importance of reusing items for their intended purpose before recycling anything into a new item.

Environmental Considerations: Water Conservation:

☐ I will be submitting water conservation specifications and evaluation criteria I have created.

☐ Please explain your organizations water conservation practices? **Evaluation Criteria: We want to see how an organization practices water conservation to manage fresh water as a sustainable resource to save money, reduce climate change, reduce dependence on non-renewable energy, while also promoting products to support sustainability.**

☐ Please explain how your water conservation benefits people and the environment? **Evaluation Criteria: We want to see how an organization practices water conservation to manage fresh water as a sustainable resource to save money, reduce climate change, reduce dependence on non-renewable energy, while also promoting products to support sustainability.**

☐ Do you use and promote the use of water conserving products such as low flow toilets, shower and faucet fixtures? **Evaluation Criteria: We want to see how an organization practices water conservation to manage fresh water as a sustainable resource to save money, reduce climate change, reduce dependence on non-renewable energy, while also promoting products that support sustainability.**

Water conservation refers to reducing the usage of water and recycling of waste water for different purposes such as cleaning, manufacturing, and agriculture irrigation. Water conservation is defined as any beneficial reduction in water loss, a reduction in water use, or improved water management. We are looking for water conservation in products, processes, plans and, potentially policy.

Social Equity (MWESB & Workforce Diversity) = 10% of total points and mandatory boilerplate language applies. The County is committed to extending contracting opportunities to businesses that demonstrate social equity in the areas of workforce diversity, utilization of State of Oregon certified Minority, Women and Emerging Small Businesses (MWESBs). In order to promote economic growth, the County seeks to maximize the participation of diverse consultants, partners, contractors, and suppliers throughout the duration of the project. Supporting the development of local businesses provides the framework to address positive economic impact that is provided by our empowered local diverse community.

Please select the social equity considerations by clicking on the options below.

Please enter social equity questions you have created for your solicitation here:

Social Equity Consideration Questions and Evaluation Criteria

We have created social equity consideration questions and evaluation criteria for your planning. You are welcome to use these pre-formed questions and evaluation criteria, modify them, or just read for research and ideas to create your own.

Social Equity (MWESB & Workforce Diversity) = Workforce Diversity:

- ☐ What social equity innovations that are culturally responsive and your agency can integrate them into the delivery of goods and/or services? How do these social equity innovations go beyond industry best practices? Please provide specific examples and demonstrate how you will deliver and track these innovations. **Evaluation Criteria: Must demonstrate through stories & metrics how the organization has created new ways to successful workforce, recruitment, hiring, retention, internship, and succession planning.**
- ☐ How does your agency incorporate equity values, manage diversity and systematically involve consumers, families and communities in all aspects of policy and service delivery? **Evaluation Criteria: Must demonstrate through stories & metrics how the organization has created new ways to successful workforce, recruitment, hiring, retention, internship, and succession planning.**
- ☐ Describe in detail the efforts and activities under taken by your organization to create economic and social benefits for current or future generations. Please provide specific examples. **Evaluation Criteria: The proposer describes efforts or activities such as volunteering, donations, sponsorships, economic and social development participation, youth and community organization participation, scholarships, or other community capacity building activities.**
- ☐ Describe in detail how your (agency/business/ organization) develops an internal diverse workforce. How do you approach internal on-the-job training, mentoring, technical training and/or professional development opportunities addressing diversity? Describe the process(es) used to recruit women and minorities. What types of projects or initiatives have been implemented? **Evaluation Criteria: Stories and Metrics on the organizations workforce, recruitment, hiring, retention, internship, and succession planning.**
- ☐ Describe in detail your cultural competency and diversity training, and the expectations of recruited staff that will be working with diverse populations to ensure program values and goals are met. **Evaluation Criteria: Must demonstrate through stories & metrics how the organization has created new ways to successful workforce, recruitment, hiring, retention, internship, and succession planning.**

Social Equity (MWESB & Workforce Diversity) = MWESB:

- ☐ How does your agency connect ESB's, DBE's, and MWESB's to the local community? **Evaluation Criteria: We are looking for community connections that help establish and maintain the businesses that include, but are not limited to funding and commodities.**
- ☐ Describe the mentoring, technical or other business development services your organization will provide to MWESB businesses. **Proposer describes mentoring, technical or other business development services that are/will be provided to MWESB businesses.**
- ☐ If your organization will be utilizing MWESB businesses to provide the goods or services described in this document, please list those MWESB businesses and detail their role within your proposal. **Proposer lists MWESB businesses to provide the good or services and details their role within proposal.**
- ☐ If you are providing services please describe your organization's plan for obtaining maximum utilization of State of Oregon certified MWESB firms. **Proposer describes plan for obtaining maximum utilization of State of Oregon certified MWESB businesses in the delivery of services.**
- ☐ Describe the outreach and recruitment efforts you intend to make or have already made to certified MWESB businesses including the actual results of your efforts, if applicable. **Proposer describes outreach and recruitment efforts to be made or already made to certified State of Oregon MWESB businesses including the actual results of efforts, if applicable.**

