

Status Assessment Questionnaire

Sustainable Public Procurement

Provided by UN Environment (2018)

A. ABOUT YOU AND YOUR ORGANIZATION/DEPARTMENT

1. About your current position

Title of current position:	Company/Organization:
Length of time in current position:	Area or department:
Time performing activity linked to public procurement:	Responsibilities:
Year during which you entered the public sector:	Date filled:

2. Please list your professional training qualifications (Enter all that apply).

List all educational qualifications that you hold	Name of the qualification
1. Secondary	
2. Tertiary	
3. Undergraduate	
4. Masters	
5. Doctorate	

3. Which of the following statements best describes your responsibility in your organization in relation to procurement? (Check only the one that best describes your situation)

1. Purchases depend on your personal technical reports.	<input type="radio"/>	5. You approve the purchasing process.	<input type="radio"/>
2. Purchases depend on reports in which you participate.	<input type="radio"/>	6. You participate actively in defining your organization's procurement policies.	<input type="radio"/>
3. You participate in the development of the conditions of the tenders or supervise the procurement process in one of its phases.	<input type="radio"/>	7. You have a degree of involvement in the definition of procurement policies.	<input type="radio"/>
4. You receive instructions and implement them.	<input type="radio"/>	8. Other:	<input type="radio"/>

4. Are you familiar with the following concepts?

Sustainable Development	<input type="radio"/>
Sustainable procurement/green purchasing	<input type="radio"/>
Recycled/Reusable	<input type="radio"/>
Eco-efficient product/sustainable product	<input type="radio"/>
Green procurement	<input type="radio"/>
Efficient procurement	<input type="radio"/>
Environmental procurement	<input type="radio"/>
Clean procurement	<input type="radio"/>
Sustainable procurement	<input type="radio"/>
Responsible procurement	<input type="radio"/>

5. Are you a member or have you ever participated in the Steering Committee (SC) for the Sustainable Public Procurement (SPP) Project?

SC Member	<input type="radio"/>
Not a member, but participated in at least one SC meeting	<input type="radio"/>
Not a member; never participated in SC meetings	<input type="radio"/>

**B. PUBLIC PROCUREMENT PROCESSES AND PRACTICES IN THE COUNTRY
(HOW IS PROCUREMENT IMPLEMENTED IN YOUR COUNTRY?)**

B.1. Procurement structure

6. Is your national/federal government's procurement:

Centralized (i.e. the majority of purchasing is the responsibility of a single unit or designated units purchase particular products or services)	<input type="radio"/>
Decentralized (i.e. responsibility for procurement is shared between departments)	<input type="radio"/>
Outsourced (i.e. a private company carries out procurement on behalf of your National/Federal government)	<input type="radio"/>
Mixed	<input type="radio"/>

7. Indicate the procurement and contracting mechanisms provided for in the regulations of your country, assigning 1 to the most used and 5 to the least used.

<i>Mechanisms</i>	<i>Degree used (please rank from 1 to 5)</i>
Public Bidding	
Framework Agreements	
Private Bidding	
Direct Purchase	

8. *Is there an electronic procurement system in your country?* Yes / No

9. *If so, for what mechanisms does your country use e-procurement?*

<i>Mechanisms</i>	<i>Is e-procurement used (Yes/No)?</i>
Public Bidding	
Framework Agreements	
Private Bidding	
Direct Purchase	
Other (please specify)	

10. *Indicate the percentage of public purchasing for the following groups of public actors*

<i>Area of application</i>		<i>% of participation in the procurement system</i>
Central Administration	<input type="radio"/>	
Public Works and Services	<input type="radio"/>	
Decentralized bodies (Provinces, Municipalities)	<input type="radio"/>	
State enterprises and companies	<input type="radio"/>	
Universities	<input type="radio"/>	
Armed forces	<input type="radio"/>	
	<input type="radio"/>	
	<input type="radio"/>	
Other (please specify)		

B.2. Budget management

11. Indicate the estimated percentage of different funding sources that are used in the country for procurement and contracting.

