

2.2 Implement Sustainable Purchasing

5 – 45 Points

Action Updates

This action has been revised for the **current certification cycle**. The previous version of this action is [available for comparison](#). Edits are highlighted in yellow. (Last updated 2024)

Objective

Commit to purchasing sustainable goods and services.

Complementary Action:

- [Provide Resources and Supports to Local Businesses](#)

What to Do

Note: When determining if goods and services are sustainable, the following sample environmental attributes can be considered: Biobased, biodegradable, bisphenol-free, carcinogen-free, Chlorofluorocarbon (CFC)-free, compostable, durable, energy efficient, flame retardant-free (especially halogenated flame retardants), free of antimicrobial chemicals, heavy metal free (e.g. no lead, mercury, cadmium), less hazardous, low Volatile Organic Compounds (VOC) content, low-toxicity, made from renewable materials, Per- and Polyfluoroalkyl-free, phthalate-free, reduced packaging, refurbished, reusable, water efficient.

The more you do, the more points you earn.

1. Have at least one municipal representative (includes municipal elected officials and/or staff members and/or commission members) participate in a sustainable procurement training. Any training pursued here may not also count for points under Sustainable CT Action [Train Municipal Representatives](#). The training must have taken place in the last three years. **(5 points)**

Submit: The name(s) and title(s) of the individual(s) who attended the training, date of attendance, the organization that provided the training, and an agenda or brief description of the content covered.

2. By municipal resolution or ordinance, adopt a sustainable purchasing policy, distribute the newly adopted policy to relevant department or division heads, publish the policy to the municipal website, and communicate the policy to relevant suppliers and vendors. At a minimum, the policy should address two social impact areas and four additional environmental impact areas: **(20 points)**

Social Impact Areas

- Promotion of purchasing cooperatives;
- Engagement with locally-owned businesses, sustainable, or eco-friendly businesses, minority and women-owned businesses, and alternative corporate structures, such as [B Corps](#) and cooperatively owned businesses (a definition of “local” should be stated for purposes of the policy); and
- Purchase of goods and services that are certified “fair trade” or are otherwise ethically sourced and free from forced labor and/or child labor.

Environmental Impact Areas

- Recycled-content, reused and/or refurbished products;
- Less harmful and/or non-toxic materials and processes;
- Energy and water-efficient products and processes;
- Natural resource and landscaping including implementing a green grounds and management maintenance program;
- Renewable energy products, such as solar, wind and/or hydropower;
- Waste reduction and pollution reduction;
- Sustainable, “green” or Leadership in Environmental and Energy Design (LEED) certified building construction design and/or materials; and
- Other topics consistent with the objective of this Action that your municipality deems appropriate.

Sustainable purchasing policies may include any other topics your municipality deems appropriate. Your municipality may submit documentation to prove that your municipality utilizes WaterSense labeled products under [Sustainable CT Action 3.6](#). You may still include management of municipal water use in your sustainable purchasing policy, but you may not count managing municipal water use as one of the four or more environmental impact areas you highlight in your sustainable purchasing policy under this Action. Similarly, there is no double-counting with other Sustainable CT Actions that overlap with sustainable purchasing policy areas.

Submit: A copy of the sustainable purchasing policy formally adopted by your governing body; documentation that the policy has been adopted (such as meeting minutes, a copy of the municipal zoning regulations with relevant portions highlighted, a link to municipal ordinances, or similar verification) and a completed [worksheet](#).

3. Implement your municipality’s sustainable purchasing policy. **(15 points)**

Submit: An estimate of the percentage of your municipal budget used to purchase sustainable goods and services, using data no more than three years old, and a brief narrative description of which goods and services are sustainably purchased by your municipality and which social and environmental impact areas in your sustainable purchasing policy are impacted.

4. Develop and maintain an up-to-date vendor list to use for requests for quotations, small purchases where no quotes are required, requests for proposals, and other purchasing opportunities. Your list must incorporate special designations, which may include those for locally-owned businesses, sustainable, or eco-friendly businesses, minority and women-owned businesses, and alternative corporate structures, such as [B Corps](#) and cooperatively owned businesses. You may collaborate with representatives from other communities to develop a regional vendor list. **(10 points)**

Submit: The vendor list, including an explanation of the special designations incorporated into the list. For regional vendor lists, each participating municipality will receive points. If the list is more than three years old, provide a brief description of how it is still relevant and used by your municipality.

Engaging Partners

Sustainable CT encourages regional collaboration and other forms of partnership. For every action, please complete the “Partners” box in your submission, indicating the name(s) of any municipalities and/or organizations you partnered with (if any) and a brief description of your municipality’s role. If you collaborate with other municipalities, each community will receive points. For additional information, please see the ["Partners Guidance Document"](#).

Potential Municipal and Community Collaborators

Municipal collaborators include staff from purchasing, operations, administration, building, maintenance and economic development. As you implement this Action, also include business associations, chambers of commerce and other business alliances, individual businesses and community groups.

Funding

If available, below are potential funding sources specific to this Action. For a complete listing of potential funding opportunities to assist with implementing Sustainable CT Actions, please visit the [Sustainable CT Grants Portal](#), which is searchable by Action. Please also visit the [Support for Your Town](#) page for opportunities for technical assistance and other supports.

- [Urban Act Grant Program](#)
- [Municipal Grant Program \(MGP\)](#)
- [Sustainable CT Community Match Fund](#)
- [Re-X Before Recycling Phase 1 Prize](#)

Resources

Toolkits, Calculators, Guidance Documents

- [City of Ann Arbor, Michigan, Environmentally Preferable Procurement](#)
- [City of Portland, Oregon Sustainable Purchasing Policy](#)
- [City of Sacramento, California Sustainable Purchasing Policy](#)
- [CT Green Purchasing State Profile](#)
- [Sustainable Procurement Policy Roadmap](#)

Organizations and Relevant Programs

- [Sustainable Purchasing Leadership Council \(SPLC\)](#)
- [Responsible Purchasing Network \(RPN\)](#)
- [Business Alliance for Local Living Economies](#)
- [Connecticut Department of Energy and Environmental Protection \(DEEP\) Environmental Preferable Products Internet Resources](#)
- [DEEP How to Buy Green Products at Your Agency](#)
- [U.S. Environmental Protection Agency Environmentally Preferable Purchasing Program](#)
- [Capitol Region Purchasing Council](#)
- [National Association of State Procurement Officials Green Guides](#)

Benefits

Committing to sustainable purchasing will lessen adverse environmental impacts by reducing waste generally and hazardous materials specifically. It can also lessen transportation, resulting in lower costs and greenhouse gas emissions.

CT Success Stories

- [Washington - Nov 2021 Certification](#)
- [Trumbull - Nov 2021 Certification](#)
- [New Milford - Nov 2021 Certification](#)
- [Bristol - Sep 2023 Certification](#)