



GUIDE

Green Public Procurement in Sustainable Energy Action Plans

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Green Public Procurement in Sustainable Energy Action Plans

Guide on incorporating GPP into Covenant of Mayors Sustainable Energy Action Plans

Introduction

Why Green Public Procurement?

Procurement is a powerful instrument that public authorities can use to reduce their CO₂ emissions and advance their climate change objective. Green procurement is a process whereby purchasers seek to procure goods, services and works with a reduced environmental impact when compared with goods, services and works with the same primary function that would otherwise be procured. The life cycle assessment of goods and services is a predominant aspect for the identification of favoured products in this context. By choosing green products and services, less hazardous substances are

released and natural resources are conserved and a municipality's ecological footprint can be reduced. Public procurement and the way procurement processes are shaped and priorities set in the procurement decisions offer a significant opportunity for local authorities to improve their overall energy consumption performance. Green Public Procurement (GPP) does not conflict with scarce municipal budgets as long-lasting energy-efficient products can help reduce costs. Furthermore, public procurement commands notable market power, comprising 10–20% of the national GDP. It can be used to drive green innovation and even contribute to regional added value.



Green Public Procurement in Sustainable Energy Action Plans

GPP can make a substantial contribution to the EU's 20-20-20 goals. Considering that public procurement accounts for around 18% of GDP in the EU, GPP could provide strong impetus for a reduction in EU greenhouse gas emissions, raise the share of EU energy consumption produced from renewable resources, and improve the EU's energy efficiency.

Sustainable Energy Action Plans (SEAPs) have become a powerful tool for cities and regions to plan, implement, monitor and evaluate climate and energy policies, and in doing so contribute to global mitigation and adaptation achievements. Through SEAPs, cities can implement measures in a structured and integrated manner, allowing them to systematically monitor their efforts in going beyond national legislation in these fields. A SEAP is also an instrument for cities to communicate to stakeholders – both locally and beyond – the importance of energy and climate change mitigation, and to encourage citizens and other relevant actors to subscribe to the city's ambitions.

Energy efficiency plans provide systematic ground for sustainable procurement. Public procurement and the way procurement processes are shaped and priorities set in the procurement decisions offer a significant opportunity for local authorities to improve their overall energy consumption performance. SEAPs enable municipalities to gain political support for GPP, organise structures, set GPP targets, implement GPP and monitor success.

A SEAP can help disseminate the benefits of GPP as it can:

- lead to savings in energy, water, and materials as well as in the associated operation,

- reduce polluting substances and greenhouse gas emissions,
- improve services to the public and thus enhance quality of life, meet higher quality standards and deliver better performance for public authorities and ultimately citizens,
- create incentives for industry to develop 'green' technologies and products and promote them in the marketplace (influence the marketplace and encourage new entrants in the field of environmental technologies and products),
- often lead to savings – for public authorities making the purchases and for society in general when the life cycle costs of the product are considered,
- help new products and services that have been developed to meet the requirements of GPP to also become popular with private consumers.

The target group – for whom have the guidelines been written?

These guidelines aim to support municipalities and local governments planning a Sustainable Energy Action Plan (SEAP) to a) incorporate in sustainable public procurement when developing their plans as well as b) support them during implementation and especially when executing measures.

These guidelines have therefore been written for staff supporting, preparing and developing SEAPs:

- Political decisions-makers supporting SEAP development.
- Municipality staff involved in the organisation of SEAP development, including staff supporting GPP. Experience shows that broad stakeholder participation



in a SEAP's development phase supports implementation of the action. In other words: implementation of related measures are more likely if sustainable procurement and relevant stakeholders have been involved in development of the SEAP.

- 'Covenant Coordinators', who are the public administrations providing strategic guidance, financial and technical support to municipalities (Territorial Coordinators, who are sub-national decentralised authorities, and National Coordinators, who are national public bodies – including national energy agencies and energy ministries).
- Covenant Supporters, who afford expert knowledge of the regulatory, legislative and financial framework under which they operate and are able to provide tailored advice to signatories and identify synergies with existing initiatives.
- Consultants facilitating SEAP development.