National Budget (internal only)	Credit (Internal/External)	Other (donations, royalties, etc.)
... %	... %	... %

12. Which of the following best describes how the national/federal government manages budgets?

Annual Budgets e.g. fixed amount for a year that cannot be carried over to the next year	<input type="radio"/>
Annual Budgets e.g. fixed amount for a year, but a small amount can be carried over to the next year	<input type="radio"/>
Multi-year budgets e.g. fixed amount over more than one year	<input type="radio"/>
Project/ Task budgets e.g. a fixed amount to deliver a specific project/ task over any timeframe	<input type="radio"/>
Operating costs are included in these budgets	<input type="radio"/>
Other (please specify)	<input type="radio"/>

B.3. Regulations and international agreements applied to public procurement

International agreements and conventions are instruments by which nation-states and international organizations regulate matters of common concern. Their purposes include the development and codification of international law, the creation of international bodies, and the resolution of actual and potential international disputes. A number of these international agreements and conventions have an indirect and direct impact on procurement. Some of the key agreements and conventions have been included in the questions below.

13. Is your national/federal government a member of the World Trade Organization (WTO) Government Procurement Agreement and Regional Agreements?

Yes	No	Do not know
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. How is the Labor clause in (public) contracts convention 1949 (No. 94) applied in procurement in your country? If you would like to see if your country has ratified this convention please click on the web link <http://www.ilo.org/ilolex/english/newratframeE.htm>

Ratified	Not ratified	Do not know
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Which ILO Core Conventions do you apply in your procurement practice?
(If you would like to find out more about these conventions and to see if your country has ratified

the ILO Core Conventions please click on the web link <http://www.ilo.org/ilolex/english/newrat-frameE.htm>)

	Ratified	Not ratified	Do not know
Worst forms of child labour convention 1999 (No. C182)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Freedom of Association and the right to organised convention 1948 (No. 87)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forced labour convention 1930 (No. 29)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Abolition of forced labour convention 1957 (No.105)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equal remuneration convention 1951 (No. 100)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discrimination (employment and occupation) convention 1958 (No. 111)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minimum age convention 1973 (No. 138)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Right to organize for collective bargaining convention 1949 (No.98)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. How are the following international agreements applied in procurement in your country?

	Not ratified	Ratified	Do not know
The 1979 Geneva Convention on Long-Range Transboundary Air Pollution (LRTAP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stockholm Convention on Persistent Organic Pollutants (POPs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
United Nations Framework Convention on Climate Change (UNFCCC) - Kyoto Protocol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Montreal Protocol on Substances That Deplete the Ozone Layer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rotterdam convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convention on Biological Diversity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aarhus Convention On Access To Information Public Participation In Decision Making And Access To Justice In Environmental Matters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convention On The Transboundary Effects Of Industrial Accidents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Antarctic Treaty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

C. COUNTRY'S EXPERIENCE WITH SPP AND GPP

National approach to sustainable development and SPP

17. To what extent is public procurement regulated by LAWS/ REGULATIONS in your country?

There are no public procurement laws/regulations.	<input type="radio"/>
There are public procurement laws/regulations and they are applied in some procurement activities	<input type="radio"/>
There are public procurement laws/regulations and they are routinely applied in procurement.	<input type="radio"/>
There are public procurement laws/regulations and they are routinely applied in procurement. Measures are taken to improve the degree of compliance.	<input type="radio"/>

18. To what extent does the public procurement LAWS/ REGULATIONS take sustainability into account? Please only answer this question based on whether you have a law or regulation. Details of whether you have a policy, strategy, action plan will be asked later.

Not at all	<input type="radio"/>
It is included in public procurement laws/regulations	<input type="radio"/>
It is included in public procurement laws/regulations and it is applied in some procurement activities.	<input type="radio"/>
It is included in public procurement laws/regulations and it is routinely applied in procurement.	<input type="radio"/>
It is included in public procurement laws/regulations and it is routinely applied in procurement. Measures are taken to improve the degree of compliance.	<input type="radio"/>

19. Are there any defined initiatives – policy, action plan, strategy, programmes – in your country for implementing SPP? If so, please state the level to which it is applied.

The national/federal government has adopted SPP initiatives	<input type="radio"/>
There are initiatives, but they are not yet available	<input type="radio"/>
Initiatives are under development	<input type="radio"/>
The implementation status of the initiatives is not clear	<input type="radio"/>
There are no defined initiatives	<input type="radio"/>

20. Indicate what type of national/federal environmental and social management environmental policy and programme initiatives exist in your country and if they are used as support for promoting SPP.

