

CHECKLIST for Evaluating Social and Environmental Sustainability and Innovations in Public Procurement

Opportunity/ SPP (sustainable public procure- ment) focus area	How to make the appropriate SPP considerations?	When to make the appropriate SPP considerations? And other sources of information	Typical spend categories
<p>Employing people who are disadvantaged in the labor market</p> <p>Promoting employment of ex-offenders</p>	<p>Can people who are disadvantaged from the labour market participate in this public contract delivery?</p>	<p>This can be used for longer-term public contracts where new employees are typically hired and also mainly in regions affected by higher unemployment rates. For target persons, see HERE. It is also important to consider job opportunities for people with disabilities (in areas where these people can get a real job during contract delivery); here it is appropriate to use reserved public procurement contracts as specified in Section 38 of the Public Procurement Act.</p>	<p>Construction contracts, services such as cleaning, security, municipal services including waste collection, reserved public procurement contracts related to such services as laundering and cleaning, repair and maintenance of office machines, personal computers and telecommunications equipment; and selected supplies such as (eco)furniture manufactured in prison economic centres.</p>
<p>Promoting education, practical training and retraining</p>	<p>Can new employees, especially those disadvantaged from the labour market, acquire or improve their qualifications during contract delivery? Is it possible to organise excursions for schools or members of the public as part of the public contract delivery?</p>	<p>This can be used for longer-term public contracts where new employees are typically hired. Appropriate in regions with higher unemployment or outflow of school leavers to other areas. Excursions mainly for construction projects (including those with a shorter delivery time); it may be of interest to pupils and students and/or local or future users.</p>	<p>Typically construction contracts, contracts for design works.</p>
<p>Decent working conditions</p>	<p>Is there an increased risk of violations of legal regulations on working conditions as set out in the Labour Code, employment and occupational health and safety regulations during contract delivery? Alternatively, is it relevant to evaluate whether contract participants have better working conditions that go beyond compliance with applicable legislation?</p>	<p>Typically, these are services with low (and/or reduced to a minimum) labour costs, or construction contracts.</p> <p>For cleaning services, get inspired by the Cleaning Services Standards: HERE.</p>	<p>Services such as cleaning, security, forestry, construction contracts; evaluation - e.g. transport service-related public contracts.</p>
<p>Ethical purchasing</p>	<p>Is there an increased risk of violations of international conventions on human rights, social and labour rights, in particular the International Labour Organisation (ILO) conventions listed in Annex X to Directive 2014/24/EU during contract delivery?</p>	<p>These are in particular supplies from countries in the global South, typically textiles or clothing, footwear, coffee, tea, cocoa, chocolate, bananas, rice, fruit juices, sugar, electronics, flowers, etc. FAIRTRADE certification systems can be used, as well as products of member states of the World Fair Trade Organisation - WFTO, cooperation with Electronics Watch, products of members of the Fair Wear Foundation - FWF.</p>	<p>Refreshments, catering, electronics, supplies of textile products / clothing and footwear, promotional items.</p>
<p>Promoting participation of social enterprises in public procurement</p>	<p>Can the public contract (or a part thereof) be delivered by social enterprises, or may they participate in contract delivery as subcontractors?</p>	<p>Often small-scale public contracts, for statutory public contracts it is appropriate to know the market of social enterprises, their possibilities and capacities. For more information, see the Catalogue of Social Enterprises: HERE. Definition of a social enterprise needs to be provided in tender specifications, see: HERE.</p>	<p>Refreshments, catering, promotional items, event and conference logistics, greenery maintenance and waste management, laundry services, graphic and printing services, other supplies and services - see Catalogue of Social Enterprises HERE.</p>

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<u>Benefits for the local community or economy, promoting participation of small and medium enterprises in public procurement</u>	Can small or medium enterprises deliver the public contract or a part thereof (or participate in its delivery as subcontractors)? Is it appropriate to take measures to improve their access to public procurement?	Small-scale public contracts, public contracts that can be divided into lots; dynamic purchasing system, it is appropriate to divide them into categories based on the subject-matter of the public contract or its territorial scope; public contracts where administrative burden can be minimised.	Varied supplies, services and construction works (according to the scope of deliverables and SMEs as subcontractors).
<u>Fair supply chain relationships</u>	Is there an increased risk of problem conditions and relationships in the supply chain, especially for small and medium enterprises, such as late payment of invoices, irregular employment practices, breaches of occupational health and safety regulations, non-compliance with environmental legislation, etc.?	Public contracts with a subcontractor supply chain that is vulnerable to these risks.	Contracts for construction works or services with a subcontractor supply chain, work in forestry or agriculture.
<u>Environmentally-friendly solutions</u>	Is there an economically viable solution that will make it possible to obtain deliverables that are more environmentally friendly, in particular resulting in reduced consumption of energy, water, raw materials, pollutants released to air, water, soil, reduced carbon footprint, etc.	For more details, see HERE . If they are on the market, it is possible to require environmentally-friendly products that meet the ecolabel criteria - Eco-friendly product / Eco-friendly service or EU Ecolabel - can be found HERE .	Supplies (purchase of renewable energy, promotional items, office supplies, furniture and street furniture, computers and office equipment, vehicles, public lighting, plumbing, refreshments/ catering, cleaning agents and detergents and others), services such as cleaning, greenery establishment and maintenance, waste collection and recycling, printing services, as well as construction works including small constructions or building modifications (playgrounds, bus stops, etc.).
<u>Circular economy</u>	Is there an economically viable solution that will allow the use of renewable sources, recycled raw materials, reduction of waste, life cycle cost or other circular economy considerations?	Sometimes it is enough not to explicitly require "primary" raw materials in projects. For more details, see: HERE . For life cycle costs in English, see: HERE	Supplies (including elimination of their packaging), services such as waste collection, rental, sharing of items such as furniture, vehicles, etc., and largely construction works.
<u>Innovations</u>	Is there an economically viable solution for innovation, i.e. for the implementation of a new or significantly improved product, service or process related to the subject-matter of the public contract?	Often not purchased primarily for its innovative nature, but because it delivers the same or better results than the existing solution available on the market at a lower cost (often life cycle costs). Commission notice Guidance on Innovation Procurement - see HERE .	These can be supplies, services and construction works, often associated with sustainability, circular economy and eco-innovations.

To be considered:

<u>Communication between procurers and contractors with respect to sustainable public procurement</u>	Is it appropriate to inform suppliers of the use of SPP in public procurement process, for example in the form of preliminary market consultations, presentation of a public procurement plan, Meet the Buyer meetings, technical training for suppliers, etc.?	Appropriate in particular where not clear whether the market is ready to deliver on SPP considerations, conditions and deadlines under which the market is able to provide SPP; for more complex and comprehensive deliverables, large construction projects, etc.	These can be supplies, services and construction works, often associated with sustainability, circular economy and eco-innovations.
	Are there other significant risks or opportunities in terms of social responsibility or sustainability?	Any other social considerations, such as the public contract impacts on the given site and its inhabitants, public engagement in the public procurement preparations or explanation of impacts, resulting in better acceptance by the users of deliverables, etc.	