Staff implementing a SEAP:

- Staff from departments of transport, energy, buildings, etc.
- Purchasers



What is the Covenant of Mayors?

The Covenant of Mayors is the mainstream European movement involving local and regional authorities, who voluntarily commit to increasing energy efficiency and using renewable energy sources on their territories. Through their commitment, Covenant signatories aim to meet and exceed the European Union objective of a 20% reduction in CO₂ by 2020.

What is a SEAP?

The Sustainable Energy Action Plan (SEAP) is a key document outlining how the Covenant signatory intends to fulfil its commitment by 2020. It uses the results of the Baseline Emission Inventory to identify the best fields of action and opportunities for reaching the local authority's CO₂ reduction target. It defines concrete reduction measures, together with time frames and assigned responsibilities, which translate the long-term strategy into action. In the main target sectors of a SEAP – buildings, equipment/facilities and urban transport – green procurement plays a central role. Signatories commit to submitting their SEAPs within the year following adhesion.

The Covenant signatories could follow the structure of the SEAP template when preparing their Sustainable Energy Action Plan. The suggested content is:

1. SEAP Executive Summary
2. Overall strategy
3. Baseline Emission Inventory
4. Planned actions and measures for the full duration of the plan (2020)

Green Public Procurement in Sustainable Energy Action Plans

Initiation phase

Political Commitment

The development of a SEAP can help to win political support for GPP, for example when restructuring procurement in the municipalities. Political commitments in SEAPs should include giving preference to and selecting 'greener' products.

Conversely, given that a SEAP has already been approved by the municipal council (or an equivalent decision-making body), this is already a strong political commitment to the GPP aspects included that can be referred to in the argumentation to strengthen GPP policies.

In order to enhance and maintain the political support, it is useful to communicate the social, environmental and economic benefits of the SEAP in general and the GPP measures in particular on the one hand. On the other, the development of a SEAP can be used to win political support for GPP in your municipality.

References to relevant national level policies/strategies, for example a GPP National Action Plan, are conducive to the winning of political commitment for GPP. Where other local policies or strategies relating to the overall scope of the GPP policy are in place, a clear link should be made to these to ensure consistency.

How to integrate Green Procurement into the SEAP process

GPP should form part of the municipality's long-term strategy. Green purchasing practices can contribute significantly to the strategic objectives of public authorities.

Both the long-term vision and the detailed measures are integral parts of the SEAP. For example, as a long-term strategy, the local authority could decide that all cars purchased for the municipal fleet should be electric. Of course, the municipality cannot vote on the budget for all cars that will be purchased up until 2020, but they can include this measure in the plan and evaluate its impact up until 2020 by reviewing the estimated future purchases of cars by the municipality. For the duration of the local authority's political mandate, this measure should be presented in very practical terms, with budgets, identification of financing sources, etc. (EU 2010).

When considering a GPP policy, it is important to define what the main objectives of the policy should be. For example, the contracting authority may already have other policies or decrees in place (political decisions already reached regarding the avoidance of certain products, local procurement handbooks, Environmental Impact Assessments, etc.) which cover some of the aspects of the proposed new GPP policy. By identifying any such policies and analysing their content, you will be able to ensure that your proposed policy does not conflict with the contracting authority's other objectives. Once you have identified synergies with any other policies, your main objectives can be defined more accurately.

It is important to consider the scope of the policy, i.e. which product/service groups and which areas (transport, buildings, etc.) and which departments should be covered (EC 2008):

Cornwall – Green Public Procurement as an objective of the SEAP

One of the paper's strategic issues specifically relates to the objectives of the SEAP: Strategic Issue 5 – Low Carbon:

“(5.2) As well as promoting the carbon reduction agenda more widely, the Council will ensure that it contributes to carbon-reduction targets both through its operational and procurement activities”.