<i>Policy and/or programme initiatives</i>	<i>Existing initiative</i>	<i>Is used for promoting SPP</i>
Pollution prevention and clean production in the private sector	<input type="radio"/>	<input type="radio"/>
Pollution prevention and clean production in the public sector	<input type="radio"/>	<input type="radio"/>
ISO certification	<input type="radio"/>	<input type="radio"/>
Eco-labels	<input type="radio"/>	<input type="radio"/>
Awards for best practice	<input type="radio"/>	<input type="radio"/>
Energy efficiency	<input type="radio"/>	<input type="radio"/>
Supplier development	<input type="radio"/>	<input type="radio"/>
Technology conversion	<input type="radio"/>	<input type="radio"/>
Ecodesign and life cycle analysis	<input type="radio"/>	<input type="radio"/>
Compliance with labour laws	<input type="radio"/>	<input type="radio"/>
Employment promotion	<input type="radio"/>	<input type="radio"/>
Employment opportunities for disabled workers	<input type="radio"/>	<input type="radio"/>
Anti-discrimination programmes (racial, gender, native communities)	<input type="radio"/>	<input type="radio"/>
Promoting human rights	<input type="radio"/>	<input type="radio"/>
Do not know/do not exist	<input type="radio"/>	<input type="radio"/>

21. Is public procurement included in the national/federal government approach to sustainable development?
Yes / No

(if applicable) Does the national/federal government's approach to SPP cover:

Economic aspects	Environmental aspects	Social aspects	None
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. (if applicable) Which of the following does your national/federal government's SPP approach cover and in which aspects of sustainability:

Overall SPP objectives	<input type="radio"/>
SPP Leadership	<input type="radio"/>
Measuring the effects purchasing a product or service has on the environment, society and the economy	<input type="radio"/>
Multi-stakeholder Consultation on SPP	<input type="radio"/>
How SPP will be delivered	<input type="radio"/>
Links between SPP and management processes	<input type="radio"/>
Who is responsible for delivery of SPP	<input type="radio"/>
Measures & control or monitoring	<input type="radio"/>
Timeframe to deliver SPP	<input type="radio"/>
Raise staff awareness of SPP	<input type="radio"/>
None Others:	

D. PROCUREMENT IMPLEMENTATION IN YOUR ORGANIZATION

D.1. Procurement structure

23. Is your organization's procurement:

Centralized (i.e. the majority of purchasing is the responsibility of a single unit or designated units purchase particular products or services)	<input type="radio"/>
Decentralized (i.e. responsibility for procurement is shared between departments)	<input type="radio"/>
Outsourced (i.e. a private company carries out procurement on behalf of your National/Federal government)	<input type="radio"/>
Mixed	<input type="radio"/>

Centralized (e.g. the majority of purchasing is the responsibility of a single unit or designated units purchase particular products or services)	X
Decentralized (i.e. responsibility for procurement is shared	

Outsourced (i.e. a private company carries out procure-	
Mixed	

24. For the purchases made (in \$) last year in your organization, estimate roughly the percentage of those made through the different mechanisms below.

Public Bidding	%	Direct Purchase	%
Abbreviated Bidding	%	Other:	%

25. Select the phrase that best describes how specifications are drawn up for purchases in your organization.

The technical requirements are developed by the units that require the products and services. The Procurement Unit is responsible for administrative matters.	<input type="radio"/>
The technical requirements are developed jointly by the units that require the products and services and the Procurement Unit.	<input type="radio"/>
The technical requirements are developed by the units that require the products and services. The Procurement Unit is responsible for administrative matters. The units responsible for sustainable development, environmental and social issues then contribute their clauses or sustainability criteria for final consideration by the Procurement	<input type="radio"/>
Other (please describe)	<input type="radio"/>

26. For the three main products or services that your organization has purchased over the past years, please estimate the percentage of purchases for which the same supplier has been retained.

