

# Green ProcA

## Green procurement step by step

Green public procurement is a systematic process that should be done step by step.

- **Step 1:** Achieve political and management support  
Develop a green procurement policy for your institution or company. Have it approved by your municipal council or companies' senior management. Choose a green title to communicate the policy to your staff and the outside world.
- **Step 2:** Assess your actual needs  
Decide on the products or services that actually require procuring. Describe your requirements in a functional manner so that alternatives are not excluded.
- **Step 3:** Define the subject matter  
The subject matter of a contract relates to what products, services or works you want to procure. Purchasers are free to describe the environmentally friendly products or performance-based products.
- **Step 4:** Define technical specifications  
Technical specifications describe the market contact and establish minimum compliance criteria. The application of environmental criteria helps to save resources and energy as well as reducing waste and pollution. Example criteria can be obtained from the [GPP toolkit](#), the EU energy label or other environmental labels like the Eco-label.
- **Step 5:** Define award criteria  
Determine award criteria - e.g. higher ecological efficiency - and their importance when evaluating the tenders. The award criteria must relate to the contracts subject matter. Describe how the calculation the life cycle cost will take place and how important it is as a criterion.
- **Step 6:** Set contract performance clauses  
Use contract performance clauses as a way of setting further relevant energy efficiency or environmental conditions for the green contract.
- **Step 7:** Award the contract  
From all offers fulfilling the technical specifications, the contract will be awarded to the "the economically most advantageous tender" based on the results from the life cycle cost calculation tool used (e.g. Buy Smart+) and the degree of compliance with the award criteria.