- Apply the system to the whole authority or just to selected areas (e.g. transport and buildings). Starting with just one or two departments may be more appropriate if the authority is large or new to GPP and wishes to pilot the activities first.
- Consider how many product/ service groups you wish to cover. Again, it may be more effective for authorities new to GPP to initially select just one or two product/ service groups.

In general there are two different types of targets to consider within GPP (see further down for related measures):

- Those directly relating to purchasing activities
- Operational targets focusing on support measures

Building stakeholder support – involving stakeholders

A key element for successful implementation of a SEAP and its respective fields of action is winning solid support from stakeholders. As the sphere of government closest to citizens, local authorities are well placed to encourage

residents to take action as consumers on energy and climate issues. They do so by being a role model in GPP, by providing advice and tips on a regular basis, and by involving citizens in the SEAP planning phase and organisation of awareness-raising events and energy days, for example.

The following measures are favourable in order to integrate GPP into a SEAP:

- Identify the procurement entities of your local authority (there may be several) and contact the persons in charge. What are their special needs and challenges? Is there an awareness of the topic? Provide information material (e.g. Buying Green, EU Commissions GPP training toolkit, EU GPP Criteria, event notifications, training opportunities, etc.) and keep them updated about the overall SEAP implementation status and associated council decisions.
- Include the Procurement staff in the list of important stakeholders for SEAP development (see working group).
- Choose the information material carefully and use only the most appropriate.

If general changes in the procurement are planned, involving major providers who already cooperate with the local authorities is advisable. They can potentially offer “green alternatives” for products that they usually provide to the local authority.

Further potentially important stakeholders that might be addressed:

- energy suppliers, utilities;
- transport/mobility players: private/public transport companies, etc.;
- the building sector: building companies, developers;
- NGOs and other civil society representatives; Agenda 21, universities;
- and/or neighbouring municipalities, for the possibility of joint procurement projects.

Network the stakeholders. Link the local administration and municipal council in a smart way: the administration can encourage decision-making on the political level and provide information for decision-makers. In collaboration with external stakeholders, be sure to communicate transparently. Express appreciation for their contributions. However, in order to avoid displeasure or discouraging important players, at the same time clarify that the options and the scope of action in municipal entities and the political course of action are limited, and processes are slower than they might expect and wish.

Planning phase

Elaborating the plan – establishing a working group on GPP to develop a SEAP

Devising and implementing a sustainable energy policy is a challenging and time-consuming process that has to be systematically planned and continuously

managed. It requires collaboration and coordination between various departments in the local administration, such as environmental protection, land use and spatial planning, economics and social affairs, buildings and infrastructure management, mobility and transport, budget, finance and, last but not least, procurement. In addition, one of the challenges for success is that the SEAP process should not be conceived by the different departments of the local administration as an external issue, but it must instead be integrated into their everyday lives.

It is essential that sustainable energy management is combined with GPP and the other actions and initiatives of the relevant municipality departments. It must moreover be ensured that it becomes part of the overall planning of the local authority. Multi-departmental and cross-sectorial involvement is required, and organisational targets need to be in line and combined with the SEAP.

As an example of a simple organisation structure, two groups may be constituted (EU 2010):

- A steering committee, comprising politicians and senior managers. A senior manager on public procurement could participate. The steering committee's mission would be to provide strategic direction and the necessary political support to the process.
- One or several working group(s), comprising the energy planning manager, key persons from various departments of the local authority, public agencies, etc. Their task would be to undertake the actual SEAP elaboration and follow-up work, to ensure stakeholders' participation, to organise monitoring, to produce reports, etc. The working group(s) may be opened to non-municipal key actors directly involved in SEAP actions.

On the one hand, one special working group on GPP could be organised. On the other, GPP experts should participate in key working groups such as those focusing on transport, public buildings or energy where procurement is a relevant issue. Since the SEAP will have an impact on a wider range of stakeholders than those directly involved in the initial procurement, certain user groups may be identified who may play a significant role in improving efficiency (e.g. building occupants or IT equipment users). Finally, certain key providers could also participate.