Product / service 1		%
Product / service 2		%
Product / service 3		%

D.2. Support and training received on SPP

27. To which of the following target groups does your national/federal government **provide general training on procurement** in your country (e.g. good procurement skills development such as influencing, negotiating, contract law), if so to which target group and at which level of government?

	Central	Regional	Local
Procurers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Holders/ Specifiers / Users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finance Managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior Managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lawyers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28. Does your national/federal government provide **national training on how to implement SPP** in your country, if so **to which target group**, at which level of government and in which aspects of sustainability?

	Central	Regional	Local	Economic aspects	Environmental aspects	Social aspects	None
Procurers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Holders/ requisitioners/ Users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finance Managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior Managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lawyers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29. Does your national/federal government provide tools on how to implement SPP in your country?

	Economic aspects	Environmental aspects	Social aspects
Some tools exist e.g. standard specifications, risk assessment templates, product/service fact sheets.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A set of tools covering the key stages of procurement (e.g. standard specifications, risk analysis, supplier selection, bid evaluation and disposal) are in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Systematic set of tools covering all stages of the procurement process are in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Systematic set of tools covering all stages of the procurement process is in place. These tools are regularly reviewed and updated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. What support do you receive on SPP from your national government and in which aspect of sustainability?

	Economic aspects	Environment aspects	Social aspects
Law/policy Name of the support institution:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tools e.g. standard specifications, risk assessment templates, product/service fact sheets, bids evaluation criteria Name of the support institution:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training Name of the support institution:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Measures and scrutiny Name of the support institution:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name of the support institution:			
None	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31. To what extent does your National/Federal government provide staff with procurement training (either externally delivered or in-house)?

No training is provided	<input type="radio"/>		
Training on “how to buy” (e.g. choosing suppliers, writing specifications, evaluating bids, supplier debriefing) has been given to key procurement staff.	<input type="radio"/>		
	<i>Economic aspects</i>	<i>Environment aspects</i>	<i>Social aspects</i>
Training on how to buy includes sustainability issues and is given to <u>key procurement staff</u> . This covers areas such as life-cycle assessment, avoiding the purchase, risk assessment, specification, bid evaluation etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training on how to buy includes sustainability issues and is given to <u>all key staff involved</u> in the procurement process e.g. Specifiers, Lawyers, Project Managers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regular refresher training in SPP is delivered to key procurement staff. Each year, new key procurement staff receive “how to buy” training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

32. From the institutions listed below, please specify which one delivered the training(s) on Sustainable Public Procurement in your organization.

Government . Who in the government:	<input type="radio"/>
International agencies Name:	<input type="radio"/>
Private Name:	<input type="radio"/>
Have not received training	<input type="radio"/>

33. Estimate the degree of interest among procurement officials in your organization for participating in sustainable public procurement training and/or information programmes.

Substantial	Some	Little	None
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

34. To what extent does your organization offer procurement and contracting training to staff?

No training is provided	<input type="radio"/>
There have been courses on “how to buy” for key personnel in the procurement system (choice of suppliers, specifications, tender evaluation, supplier assessment)	<input type="radio"/>
Training courses on “how to buy” include sustainability issues and are given to key personnel in the procurement system. This includes areas such as life cycle assessment, avoiding the purchase, risk assessment, specifications, tender evaluation, etc.	<input type="radio"/>
Training courses on “how to buy” include sustainability issues and are given to all personnel involved in the procurement system (specifications writers, lawyers, project managers, etc.).	<input type="radio"/>
Other, please specify:	

D.3. Overall approach to sustainability in procurement practices

35. Does **your organization’s** approach to procurement include one or more aspects of sustainability?

Economic aspects	Environmental aspects	Social aspects	None
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

36. Which of the following does your organization’s approach to SPP cover:

Overall SPP objectives	<input type="radio"/>
SPP Leadership	<input type="radio"/>
SPP impact identification	<input type="radio"/>
Consultation on SPP	<input type="radio"/>
How SPP will be delivered	<input type="radio"/>
Links between SPP and management processes	<input type="radio"/>
Who is responsible for delivery of SPP	<input type="radio"/>
Measures & scrutiny	<input type="radio"/>
Timeframe to deliver SPP	<input type="radio"/>
Raise staff awareness of SPP	<input type="radio"/>
None, others	

