

## 4-P Evaluation Criteria

The University of New Mexico is implementing the 4-P procurement model which is designed to ensure fiscal stewardship while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources. In doing so, UNM seeks to establish business relationships with vendors and manufacturers who share our University's values and concerns for the environment and social equity.

The 4-P model is defined as the following:

### ***Planet (“Environmentally Preferable”)***

Buying the most environmentally preferable alternative means UNM will seek products and services that have a reduced negative effect on human health and the environment when compared with competing products and services serving the same purpose.

In practice, this means seeking products and services that do not harm human health, are less polluting, minimize waste, maximize use of bio-based or recycled materials, conserve energy and water, and reduce the consumption and/or disposal of hazardous materials.

### ***People (“Social Equity”)***

The people phase, or “social equity,” is a core value at UNM. The University will not knowingly put people elsewhere at significant risk for environmental contamination or diminished social welfare. In this effort, UNM embraces and promotes the ten principles of the United Nations Global Compact, which correlate to the University of New Mexico's key values.

### ***Price (“Balancing Environmental and Social Considerations with Financial Cost”)***

When evaluating goods and services, UNM will not focus exclusively on initial purchase price and minimum requirements; but rather on life cycle concepts. Environmentally acceptable and socially ethical practices that may entail a relatively long payback period will be favored over decisions based solely on upfront costs alone.

### ***Performance***

The University of New Mexico recognizes that competition exists not only in price, but also in the technical competence of suppliers; commitment to social equity and creating and maintaining a healthy environment. Nothing in this policy shall be construed as *requiring* UNM to procure products or services that do not meet UNM's performance, function or quality requirements, exclude adequate competition, or are not available at a reasonable price or within a reasonable period of time.

In evaluating this proposal the University will be looking for companies that:

- Demonstrate leadership commitment towards sustainability

Companies should take a pro-active approach to environmental challenges, form initiatives to promote greater environmental responsibility, as well as encourage the development and diffusion of environmental friendly technologies.

- Systematically assess their stewardship strategies to identify gaps in policy and practices.

Companies who do this will display transparency and honesty in assessment, employ core concepts of social and environmental stewardship, and create short and long-term strategies determining the social and environmental impact of their operations and suppliers.

- Publish and disseminate visions and goals with regards to environmental stewardship

A company's vision, goals, strategies will embrace the concepts of environmental stewardship, social equity, and will publicly post and distribute among all levels of the organization.

- Empower personnel to bring issues and new ideas up to management – “Bottom-up” culture.

Companies will identify a lead individual within the organization who can take on leadership roles as well as report on staff performance. Also encouraging employee participation in setting long term and short term environmental stewardship goals as well as communicate challenges, and risks among staff.

- Companies that embrace and promote the ten principles of the UN Global Compact found here: <http://www.unglobalcompact.org/>

The UN Global Compact is focused on the rights to life, liberty and security, and the right to be free from slavery servitude, torture or cruel, inhumane, degrading treatment. The declaration also recognizes the right to form and join trade unions, the right to a standard of living adequate for health and well being, including food, clothing, housing, medical care, and to social services and security. The Global Compact Principles call on businesses to develop an awareness of human rights and to work within their sphere of influence to uphold these universal values, on the basis that responsibility falls to every individual in society.

## Criteria

Please answer the following questionnaire to the best of your ability. If a question does not apply to your products or services offered write N/A.

### ***Planet***

#### I. Production and Use

1. The University supports the use of alternative fuels. Do you utilize any of the following renewable energy sources and if so, identify the purpose or application and the percentage usage of each source of energy:
  - Biodiesel \_\_\_\_\_%
  - Geothermal \_\_\_\_\_%
  - Hydroelectric \_\_\_\_\_%
  - Hydrogen \_\_\_\_\_%
  - Solar Energy (Photovoltaic) \_\_\_\_\_%
  - Wind Energy \_\_\_\_\_%
  - Carbon Sequestration \_\_\_\_\_%
  - Other. Please provide. \_\_\_\_\_%
2. Identify the manufacturer's primary source of energy utilized in the production of products offered to the University:
  - Coal
  - Oil
  - Natural gas
  - Nuclear Power
  - Electric Power
  - Other. Please. Specify
3. Has your company developed any strategies, programs, policies, etc., to reduce the use of non-renewable materials and encourage the production of sustainable products? a. If so, can you demonstrate and or provide documentation of your success? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Are recycled materials part of the product(s) offered? If yes, please describe what types of recycled materials are used.
5. Are any of the products offered to the University of New Mexico bio-based? If yes, please identify which products.

6. Does your company actively participate in any recycling efforts? If yes, please describe.

7. Identify if the product(s) being offered meet the following criteria:

- Low-toxicity
- Carcinogen-free
- Persistent, bio-accumulative toxic (PBT)-free
- Chlorofluorocarbon (CFC)-free
- Heavy metal free (e.g., no lead, mercury, cadmium)
- Low volatile organic compound (VOC) content
- Phthalate-free
- Asbestos-free
- Polybrominated diphenyl ethers (PBDEs)-free

8. What materials (chemicals, oils, etc.) go into producing the goods/services being offered?

9. Is your product certified by an independent 3<sup>rd</sup> party green label: Green Seal, Environmental Choice, Energy Star, Leadership in Energy and Environmental Design (LEED), ISO 140001, Canada Environmental Choice Program, Chlorine Free Paper Association, Eco-Rating International, The Forest Stewardship Council, The Global Ecolabeling Network, Scientific Certification Systems, EU EcoLabel. If so, please provide the appropriate documentation.