Social Equity (MWESB & Workforce Diversity) = Subcontracting:

- ☐ How does your agency/organization connect subcontractors that are ESB's, DBE's, and MWESB's to the local community? **Evaluation Criteria: We are looking for community connections that help establish and maintain the businesses that include, but are not limited to funding and commodities.**
- ☐ Describe in detail how your organization includes diverse suppliers, vendors, and subcontractors in the conduct of your business and supply chain. Please provide specific examples. **The proposer describes efforts, practices, and/or processes to include a diverse vendor pool that reflect the diversity of Multnomah County.**

Economic Impact: The pursuit to create full and equal access to opportunities for all people that enable them to attain their full potential. We pay particular attention to the development of income and wealth for communities most affected by inequities. To address economic impact questions, you may include questions to address other aspects such as delivery of services in a culturally responsive manner, employee retention, job creation etc. (this would be the boilerplate language)

Please enter the economic impact considerations by clicking on the options below.

Please enter economic impact questions you have created for your solicitation here:

Economic Impact Questions and Evaluation Criteria

We have created Economic Impact consideration questions and evaluation criteria for your planning. You are welcome to use these pre-formed questions and evaluation criteria, modify them, or just read for research and ideas to create your own.

Economic Impact (includes employee wellness and other benefits) = 5% of total points and mandatory boilerplate language applies. : *required

- ☐ How do these sustainable innovations that focus on economic impact go beyond industry best practices? Please provide specific examples and demonstrate how you will deliver and track these innovations. **Evaluation Criteria: We are looking to see how service delivery will help the client and community have positive economic impacts and this is tracked, reported, and shared for others to use.**
- ☐ Please describe workplace Improvement through policy and procedure review, updating, and creation. **Evaluation Criteria: We are looking for organizations that are current on their policies and allow all levels of the organization to build the policy and enforce the procedure.**
- ☐ How does your agency improve economic impact by incorporating by incorporating equity values, manage diversity and systematically involve consumers, families and communities in all aspects of policy and service delivery? **Evaluation Criteria: Equity means barriers are removed and so we are looking to see how an organization brings community in to help develop the services they will be receiving or that will be received in their community.**
- ☐ Please describe how you can provide service in a sustainable manner by providing positive economic impacts for the community it is serving? **Evaluation Criteria: We are looking to see how service delivery will help the client and community have positive economic impacts.**
- ☐ If you are new to providing proposed services, describe your capacity and capability to be culturally responsive in the delivery the proposed services. **Evaluation Criteria: Proposer is able to describe the proposed services, including details such as: what services will be provided; how long they have provided the same or similar services; the number of clients served receiving similar services; how they were able to bring clients into services; and how they transition clients out of service upon completion of their goals and objectives.**
- ☐ Please describe how do you accommodate your employees to ensure they succeed? **Evaluation Criteria: We want to see how employees participate in these programs and that it helps to provide a productive work culture for better service delivery.**
- ☐ Please describe how your service delivery has positive economic impacts for the communities you are serving? **Evaluation Criteria: We are looking to see how service delivery will help the client and community have positive economic impacts. This may include developing a workforce that internally that is from the community, providing services that aid in obtaining job skills, and assisting in building a business community where services are delivered.**
- ☐ Do you encourage a healthy workplace with healthy eating, anti-tobacco policies and resources, exercise, flexible work schedules, and compensation that includes professional development opportunities? **Evaluation Criteria: We want to see how employees participate in these programs and that it helps to provide a productive work culture for better service delivery.**
- ☐ What economic impacts does your organization have to offer in the delivery of this service? **Evaluation Criteria: Organizations may provide information on how their service delivery brings an economy or improves business traffic in the communities they serve. Organizations may demonstrate how they bring jobs to the community or how their service delivery assists in their clients obtaining economic benefits.**
- ☐ What economic impact innovations have you developed for the populations you serve and explain how your agency integrates this into the delivery of services? **Evaluation Criteria: We are looking for culturally responsive examples in service delivery that will change person to person.**
- ☐ Please include details of job creation and length of the positions (permanent & temporary), skills training, and goods and services purchases locally for a positive impact on economy. **Evaluation Criteria: We are looking to see if organizations help their employees, clients, and community have a positive impact through job creation, skills training with an emphasis on long term positions.**

Submit

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