37. Indicate if your organization considers the following factors and where.

Factor	Procurement plans	Strategic / Operational plans (E.g. SPP Action plans)	Regulations
Economic factors are considered			
Environmental factors are considered			
Social factors are considered			
Social and economic factors are both considered			
Environmental and economic factors are both considered			
Environmental, social and economic factors are all considered			
Providers are required to comply with environmental and/or social criteria			

D.4. Sustainability criteria and impacts

38. *To what extent does your organization apply sustainability criteria when buying products/services?*

	<input type="radio"/>		
	Economic aspects	Environmental aspects	Social aspects
It does not apply sustainability criteria			
Sustainability criteria are applied to some products and services and these products and services are purchased e.g. recycled paper, energy efficient light bulbs, energy efficient IT (Energy Star), Fairtrade products etc	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sustainability criteria are applied to a wide range of products and services and these products and services are purchased e.g. recycled paper, energy efficient light bulbs, energy efficient IT (Energy Star) Suppliers are encouraged to offer more sustainable products and services than originally specified.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sustainability criteria are applied to a wide range of products and services and these products and services are purchased. Suppliers are encouraged to offer more sustainable and innovative solutions and these are often purchased.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All products and services purchased are assessed for sustainability impacts and priorities identified. Sustainability criteria are applied to all priority products and services purchased.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Where there are gaps in the market, incentives exist for suppliers to provide new products/services.

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39. If you had to define and evaluate certain environmental characteristics for the products that you procure, what are the information sources you would use?

Public bodies	<input type="radio"/>
Suppliers' claims	<input type="radio"/>
Research centers	<input type="radio"/>
Universities	<input type="radio"/>
Environmental NGOs	<input type="radio"/>
Internet	<input type="radio"/>
Literature/specialist journals	<input type="radio"/>
Eco-labels or environmental product declarations (please specify)	<input type="radio"/>
Other (please specify) Procurement Guidelines (E.g EU GPP Criteria)	

40. For purchases made by your organization, could you identify any product or service in the acquisition of which environmental or social criteria have been incorporated? If yes, please identify the product or service.

Products	Environmental criteria	Social criteria

41. For purchases and/or consumption by your institution, have the environmental consequences of any of the following products or services ever been considered?

Paper	Electricity	Cleaning	Water	IT	Furniture	Other

42. According to your knowledge, prioritize from 1 to 10 (where 1 = high priority, and 10 = low priority) the following products that could potentially be purchased by your organization by applying environmental and social criteria, taking into account the reality of the market and your experience. columns

	1	2	3	4	5	6	7	8	9	10
Lighting equipment										
Toner										
Paper										
Photocopiers										
Printers										
Cleaning Services										
Cleaning Products										
Computers										
Monitors										
Laptops										
Other:										

43. What is the most feasible way to integrate environmental and social criteria in the procurement process? (Rate from 1 to 5: 1 is most feasible, 5 is least)

	Rating from 1 to 5
Requirements that providers meet environmental regulations	
Environmentally friendly Technical specifications and/or award criteria for the works, supplies or services	
Environmental performance of candidates as one of the contract award criteria	
Environmental protection or efficiency during the execution of contracts or performance of goods or services	
Other	

44. Indicate your degree of agreement with the following statements.

(1: strongly disagree ; 6: strongly agree)	Rating from 1 to 6
In my organization, when making a purchase, the determining factor is usually price.	
Public purchasers would be willing to incorporate sustainability criteria in procurement if they had sufficient training.	
When planning the budget, what matters is economic reasoning; social and environmental aspects are secondary.	

Current regulatory frameworks limit the ability of my organization to adopt sustainable public procurement systems.	
In the market there are not enough reliable suppliers capable of providing sustainable services and products. If I add sustainability criteria, I limit the number of tenderers excessively.	
Purchasing units have no experience or knowledge in developing technical requirements, so they cannot incorporate sustainability criteria in procurement specifications.	
In general terms, we prefer large suppliers with extensive experience, compared to small suppliers with little or no experience.	
In the national market, the conditions are in place to provide the State with sustainable products and services, but it is a matter of political will.	