If organised separately, the GPP working group needs a distinct leader. Moreover, the objective and function of the group must be clearly specified. A well-defined meeting agenda and a project-reporting strategy are advisable in order to maintain a good overview of the SEAP process. Participants in the GPP working group could be procurers (Central Procurement officers, etc.) or also from other departments (environment, buildings, including business development, etc.).

The establishment of a flow chart related to GPP indicating the various interactions between departments and actors would be useful to identify the adjustments that may be necessary to the local authority's organisation. As many key municipal players as possible should be assigned responsible roles to ensure strong ownership of the process in the organisation. A specific communication campaign stating the advantages of GPP may help reach and convince the municipal workers in different departments.

Moreover, adequate training on GPP should not be neglected.

GPP policies and measures in SEAPs

The core part of the SEAP relates to the policies and measures that will allow the objectives previously set to be reached. Different kinds of actions and measures may contribute to achievement of the objectives. Undertaking the entire list of possible actions will often surpass the current capabilities of

the local authority in terms of costs, project management capacities, etc. In addition, some of them may be mutually exclusive. This is why the adequate selection of actions in a given time frame is necessary. Regarding specific methods for the selection of priorities, please consult the CoM Guidelines (EU 2010).

In general there are two major ways to integrate GPP into a SEAP (described in the following chapters). One of the first steps for the integration of GPP into a SEAP is making a fundamental decision: is GPP going to be an independent field of action in the SEAP, or is it preferable to promote it as an integral part of different key sectors or actions?

Due to the fact that local authorities are large-scale customers in many fields, overall commitments in this area have a considerable impact on the consumer-related CO₂ emissions and a local authority's ecological footprint. The advantages of GPP as a separate field of action is clearly that the power of procurement as a tool for climate change mitigation gains visibility and long-term structural changes can be achieved.

This being said, the overall procurement approach is more complicated and requires more intersectional reconciliation. It is potentially more difficult to gain legitimacy from the council for an overall strategy than for single measures. If this first option is to be favoured, be sure to obtain the support of purchasers and council members.

GPP of products and services as a key sector of a SEAP

The involvement of GPP as a key sector of a SEAP requires the definition of clear targets and time frames. The central option is to have an overall procurement strategy approved by the municipal council. The identification of conflicting and supporting policies and

directives is an inevitable initial step to develop a strategy. The establishment of a working group on GPP involving all relevant actors would be the step to pursue. A communication plan is necessary to involve the stakeholders identified.

GPP in other key sectors of the SEAP

Example of London Joint Procurement as an action in SEAPs

“Action 2.2 – the Mayor will work with partners from all sectors to investigate further how London can use joint procurement to stimulate demand for low carbon products and services, including consideration of the GLA group's own procurement.”

Developing measures

In addition to the resources on policies and measures provided in this guidebook, it may be useful to identify which best practices (successful examples) have delivered effective results in similar contexts (i.e. consult **Buy Smart+**). Review the targets and objectives similar to those set by the municipality, which have been reached, in order to define the most appropriate actions and measures. In this sense, joining a network of local authorities (e.g. **Climate Alliance**) can be very helpful.

This chapter provides suggestions and examples of GPP policies and measures that can be adopted by local authorities in order to reach the SEAP objectives. It concentrates on 'policy' actions that will generally deliver CO₂/energy savings in the longer term via specific tender actions, together with training and communication activities. The actions are examples from SEAPs in the Green ProcA target countries.

Example from Covenant signatories – procurement as a key sector

Cornwall Council has the responsibility to lead by example and inspire the businesses and communities in Cornwall to drive down emissions and energy demand. In October 2011, Cornwall Council became a signatory of the Covenant of Mayors, and as such, is required to produce a Sustainable Energy Action Plan (SEAP).

