

# Procurement Administration Manual

Responsible Procurement  
Sustainable Development

POLICY

## Green & Sustainable Procurement

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**Effective Date:** June 3, 2011  
**Replaces Date:** March 16, 2009

### Policy

- Manitoba shall purchase goods and services in line with Manitoba's principles and guidelines of Sustainable Development and other government procurement policies, legislative requirements and trade agreements.

### Rationale

- to ensure environmental effects are taken into consideration when purchasing
- to provide additional policy criteria from which to evaluate a good or service
- to adequately reflect environmental, human health and social effects, and likewise, that environmental and health initiatives should adequately take into account economic, human health and social consequences

### Application

- This policy applies to the following organizations of the Manitoba Government:
  - Departments
  - Special Operating Agencies (SOAs)
  - Agencies, Boards, Commissions and Committees that report to the executive branch of the Manitoba Government

### Definitions

**Environmentally Preferable Products:** Goods and materials that have a less adverse impact on human health and the environment when compared with competing goods and materials. This comparison shall consider raw materials acquisition, production, manufacturing, packaging, distribution, re-use, operation, maintenance, and waste management of the good or material.

**Environmentally Preferable Services:** Services that have a more beneficial or less adverse impact on human health and the environment when compared with competing services.

**Full-cost Accounting:** Accounting for the economic, environmental, land use, human health, social and heritage costs and benefits of a particular decision or action to ensure no costs associated with the decision or action, including externalized costs, are left unaccounted for.

**Procurement:** The acquisition by any means, including by purchase, rental, lease or conditional sale, of goods, services or construction, but does not include:

- any form of government assistance such as grants, loans, equity infusion, guarantees or fiscal incentives; or
- government provision of goods and services to persons or other government organizations

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**Reasonable Price:** Price that provides the best total value, consideration given to availability, delivery, fitness for purpose, payment terms, quality, quantity, and service. A reasonable price is not necessarily the lowest price.

**Recycled Products:** Goods or materials manufactured with waste goods or materials that have been recovered or diverted from the waste stream.

**Sustainable Development:** Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Toxic Substance:** A substance whose quantity, concentration or the conditions under which it is managed poses an elevated risk to the environment or human health.

### Policy Guidelines

- Purchases shall be based on:
  - careful consideration of the goods or services impact on the environment, economy and human health and well being
  - preference being given to the purchase of environmentally preferable goods and services whenever they perform satisfactorily and are available at a reasonable price
  - consideration of market factors such as price, quality, delivery dates and specifications, ex: recycled, remanufactured, non-toxic
  - consideration of full cost accounting to ensure that no costs associated with the purchase decision or action, including externalized costs, is left unaccounted for
- Green procurement must be added to tender evaluation criteria.
- A cost/benefit analysis should be conducted to determine whether or not to purchase an environmentally preferable good or service.
- Manitoba's [Sustainable Development Procurement Guidelines](#) are to be considered in any procurement and in broad outline would include the following:
  - Promoting Environmental Sustainable Economic Development
  - Conserving Resources
  - Conserving Energy
  - Promoting Pollution Prevention, Waste Reduction and Diversion
  - Evaluating Value, Performance and Need

### Procedures

- Internal or additional procedures may be established at the discretion of Departments, Agencies, Boards, Commissions, Committees, SOAs or Central Agencies to ensure compliance with policy or to streamline processes. Employees must determine if internal or additional procedures are to be followed.

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### References

- [Sustainable Development Act S270, 1998 \(and Schedules\)](#)
- [Manitoba Sustainable Development Procurement Guidelines, Dec.6, 2000](#)

### Issued by

Procurement Services Branch

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