45. Thinking about the three major products/services your organization purchases, if you were to include environmental criteria in procurement, how would you say the following attributes apply to sustainable products vs conventional products? (Please circle)

Product 1: (Please specify)

<i>Attribute</i>	<i>Change</i>		
	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>
Price			
Technical characteristics	<i>More modern</i>	<i>Same</i>	<i>Basic</i>
Functionality and performance	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>
Quality	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>
Acceptance in your organization	<i>Positive</i>	<i>Indifferent</i>	<i>Negative</i>
Availability	<i>Sufficient</i>	<i>Insufficient</i>	

Product 2: (Please specify)

<i>Attribute</i>	<i>Change</i>		
	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>
Price			
Technical characteristics	<i>More modern</i>	<i>Same</i>	<i>Basic</i>
Functionality and performance	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>
Quality	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>

Acceptance in your organization	<i>Positive</i>	<i>Indifferent</i>	<i>Negative</i>
Availability	<i>Sufficient</i>	<i>Insufficient</i>	

Product 3: (Please specify)

<i>Attribute</i>	<i>Change</i>		
Price	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>
Technical characteristics	<i>More modern</i>	<i>Same</i>	<i>Basic</i>
Functionality and performance	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>
Quality	<i>Increased</i>	<i>Same</i>	<i>Decreased</i>
Acceptance in your organization	<i>Positive</i>	<i>Indifferent</i>	<i>Negative</i>
Availability	<i>Sufficient</i>	<i>Insufficient</i>	

46. Has your organization identified the products/services which have the highest economic, environmental and social impacts?

No it has not	<input type="radio"/>		
	Economic aspects	Environmental aspects	Social aspects
Impacts of some products/ services purchased are known e.g. paper, stationery, energy etc. Note: This may just involve copying the priorities identified by another country etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Impacts of key products/ services purchased are known and the organization has set targets to reduce them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is evidence of how impacts have been reduced in the products/services bought. There is evidence of how impacts have been reduced in the products/services bought.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Impact reduction through procurement is measured and scrutinized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

47. To what extent does your organization undertake sustainability risk assessments in procurement?

It does not undertake sustainability risk assessments in procurement	<input type="radio"/>		
	Economic aspects	Environmental aspects	Social aspects
A few key sustainability impacts are identified and these are used to estimate risk in products and services bought.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A few sustainability impacts are identified and are used to estimate risk in all products and services bought. This estimate has been used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

to determine a priority list of products and services and action is being taken to reduce impacts.			
The main sustainability impacts for all products and services bought are assessed and the priorities are reviewed. A systematic programme of actions to reduce impacts is undertaken for all priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A standard set of sustainability criteria are applied to all contracts. High risk contracts have specific sustainability criteria linked to detailed risk and impact assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

48. To what extent does your organization perform “ex-ante” analysis of environmental and social impact of procurement and contracting of goods and services?

No ex-ante impact analysis is performed	<input type="radio"/>
An analysis only of the environmental impact is performed	<input type="radio"/>
An analysis only of the social impact is performed	<input type="radio"/>
A comprehensive analysis is performed	<input type="radio"/>
Briefly mention the mechanism through which this analysis is performed:	<input type="radio"/>

49. To what extent does your organization perform “ex-post” evaluations of the environmental and social impact of procurement and contracting of goods and services?

It does not perform ex-post evaluations	<input type="radio"/>
Evaluations of the environmental impact are performed	<input type="radio"/>
Evaluations of the social impact are performed	<input type="radio"/>
A comprehensive analysis is performed	<input type="radio"/>
Briefly mention the mechanism through which this analysis is performed:	<input type="radio"/>

D.5. Suppliers evaluation and auditing

50. To what extent does your organization evaluate suppliers?

No, it does not evaluate suppliers	<input type="radio"/>		
	Economic aspects	Environmental aspects	Social aspects
Potential suppliers are evaluated to ensure they are fit to supply e.g. financial stability, quality, service performance, capacity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supplier evaluation includes a few sustainability criteria e.g. legislative compliance, policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Supplier evaluation includes the main sustainability impacts associated with the products or services supplied. Suppliers are required to prove that their policies are being applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Key suppliers demonstrate independent evidence that their policies are being applied. Examples include EMAS, ISO, ILO core conventions etc. are independently audited by an accredited organization. Supplier compliance with standards is regularly reviewed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

