APPENDIX: SUPPLIER SELECTION QUESTIONNAIRE

These Sustainability Guidelines are designed to assist organizations in integrating sustainability considerations into their ICT procurement processes. They build upon the SIDA framework, findings from interviews and surveys, and established guidelines such as the EU GPP criteria (EU GPP criteria for Computers and Monitors 2016). The guidelines provide practical recommendations for each stage of the procurement process, aiming to facilitate informed decision-making that prioritizes environmental and social responsibility.

2 Guidelines

2.1 Needs Assessment and Planning

1. Define Sustainability Goals: Clearly articulate the organization's sustainability goals related to ICT procurement. These goals may include reducing carbon emissions, minimizing e-waste, promoting fair labor practices, or supporting circular economy principles.
2. Conduct a Needs Assessment: Thoroughly assess the organization's ICT needs, considering both functional requirements and sustainability considerations. Identify opportunities to reduce consumption, extend product lifespans, and prioritize sustainable alternatives.
3. Develop Procurement Criteria: Develop comprehensive procurement criteria that incorporate environmental and social considerations alongside technical and economic factors. Use the SIDA framework and the Supplier Selection Questionnaire as a guide.

2.2 Supplier Selection and Evaluation

1. Pre-Qualify Suppliers: Pre-qualify potential suppliers based on their sustainability performance, using the Supplier Selection Questionnaire Appendix D.
2. Engage in Dialogue: Engage in open dialogue with suppliers to understand their sustainability practices, commitments, and future goals
3. Evaluate Total Cost of Ownership (TCO): Conduct a comprehensive TCO analysis that considers the environmental and social costs of ICT products throughout their lifecycle, not just the initial purchase price.

2.3 Contract Management and Monitoring

1. Incorporate Sustainability Clauses: Include sustainability clauses in procurement contracts that require suppliers to adhere to specific environmental and social standards.
2. Monitor Performance: Monitor suppliers' sustainability performance throughout the contract period, using agreed-upon metrics and KPIs.
3. Encourage Continuous Improvement: Work collaboratively with suppliers to identify opportunities for continuous improvement in their sustainability practices.

2.4 End-of-Life Management

1. Plan for End-of-Life: Develop a comprehensive plan for the end-of-life management of ICT products, including options for reuse, refurbishment, recycling, and responsible disposal.
2. Consider Take-Back Programs: Explore take-back programs offered by suppliers that facilitate the collection and recycling of end-of-life ICT products.
3. Minimize Waste: Implement strategies to minimize e-waste and promote the circular economy by extending product lifespans, repairing devices, and repurposing components.

2.5 Additional Recommendations

1. Educate and Train: Provide ongoing education and training for procurement staff and other relevant employees on sustainable ICT procurement practices.
2. Collaborate: Collaborate with other organizations and stakeholders to share knowledge, best practices, and resources related to sustainable ICT procurement.
3. Advocate: Advocate for policies and regulations that promote sustainable ICT procurement at the local, national, and international levels.

By following these guidelines, organizations can integrate sustainability into their ICT procurement practices, contributing to a more environmentally and socially responsible ICT industry.