All actions will support and encourage reductions in carbon emissions, and an increased use of sustainable energy and/or a reduction in energy demand, and will target the key sectors defined by the Covenant of Mayors:

- Buildings and equipment/facilities
- Transport
- Local electricity production
- Local district heating/cooling
- Land use planning
- Public procurement of products and services
- Working with citizens and stakeholders

(Cornwall SEAP)



Public procurement measures in the following areas of intervention

Buildings and equipment

- Purchasing or renting buildings that are efficient from an energetic point of view
- Inclusion of selection criteria for architects and engineers on experience in sustainable building design
- For new public buildings (schools, administration), special requirements for modern solutions to use natural light indoors as well as warm water preparation with solar panels
- Increase in pilot projects with passive houses
- Introduction of energy efficient criteria when

retrofitting heating systems, improving isolation materials, etc.

- Improve lighting in buildings and procurement of energy-efficient lamps
- Purchase energy-saving office equipment bearing ecolabel or development of tenders with emission criteria from ecolabels for printers, multifunctional equipment, copiers, etc.
- Acquisition of energy efficient refrigerators
- Purchase of recycled office equipment
- Introduction of energy efficient cooling systems
- Contracts for winter heating supply enabling efficient management with reduced consumption
- Encourage joint procurement of more efficient boilers and solar thermal systems
- Purchase recycled office supplies

Cornwall + procurement as target area

Target areas

As previously explained, we have divided the SEAP into four main areas: Green Cornwall, Green Council, Green Communities and Green Economy. Within these areas, the key target sectors defined by the Covenant of Mayors are: public procurement of products and services.

The Council's Responsible Procurement Policy

Procurement is estimated to be equivalent to 60–80% of Cornwall Council's total carbon footprint (direct and indirect emissions). An annual responsible procurement prioritisation exercise is carried out using a nationally recognised tool. This allows the corporate procurement team to focus on specific areas of spending and high-risk projects. Responsible procurement considerations are made throughout the procurement process from project initiation to contract award and management. Progress is subject to ongoing monitoring against the UK's Sustainable Procurement Flexible Framework Assessment Tool.

(Cornwall SEAP)



Street lighting

- Introduction of energy efficiency criteria for street lighting
- Procurement of 100% renewable energy for street lights
- Replacement of traditional traffic lights with LEDs
- Energy efficiency requirements for contracting management of the public lighting system

Transport and municipal fleet

- Introduction of energy efficiency criteria for an environmentally-friendly municipal fleet
- Procurement Electric vehicles (EVs) including bicycles, scooters, rail cars, forklifts, buses, trucks and cars as

municipality vehicles together with electricity from renewables

- Purchase of low-emission cars

Local energy production

- Renewable energy purchase for municipal services and buildings
- Joint Public Procurement (JPP) of solar thermal energy and photovoltaics
- Compliance with the sustainability requirements for the purchase of wood for power plants (biomass)

Procurement as an area of intervention

If you decide to have procurement as a particular area of intervention in your municipality, you must define the according policies and measures in line with the vision and the objectives, and establish a budget and financing, timing, indicators, and responsibilities.

The following actions related to procurement as a key target sector could be discussed:

- Introducing indicators on the local level, which respect the principles of durable development in public purchases (products resulting from recycling, recyclable products, minimum quantity of waste after usage)
- Developing a procurement handbooks, guidelines, instructions, etc.
- Drafting specifications books, for different types of goods and services that should respect the criteria of green purchases
- Extending green public procurement criteria to all services
- Making energy labels a requirement in public procurement
- Procurement of recyclable consumables, selective collection and salvage of waste, (paper, light bulbs, printer ink, etc.)
- Seminars on GPP for local administration

Public lighting as an area of intervention

The municipality of Nikolaevo is situated in central Bulgaria, between two mountains at the eastern end of the Valley of Roses. In 2011, the municipality applied for a grant for the project “Construction of street lighting with the use of solar energy in the municipality of Nikolaevo” within the programme for the development of rural areas. The criteria for evaluation of the offers included two equally weighted main criteria: the lowest price and technical parameters. For the technical parameters, additional points were awarded for the lamp life span, battery life span, minimum working time in unfavourable conditions (cloudy weather), and light production. 506 solar lamps were installed; 480 at a height of 5 meters, 18 at 3 meters, and 8 at 7 meters with a combined solar panel and wind turbine.