51. Does your organization evaluate bids from suppliers other than on price?

No	<input type="radio"/>		
Evaluation is based on purchase price, plus other key costs such as running costs, maintenance etc, but also includes an assessment of non-cost criteria such as quality, durability etc.	<input type="radio"/>		
	Economic aspects	Environmental aspects	Social aspects
Where appropriate, evaluation also includes some sustainability criteria as well as quality and key costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Where appropriate, evaluation also includes sustainability criteria as well as quality and key costs. Sustainability criteria are linked to any risk assessment undertaken.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Where appropriate, evaluation includes an assessment of total costs relating to key sustainability criteria, such as carbon dioxide emissions, job creation, training etc. Sustainability criteria are linked to any risk assessment undertaken.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

52. When evaluating suppliers, which specific aspects of the sustainability paradigm are currently taken into account?

None	<input type="radio"/>
Supplier compatibility (products, practices and policies) with the organization's sustainability policy.	<input type="radio"/>
Compatibility of the supplier's contracting policies with ISO, EMAS standards and conventions signed by the country (e.g. ILO).	<input type="radio"/>
Other (please specify)	

53. Does your organization have a compliance audit for suppliers in the following areas?

	Audit of first-tier suppliers	Audit of second and tertiary tier suppliers
Job creation (e.g. recruitment of the unemployed)	<input type="radio"/>	<input type="radio"/>
Environmental impacts	<input type="radio"/>	<input type="radio"/>
Impacts of products and services on health	<input type="radio"/>	<input type="radio"/>
Education (e.g. learning, youth training)	<input type="radio"/>	<input type="radio"/>

Human rights (e.g. discrimination)	<input type="radio"/>	<input type="radio"/>
Employment conditions (e.g. minimum wage, health and safety)	<input type="radio"/>	<input type="radio"/>
Use of innovative environmental technologies	<input type="radio"/>	<input type="radio"/>
Encouraging, where possible, a certain percentage of local materials, components and labour that contribute to a finished product	<input type="radio"/>	<input type="radio"/>
Promoting SMEs	<input type="radio"/>	<input type="radio"/>
Promoting supplies from less privileged areas within a country	<input type="radio"/>	<input type="radio"/>
Promoting technology transfer and capacity building	<input type="radio"/>	<input type="radio"/>
Promoting tenders that create opportunities for disadvantaged groups	<input type="radio"/>	<input type="radio"/>
Other :	<input type="radio"/>	<input type="radio"/>
None	<input type="radio"/>	<input type="radio"/>

54. Does your approach to SPP support small businesses?

No, it does not	<input type="radio"/>
Contract opportunities are advertised to small business. Guidance material produced to assist them in bidding.	<input type="radio"/>
Ad hoc personal support given to encourage bids from small suppliers Contracts are divided into lots of a suitable size for small businesses to bid for.	<input type="radio"/>
Programme to support bids from small suppliers is in place. Mentorship to assist these suppliers in bidding is provided	<input type="radio"/>
Financial support such as grants/tax breaks are available to support small business development.	<input type="radio"/>

55. Estimate the level of participation of SMEs in public procurement and contracting in your country.

< 20%	20 – 50%	>50%
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

56. Indicate, if possible, the 3 main groups of goods and services provided by SMEs in your country:

- 1.
- 2.

3.

D.6. Contract management

57. To what extent does your organization continue to manage contracts after they have been awarded?

	Economic aspects	Environmental aspects	Social aspects
They are not managed		<input type="radio"/>	
Contracts are reviewed on at least an annual basis covering issues such as delivery, quality, cost, service, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contracts are reviewed on at least an annual basis including the sustainability aspects agreed in the contract e.g. percentage recycled content, health and safety, working conditions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract reviews include both the sustainability aspects agreed in the contract and additional sustainability targets agreed post-award. Suppliers are offered training and support as required. Targets for suppliers on sustainability are agreed, reported against and reviewed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suppliers are rewarded or penalized depending upon their delivery against the agreed sustainability aspects of the contract. e.g. financial bonuses and penalties, award schemes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

