

Dawson College

Sustainable Procurement

Guidelines

Prepared by: Sustainability Office

Last Updated: January, 2025

Overview

Why have sustainable procurement guidelines?

Sustainability is an integral component of Dawson's mission, vision and values. This is also reflected in the [College Strategic Plan](#) and [Dawson's Sustainability Policy](#), which highlights the promotion of "well-being" for all as a core value.

The role of procurement is significant in meeting Dawson's bold sustainability objectives dealing with social justice, environmental and economic issues that lead to well-being for all and models the values we aspire to in our mission through the services and goods we use. Dawson's procurement process reflects institutional innovation and leadership in sustainability.

How sustainable procurement of services and/or products can meet sustainability goals:

- **Economic**– considering full product life cycle costs, supporting local economies, leveraging purchases with strategic partners and benefiting from economies of scale
- **Social** - ethical issues, workers' rights, living wages
- **Environmental** – ensuring clean air, water and soil (reducing pollutants and hazardous chemicals); low-energy use items (reducing, reusing & recycling items + lowering greenhouse gas emissions)

Sustainable procurement meets the organizational and purchasing needs of Dawson College while:

- Dawson integrates Corporate Social Responsibility (CSR) into its daily operation through various sustainability-related certificates as well as sustainability tracking, assessment and rating programs. A sustainable procurement guideline further enhances its corporate responsibility to stakeholders (government, board, employees, community) and the general public
- Ensuring our goods and services-producing partners conduct their businesses responsibly



Article 4 of Dawson College By-law 10 States

4.01 General Policy on Procurement

The College acquires goods and services at the best overall price while meeting the following requirements:

I. Preference is given to

- a.** goods and services that are consistent with the Dawson College Sustainability Policy;
- b.** local suppliers, to the extent permitted by agreements entered into by the Government;
- c.** group purchasing agreements;
- d.** partnerships and exchanges of services with other public bodies.

II. Competition amongst suppliers is fostered; and

III. Procurement is transparent, allowing potential suppliers to have ready access to timely information on business opportunities, criteria for assessment of bids and competition results.

For more information or assistance with the procurement guidelines, please contact;

Dawson Office of Sustainability, 514.931.8731 ext. 4624



Goods & Service Supplier:

- ❖ Company has positive track record with respect to corporate social responsibility
- ❖ Company has public environmental policy statement or policy?
- ❖ Company is capable to conduct business electronically (including invoices, bids, etc.)?

Purchased Product:

- ❖ Is a portion of the product made with recycled material? What percentage?
- ❖ Products that contain wood: is the wood certified by the Forest Stewardship Council of Canada (FSC- CA)? Does it have the logo below?



<https://us.fsc.org/index.htm>

Energy Efficiency:

- ❖ Does the product have energy efficiency certifications (EPEAT or Energy Star)?
- ❖ Is a specific product energy efficient when compared to other suppliers?



<http://www.energystar.gov/index.cfm>



Waste Reduction Capacity:

- ❖ Has an environmental life-cycle analysis of the product been conducted? What is it made from? What is the cost of disposing of it?
- ❖ Is it reusable?
- ❖ Where will it go once used? Can the product be recycled or returned to the supplier at the end of its useful life?
- ❖ Packaging: is it minimized? Is it recyclable?
- ❖ Will the product biodegrade into harmless elements in water and/or soil? In what timeframe?



<http://industries.ul.com/environment>



<http://www.green seal.org/Home.aspx>

- ❖ Does a product using or regulating water flow have water efficiency certifications?



<http://epa.gov/watersense>



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