Source: www.buy-smart.info/media/file/3375.Bulgaria_GoodPractice_efficient_lighting_SEC3_EN.pdf



Measures in the municipality of Aiud, Romania

1. Energy efficiency requirements/standards
 - 1.1. Purchase of equipment and vehicles based on the lists of energy efficiency specifications of various categories of equipment and vehicles prepared by the National Agency for Energy Conservation. The analysis of the minimum cost during the life cycle or comparable methods are used on a case-by-case basis to ensure profitability.
 - 1.2. Purchase of equipment with efficient energy use in all modes of operation, including “sleep mode”. The analysis of the minimum cost during the life cycle or comparable methods are used on a case-by-case basis to ensure profitability.
 - 1.3. Use of energy audits and implementation of the resulted recommendations regarding profitability.
 - 1.4. Purchase or hire of energy-efficient buildings or parts of buildings or requirements to replace or modify purchased or rented buildings or parts of them in order to make them more energy efficient.
 - 1.5. Development of standardised tender documents for various types of goods and services following the green public procurement requirements. Introducing at the local level indicators respecting the principles of sustainable development in green public procurement as: products resulting from recycling, recycled products, minimum waste after the usage period, reduced consumables.

- Information campaigns on GPP
- Introduction of (standards for) public e-tendering
- Joint public procurement with other municipalities
- Creation of a multi-public stakeholders board for joint GPP
- Introduction of innovative procurement projects
- Integration of GPP and EMAS
- Transferring energy efficiency requirements/standards to private companies
- Promoting recycling
- Cooperation with universities and research centres to remain up-to-date

Implementing GPP actions

Procurement – as well as financing – is an overarching activity for the implementation of measures in SEAPs. In order to achieve anything more ambitious than the minimal requirements, GPPs should be initiated. These will lead to tangible savings, which are central to the implementation of SEAPs.

Whether the GPP in SEAPs will be successfully implemented or remain a pile of paperwork depends to a large extent on the human factor. Especially the implementation of procurement measures requires ongoing political support. The SEAP needs to be managed by an organisation that supports people in their work, where there is an attitude of ongoing learning, and where mistakes and failures are opportunities for the

organisation and individuals to learn. During the implementation phase, it will be essential to ensure both good internal communication (e.g. between different procurement departments) within the local authority and among all involved (local building managers, etc.) as well as good external communication (to citizens and stakeholders).

The SEAP implementation team should regularly inform the city council (or equivalent body) and politicians in order to make them an important part of successes and failures and to win their commitment through updated council resolutions. Political decision-makers should ensure that sufficient time and resources are foreseen.

Staff must have appropriate practical skills, technical knowledge and access to information to implement criteria/specifications and procedures (Buy Smart+) and sector-specific GPP approaches, e.g. for buildings, electricity (‘Buying Green’).

The public authority should provide supporting guidelines and resources to allow effective implementation of the policy, provide staff and politicians with environmental training and awareness-raising tools, and ensure there is effective communication between our central purchasing unit and the individual departments.

The local authority should communicate green purchasing objectives, imposed requirements and desired outcomes with suppliers (existing and potential). It should work with suppliers and contractors to help them improve their environmental performance (e.g. to reduce, reuse and recycle their packaging) and so spread good environmental practices through the supply chain.

Successful implementation of GPP should be promoted to other municipal public authorities and community through various activities (e.g. leaflets, promotional website).