D.7. Monitoring & reporting

58. To what extent does your organization undertake any monitoring and reporting on procurement?

	Economic aspects	Environmental aspects	Social aspects
No monitoring and reporting process takes place		<input type="radio"/>	
Internal auditing systems are in place, but do not consider SPP aspects. Reports are produced that demonstrate achievement of procurement e.g. savings		<input type="radio"/>	
Internal auditing systems are in place and include SPP aspects. Reports are produced that demonstrate achievement of SPP e.g. energy saved, number of SME suppliers contracted, jobs created	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Independent auditing systems are in place and include SPP aspects. Reports on SPP are independently verified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results of independent audits, including SPP activities are published externally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E. PERCEPTIONS, BARRIERS AND OBSTACLES REGARDING SUSTAINABLE PUBLIC PROCUREMENT AND CONTRACTING

59. Do you consider that the procurement departments of the public sector are in a position to implement sustainable procurement mechanisms in their purchases?

Yes	No	If no, why not:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

60. What are the main motivations in your country for adopting SPP?

Following international trends on the modernization of public procurement systems	<input type="radio"/>
Implementation of a framework policy for promoting sustainable development	<input type="radio"/>
Specific objectives for improvement and environmental protection	<input type="radio"/>
Improving efficiency and reducing contracting costs	<input type="radio"/>
Need to stimulate the environmental goods and services market	<input type="radio"/>
Compliance with social aspects such as labor legislation, employment promotion, occupational health and safety, etc.	<input type="radio"/>
Other, please specify:	<input type="radio"/>

61. Which of the following do you think could motivate your organization to initiate or accelerate the work with implementing environmental procurement? (Multiple choice)

Access to written information (procurement manuals or guides)	<input type="radio"/>
Exchange of practical examples of environmental procurement with pioneer countries or institutions	<input type="radio"/>
Information workshops	<input type="radio"/>
Advice from an external consultant	<input type="radio"/>
Online access to a database on environmental criteria	<input type="radio"/>
Other (please specify)	<input type="radio"/>

62. If your country has set a priority list of goods and services for implementing SPP, indicate the degree of availability with which they are found in the local market.

Product	Readily available	Not readily available	Available only in the international market	Not at all available
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

63. Indicate the obstacles that are seen to hinder or impede the adoption of SPP practices in your country.

Sustainable products are more expensive	<input type="radio"/>
The main selection criterion is price	<input type="radio"/>
There is insufficient supply of goods and services	<input type="radio"/>
There is supply, but it is available only on the international market	<input type="radio"/>
Lack of information and knowledge about SPP	<input type="radio"/>
Lack of interest and commitment from users of the procurement system	<input type="radio"/>
Resistance and obstacles generated by suppliers	<input type="radio"/>
Difficulty getting Comptroller/Audit office approval	<input type="radio"/>
The overall public procurement system is inadequate for incorporating SPP	<input type="radio"/>
Lack of legislation or regulations	<input type="radio"/>
Other (please specify)	<input type="radio"/>

64. In your opinion, what are the barriers to integrating environmental criteria into your organization's procurement processes? (Place 1 next to the barrier that you consider most significant, 2 next to the one you consider to be in second place, and 3 next to any remaining obstacles).

<i>Barrier ranking (1-7)</i>	
Lack of information	
Restricted supplier competition	
Supplier resistance to rule changes	
Lack of technical capacities on environmental issues	
Disinterest	
Budgetary restrictions	
Other:	

F. STAKEHOLDERS' ENGAGEMENT AND AWARENESS RAISING

65. Are suppliers involved in developing your approach to SPP? Yes / No

66. Are other stakeholders such as Non-Governmental Organizations, consumer organizations, general public, involved in developing your approach to SPP? Yes / No

67. Does your organization co-operate and work with other organizations and public authorities to promote and implement SPP?

Ministry of Economy - Finance	<input type="radio"/>
Environmental Authority	<input type="radio"/>
Ministry of Labour	<input type="radio"/>
Ministry of Health	<input type="radio"/>
Ministry of Social Affairs	<input type="radio"/>
Legal system/Comptroller	<input type="radio"/>
Other:	<input type="radio"/>

68. Are you engaging with suppliers to develop more sustainable products and services?

Yes / No