## II. Shipping and Transportation

1. Where are your manufacturing plants located? How many miles will the product be shipped in order to be delivered to the University using the shipping methods outlined below. If no miles via a given method, enter 0.

Air Miles            \_\_\_\_\_  
Ocean Miles        \_\_\_\_\_  
Rail Miles           \_\_\_\_\_  
Truck Miles        \_\_\_\_\_

2. Has your company taken steps to mitigate the impact of transportation on the environment? If yes, please describe.

a. Do you consider your standard packaging practices to be environmentally preferable? If yes, please describe.

### III. Product Lifecycle

1. Describe your firm's product lifecycle, from beginning of manufacturing process, to the end of the product's life.
  - a. Does your company offer upgradability, reclamation or a recycling "take back" program for the products sold to the University?
2. Does your company offer a reclamation program? If so, please describe the dismantling of the reclaimed product.
3. Do you have a factory authorized or certified service center network for product repair or replacement? If so, please provide locations.

### IV. Firm Violations

1. Please list total number of incidents that fall under non-compliance with regulations and voluntary codes concerning product, service information, and labeling. Please describe the outcome in detail.
2. Please list total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their lifecycle. Please describe by type and outcome.
3. Please list any Notice of Violation (NOV) that your company has been cited or fined for failure to comply with applicable environmental regulations or rules in the last 10 years.
4. Total number of incidents of violations involving rights of indigenous people and actions taken.
5. Has your company ever been indicted for anti-competitive behavior, anti-trust, and/or practices of monopoly? \_\_\_\_\_ Y \_\_\_\_\_ N Please explain the outcome.
6. Identify any and all allegations filed against your company for noncompliance with laws and regulations within the last five years. Please state whether these charges were federal or locally based.

## *People*

### I. Human Rights

1. Provide a breakdown of your employees per category according to gender, age group, minority, group membership, compensation, and other indicators of diversity.
2. Does your company embrace and endorse the Ten Principles presented by the United Nations Global Compact on Human Rights & Labor? Y  N   
<http://www.unglobalcompact.org/>
3. Please describe your company's employee training program(s), policies and procedures concerning aspects of human rights that are relevant to operations.
4. Has your company taken any measures towards the worldwide elimination of child labor practices and human trafficking? If so, please describe.
5. What steps does your company take to promote equality between men and women or ethnic or racial diversity?
6. Does your company follow the guidelines for employment provided by the Americans with Disabilities Act (ADA) <http://www.ada.gov/cguide.htm>
7. If country of origin is other than U.S. do they afford citizens with the right to vote?
8. If country of origin is other than U.S. do they embrace principles of freedom of association and freedom of press?

### II. Employee Benefits

1. Please describe worker health and safety committees that help monitor and advise on occupational health and safety programs.
2. Percentage of employees covered for health care/wellness programs and your business' accident rates:
3. If applicable, percentage of total workforce represented by unions.
4. Explain or describe your compensation methodology, what is it based upon?

### III. Work Environment

1. Please describe how your firm evaluates the environmental and social impacts of your products and services. Does your firm revisit a product's design components and continue to improve them, taking into account the concerns of society and the environment?
2. Will the work you perform produce or cause the release of any air emission? If yes, list air emissions and method for preventing impact to the environment.
3. Identify any and all business units for which risk assessment has been conducted. Explain each unit's outcome.
4. Does the market area involve:
  - The use of toxic or hazardous substances at any time during the life-cycle of the product or service contract?
  - \_\_\_\_\_ Air or aqueous emissions?
  - \_\_\_\_\_ Potential to affect quality of environment (e.g. noise, odor, dust)?
  - \_\_\_\_\_ Energy or water consumption?
  - \_\_\_\_\_ Ongoing use of transport and travel (e.g. repeat deliveries)
  - \_\_\_\_\_ Other source of greenhouse gas emissions or ozone depleting substances during use?
  - \_\_\_\_\_ The use of consumables that end up as waste or generation of packaging waste .
5. Will the work you perform result in any waste? If yes, list the disposal location as well as amounts and types of wastes expected and the proposed disposal method. For a list of recycling centers in New Mexico access the New Mexico Recycling Coalition under Recycling Directory <http://www.recyclenewmexico.com/>
6. Will the work you perform consume energy? If yes, explain what type of energy will be consumed, and how you will minimize consumption.

### V. Community Involvement

1. Please describe what efforts your firm is taking to support locally-based suppliers at significant locations of operation. Provide proportion of spending, and percentage of supply on locally based products and/or services.
2. What effort is your firm taking to be involved in the University of New Mexico's local economy? Are you willing to educate the University's community on issues of sustainability, and how it relates to your products and/or services?
3. Please list organizations in which your business has participated in volunteer/contribution efforts:

## ***Price***

### I. Total Cost of Ownership (TCO) Attributes

Please provide the following data for each product offered to help determine the total cost of ownership which includes first cost and other known or expected user and disposal costs.

1. Cost/product = \$\_\_\_\_\_
2. Watts used in standby mode (if applicable) = \_\_\_\_\_ watts
3. Average yearly service call fee (if applicable) = \$\_\_\_\_\_
4. Expected shipping or disposal costs of product at end-of-life= \$\_\_\_\_\_
5. What is the expected life span of the product in years? \_\_\_\_\_
6. What is the annual operating cost of the product? \_\_\_\_\_

*\*Lifecycle Cost Analysis: (purchasing price + [annual operating costs X lifespan] + disposal costs)/lifespan*