Reporting and monitoring

Monitoring progress and energy/CO₂ savings is an integral part of SEAP implementation. Life cycle environmental impact savings associated with GPP contribute to reductions. Life Cycle Cost (LCC) Assessments help to avoid reducing the environmental impact at one point in the life cycle and increasing it in another. For example, to avoid causing waste-related issues while improving production technologies or increasing emissions in one country while reducing them in another.

The Covenant of Mayors provides signatories with harmonised data compilation and a reporting framework which is unique in Europe, and helps them to follow systematic energy planning and monitoring at the local level. Reporting data via the Covenant allows signatories to demonstrate the EU-wide impact of GPP actions on the ground.

Covenant signatories are required to fill in an online SEAP template in English. This allows them to summarise the results of their Baseline Emission Inventory as well as the key elements of their SEAP. Moreover, the template is a valuable tool that provides visibility to the SEAP and facilitates its assessment as well as the exchange of experience between the Covenant signatories. Highlights of the information collected will be shown online on the Covenant of Mayors website. The template presents the opportunity to report at different sectorial levels in order to enable a certain degree of flexibility for signatories. In the monitoring template, there is also the option of highlighting GPP actions as Benchmarks of Excellence.

Finally, further indicators like the percentage of tenders that uses GPP criteria or the actual procurement of green products (total and/or percentage of green tenders and/or products) are useful for local authorities to monitor overall GPP progress in the municipality.



Service

Literature and Links

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Climate Alliance (2009), Joint Green Public. Procurement Manual – A Guide for Public Authorities

Buy Smart+

Pro-EE

Glossary

GPP:	Green Public Procurement
LCC:	Life Cycle Costs
SEAP:	Sustainable Energy Action Plan
CoM:	Covenant of Mayor

Green Public Procurement

How to implement GGP (the GPP process)

1. Achievement of political and management support
2. Assessment of your actual needs
3. Consultation of the market
4. Definition of the subject matter
5. Definition of technical specifications
6. Definition of award criteria
7. Setting contract performance clauses
8. Awarding the contract
9. Means of verification

Green Public Procurement – step by step

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

Step 1: achieve political and management support

Develop a green procurement policy for your local authority. Have it approved by your municipal council local authority. 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 you really need to purchase. Describe your needs in a functional manner so as not to exclude alternatives.

Step 3: preliminary consultation of the market

Market engagement allows a public authority to test and influence potential suppliers in the market. Finding appropriate ways to engage with the market, whilst respecting company confidentiality and ensuring transparency can greatly assist a procurer in knowing what is possible (please also see Article 40 of Directive 2014/24/EU and Article 58 of Directive 2014/25/EU).

Step 4: define the subject matter

The subject matter of a contract relates to which product, service or work you want to procure. Purchasers are free to define an environmentally-friendly product or performance-based product definition.

Step 5: define technical specifications

Technical specifications describe the contract to the market and constitute minimum compliance criteria. Apply environmental criteria to save resources and energy as well as to reduce waste and pollution. Criteria can be taken from the GPP toolkit (http://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm) or from the EU energy label or other environmental labels like the ecolabel.

Step 6: define award criteria

Determine award criteria, e.g. better eco-efficiency and their weighting when evaluating the tenders. The award criteria must relate to the subject matter of the contract. Describe how you will calculate the life cycle costs and how it will be weighted.

Step 7: set contract performance clauses

Use contract performance clauses as a way of setting further relevant energy efficiency/ environmental conditions for the green contract.

Step 8: award the contract

From all offers fulfilling the technical specifications, the contract will be awarded to the “most economically advantageous tender” based on the results from the Buy Smart+ life cycle cost calculation tool and degree of compliance with award criteria.

Step 9: (means of) verification

Information about how each of the criteria can be verified must be included. Possible means of verification include self-declarations, technical dossiers and Type I ecolabels. Verification methods form an essential part of the criteria and must be included in tender documents to ensure that suppliers are aware of how compliance with the criteria will be assessed.



Imprint

Green ProcA

Green Public Procurement in Action



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