

Sustainability and Sourcing of Goods and Services

Princeton University uses an electronic sourcing tool called Sourcing Director which is housed within our Marketplace. This tool provides for electronic creation, submission, and evaluation of supplier responses for Requests for Proposal (RFP), Requests for Information (RFI), and related solicitations.

The tool has functionality to create templates of sourcing events which streamline event creation. And, it provides Library content which can be documents, questions, items, or any other component of an RFP so that duplicative work is significantly reduced for related types of events.

Questions within the “Library” content pertaining to Sustainability can be used by buyers and category managers when creating their RFPs. The questions are segmented into groups. Some groups may not apply to a specific RFP, but all are available to be used as necessary depending on the goods or services being sourced. In addition, these are not all inclusive. Depending on the event, additional questions may be necessary.

The screenshot displays the 'Marketplace' interface for Sourcing Director. The breadcrumb trail is: Sourcing > Templates and Libraries > Event Libraries > Questions. A navigation link for 'Back to Sourcing Event Libraries' is present. The main content is divided into two sections: 'Sustainability questions' and 'Questions'.

Sustainability questions

Library Status	Published
Library Settings	
Descriptions	1
Prerequisites	0
Buyer Attachments	0
Questions	35
Additional Item Fields	
Items	0
Panel Questions	0
Exports And Imports	

Questions

On This Page Add New Export Questions

- Group 1: Sustainability Commitment (8)
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> **Group 1: Sustainability Commitment**

> **Group 2: Paper Goods Sustainability**

> **Group 3: Electronics Sustainability**

> **Group 4: Appliance Sustainability**

> **Group 5: Services Sustainability**

> **Group 6: Fulfillment Sustainability**

The questions within each group are as follows. Some of the questions require Yes/No responses, some provide a text box for entering information, and others allow the supplier to upload files for review.

The black stars indicate that the question is required to be answered in order for the supplier to submit their proposal.

▼ Group 1: Sustainability Commitment	
#	Question Text
1.1	Sustainability is a major initiative at Princeton University and the University desires to partner with firms who value sustainability. Please describe your firms commitment to Sustainability? ★
1.2	Feel free to upload a file which describes your firms Sustainability commitment.
1.3	Please provide examples of recommendations that have been implemented with other clients in the following areas to enhance their sustainability goals: recycling programs, waste minimization, and waste disposal.
1.4	If you have an electronic catalog of items, describe how green and recycled products are identified on your electronic catalog.
1.5	How do you help to create positive social, environmental and/or economic impacts through your organizational sustainability policy(ies)? ★
1.6	Describe programs which your firm provides to work with clients to enhance their sustainability efforts.
1.7	If you have programs to help clients enhance their sustainability goals, feel free to attach documentation which provides more details of the program and examples of work done to support other clients.
1.8	Please upload a file showing the metrics your firm uses to measure their Sustainability goals and objectives.

▼ **Group 2: Paper Goods Sustainability**

#	Question Text
2.1	Princeton is on a 100% Recycled Paper standard and the expectation is for the same upon the potential transition of this business. Princeton University's stakeholder team will look to test the paper to ensure it meets our Sustainability Unit's requirements. Are you able to meet this expectation? ★
2.2	Do you offer paper products that contain post-consumer recycled-content and/or content certified by the Forest Stewardship Council (FSC); contain post-consumer recycled-content and/or bio-based content, ideally consisting of agricultural residue? ★
2.3	Describe how your paper products contain post-consumer recycled-content and/or content certified by the Forest Stewardship Council (FSC); contain post-consumer recycled-content and/or bio-based content, ideally consisting of agricultural residue?
2.4	Do you offer plastic products that contain post-consumer recycled- and/or bio-based content, ideally consisting of agricultural residue?

▼ **Group 3: Electronics Sustainability**

#	Question Text
3.1	The University seeks to ensure the devices we purchase or lease are EPEAT registered. Please describe your firm's commitment to EPEAT registered products. ★
3.2	The University requires regular reporting on EPEAT registered items for the items we have purchased. This includes total spend by item category along with EPEAT Gold, Silver, and Bronze spend within those categories. Will your firm commit to providing this data if awarded this business? ★
3.3	Please provide the URL to the webpage where your firm describes their EPEAT program.
3.4	If your firm provides an online catalog, describe how EPEAT items are identified so that shoppers have the ability to identify and select EPEAT registered items.
3.5	Please feel free to include a screen shot from your online catalog which shows how EPEAT items are identified.
3.6	Please describe how your firm can support the lifecycle of the items in this solicitation by describing how you will handle the e-waste of the items at the end of their useful life.
3.7	Feel free to upload a file describing your e-waste management program.

▼ **Group 4: Appliance Sustainability**

#	Question Text
4.1	For the items in this solicitation, please describe if they are Energy Star rated. ★
4.2	Please feel free to update a file describing the Energy Star ratings for the items in this solicitation.

▼ **Group 5: Services Sustainability**

#	Question Text
5.1	Describe your firm's use of green, recycled, and sustainable materials and their use in the services described in this solicitation. ★
5.2	Please upload a file describing any hazardous or controlled materials which may be used in providing these services along with the controls your firm has in place to ensure proper reuse, recovery, and disposal of these materials.
5.3	Within the last five years, has your firm been subject to a finding, notification, or decree by any government agency associated with the management of hazardous or controlled materials? ★
5.4	If the answer to the above question is "Yes," please describe the situation, the timing, the fix, and the findings of any subsequent re-audits taken to assess the changes you have made.
5.5	If the services described in this solicitation require removal of material from the University, describe how they will be disposed.
5.6	Describe initiatives your firm has done in the past to reduce the amount of material going to landfills.

▼ **Group 6: Fulfillment Sustainability**

#	Question Text
6.1	Describe initiatives your company uses to reduce carbon footprint and waste in the process of delivering goods to your customers. ★
6.2	If your firm delivers on OWNED trucks, describe the programs used to ensure sustainable practices are used.
6.3	If your firm delivers on THIRD PARTY trucks, describe how you work with the third party to ensure sustainable practices are used.
6.4	Does your firm use natural gas, hybrid, or electric vehicles to deliver products to customers?
6.5	Does your firm offer reusable totes in lieu of cardboard boxes?
6.6	Describe the process by which items are delivered in reusable totes and how those totes are returned for reuse.
6.7	Describe any programs your firm has to reduce the waste stream of packaging materials with your clients.
6.8	If you have a program to reduce waste streams for your clients, please upload a file explaining the program including examples of programs with other clients.