

UF Sustainability in Procurement Implementation Plan

Vision

In framing the vision for sustainability in Procurement, participants envisioned all employees integrating analyses of social and environmental value, including life cycle costing, into purchasing decisions. Sustainable products and services would be given preference in evaluations of the best value for the university.

UF departments would be accountable for their expenditures, considering UF's purchases with the same care and attention as their own purchases and respecting UF's money as they would their own. Purchases would only be made when absolutely necessary; options such as renting, borrowing, or sharing would also be examined. The university would leverage our purchasing power to motivate vendors to act more sustainably. Our success would serve as an inspiration to other businesses and institutions.

Desired Outcomes

Educate the Campus Community - Develop materials to support campus-wide and department level understanding and compliance. Include information about the benefits of sustainable purchasing and the progress being made on campus. Set an example for students, faculty, and staff so they might make sustainable purchasing decisions on campus and in their personal lives.

Encourage Take-Back - Negotiate "extended producer responsibility" clauses with contract vendors, holding them accountable for the full lifecycle of the products they manufacture.

Full-Cost Accounting - Integrate analysis of total cost of ownership and full-cost accounting into purchasing decisions.

Include Sustainability Goals - Those responsible for purchasing would be evaluated on their ability to find innovative ways to reduce waste through purchasing and to incorporate full cost accounting into purchasing decisions. Sustainable purchasing training would be offered to all purchasers.

Reporting - Develop "report cards" to track sustainable purchasing on campus and the performance of campus suppliers/vendors.

Sustainable Options for All Purchases - Develop a web-based, user friendly interface to identify sustainable options for purchasing decisions.

UF Sustainability in Procurement Implementation Plan

Action Plan

The table on the following pages lists the initial actions that can be taken over the next three years to move toward the vision for sustainability in Procurement at UF. The intention of creating this list of actions is to provide a platform for working groups as they begin to implement the vision. This list can be modified over time, and is meant to be a “living document.” Progress toward these actions will be evaluated annually and an updated action plan will be developed in the spring of 2012.

Outcome	Action	People
Educate the Campus Community Full Cost Accounting	1. Develop education and training on the difference between lowest cost and best value, incorporate environmental, social and economic value (Purchasing 101, Intro to Purchasing in myUFL, and Purchasing-L LISTSERV)	<ul style="list-style-type: none"> • Purchasing • Green Teams • P-card Department • Office of Sustainability
Educate the Campus Community	2. Target communication and training on sustainable purchasing to decision makers in order to empower fiscal agents	<ul style="list-style-type: none"> • Office of Sustainability • Deans, Directors, Department Chairs • Faculty Senate • Office of Institutional Research and Planning • Purchasing
Encourage Take-Back	3. Leverage suppliers to provide take-back programs and communicate opportunities through commodity stakeholder groups	<ul style="list-style-type: none"> • Purchasing • Asset Management • Buyer stakeholders for commodities • Chief Information Officer
Encourage Take-Back	4. Support collection for take-back programs	<ul style="list-style-type: none"> • Asset Management • Environmental Health & Safety • Physical Plant Division
Full-Cost Accounting	5. Investigate details of, and possible changes to, maintenance contract fund/reserve	<ul style="list-style-type: none"> • Chief Financial Officer • College/Departmental Budget Managers • Office of Institutional Planning and Research

UF Sustainability in Procurement Implementation Plan

Outcome	Action	People
Full-Cost Accounting	6. Develop calculator for full-cost accounting; list of questions/ideas that can handle all categories of products and services	<ul style="list-style-type: none"> • Finance and Accounting • Office of Sustainability • Purchasing
Include Sustainability Goals	7. Include sustainable purchasing as category in recognition programs	<ul style="list-style-type: none"> • Office of Sustainability
Include Sustainability Goals	8. Encourage departments to conduct annual audits of purchases and disposals to evaluate trends	<ul style="list-style-type: none"> • Purchasing • Asset Management • Environmental Health & Safety • Colleges, Departments and Purchasing agents
Reporting	9. Consider linking SharePoint - online mechanism to allow review/comment on vendors and products to e-procurement	<ul style="list-style-type: none"> • Purchasing
Reporting	10. Conversation with myUF Market software provider about enabling comments on vendors and products	<ul style="list-style-type: none"> • Purchasing
Sustainable Options for All Purchases	11. Expand and verify E-procurement “leaf” identification for sustainable options	<ul style="list-style-type: none"> • Purchasing • Office of Sustainability
Sustainable Options for All Purchases	12. Create commodity specific committees/stakeholder groups to address common strategic solutions to departmental needs. (Answer the questions: what is the need you are trying to fill, what is the problem you are trying to solve?)	<ul style="list-style-type: none"> • Purchasing • Business Services • Buyer stakeholders for commodities • Office of Sustainability
Sustainable Options for All Purchases	13. Pilot/expand mechanism for conversations about sharing of equipment	<ul style="list-style-type: none"> • Asset Management • Purchasing • Faculty Senate • Office of Institutional Planning and Research

UF Sustainability in Procurement Implementation Plan

Outcome	Action	People
Sustainable Options for All Purchases	14. Explore/re-visit concept of common equipment (research, operations, etc.)/service centers	<ul style="list-style-type: none">• Sustainability Committee• Deans, Directors, Department Chairs• Office of Institutional Planning and Research• Faculty Senate