

Task 2.1. Gather information of good and bad practices on purchase of energy efficient products and services

TEMPLATE AND METHODOLOGY FOR RECORDING AND COLLECTION OF GOOD AND BAD PRACTICES

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1. METHODOLOGY FOR RECORDING AND COLLECTION OF GOOD AND BAD PRACTICES

Besides an extensive desk research and a review of the recent GPP and SEAP practices in the EU Member States, this study essentially draws on the findings of a comprehensive data collection exercise based on two different online surveys that will be submitted to public authorities at different levels of government in each GreenS country.

The methodological approach has been chosen in align with project's tasks and in agreement with the GreenS partners. In order to secure a greater level of detail in our analysis, we will entirely rely on the support of institutional bodies from the GreenS project and SEAP energy experts. National experts will act as contact persons for their own countries to ease the process of data collection and some also conducted personal interviews with public authorities during the questionnaire process.

In order to make valid statements from the data collected, we must ensure that our results are as accurate as possible and that the sample of authorities contacted is as valid as possible.

Overarching aim is to focus on **targeted group** for collecting quality data from real GPP practitioners; otherwise too poor information with such small sample could be received. Therefore, all responsible NPs will be asked to find and make contacts with at least 10 public authorities at national/regional/local level (or personnel that are responsible for GPP implementation) that are already implementing and are familiar with GPP. These could be either a managerial staff (director of procurement or other unit, official working at the ministry /region responsible for GPP etc.) or procurers themselves.

A. Questionnaires

Two surveys provided organised collection of data that are most relevant for the illustration of GPP in countries and in public organisations observed. Reporting of data involves analysis, interpretation and presentation of data received. The results will be aimed to analyse and map the status of the implementation of GPP. Assembled data described in detail all answers on every question for each country separately and also summed up for all together. On the end they will be presented in graphical and table forms.

For obtaining required information two (2) on-line questionnaires (Q) are prepared; one for public procurers and one for national partners (NPs). The first questionnaire is focusing more on practices, the other on the GPP process and policy at the national level.



I. Q1 – public procurers

The first questionnaire (Q1 – public procurers) is designed in order to collect data on the procurement behaviours of public authorities in eight respective countries (see *final version* for the original/final text of the questionnaire). The questionnaire in English language will be published online/HTML format to facilitate data collection and tailor the survey to the respondents' time preferences. The institutional bodies will give language support to their public procurers. With the Q for public procurers, who are in practice carrying out GPP and know the best how to do it, what and how much they purchase, and what difficulties they are facing, we will collect mainly two sets of data: about their own organisation' practices related to GPP and their own procurement experience. Partially we also want to know how much they are aware of the national policy of GPP.

The questionnaire is structured as follows:

- A general section contains questions on the type of public sector and the level of awareness of national activities in relation of GPP and which existing support at national level they use.
- The section about organisation's level propose questions about organisations' and respondent's activities regarding GPP, estimated level of GPP uptake, etc.
- Third section focusing on GPP implementation by procurers. The questions that are directed to the respondents asking about what type and how they use criteria, how often they apply possible innovative solutions in green/energy efficient procurement, what energy efficient products/services/works they have purchased recently, what support they would need, what are the main difficulties in applying GPP in their opinion etc.

The survey will be carried out till the end of month no. 6 of the project duration. On the end, minimum 80 questionnaires must be done on the consortium level or at least 10 per each partner country.

II. Q2 – national partners

The second questionnaire (Q2 – national partners) will weigh up broadly the institutional / policy system of the GPP in the country and will assess in length the conceivable national support activities in each country. The questionnaire is addressed to national partners (NPs). First general section contains questions on the national status of GPP (policy frameworks) and estimated level of GPP uptake etc. Another section focuses on the process, i. e. all possible support activities that could help public procurers for easier, better and quicker implementation of GPP in order to assess what exactly exists in these countries. Hence, with the questions for NPs we expect to gather up-to-date data about the policy and institutional level of GPP in each project country. We assuming that NPs are very knowledgeable about the state of art of the GPP in their respective countries and also we need reliable data in order to



consistently and trustworthily present the present status of GPP for each project's country in the final report of WP2. National partners will also make comparison with the data in the National Action Plans (NAPs) as published at the EU Commission website (http://ec.europa.eu/environment/gpp/action_plan_en.htm) - see *Annex 2* for the original/final text of the questionnaire.

The survey will be carried out parallel to the Q1 questionnaire for public procurers. On the end, minimum 8 questionnaires must be done, 1 per each partner country.

B. Comparative analysis / matrix

The comparative analysis of survey results should fully reveal GPP practices and processes in GreenS countries. Method that will be used for this comparison will be set of indicators that are following all four sections of both questionnaires and are basically covering most of the answers. Marking each indicator with corresponding answers from survey clearly pointed out the main strengths and weaknesses in the countries involved and the manners and approaches of GPP implementation. The results will be evaluated and presented in total value, so for all countries together, in graphical and table form.

The analysis of results will not serve at all for comparison of actions between different countries but will rather show how these respective countries are performing with GPP implementation.

2. TEMPLATES FOR RECORDING AND COLLECTION OF GOOD AND BAD PRACTICES



A. Draft version

Recording of GOOD and BAD GPP practices

The questionnaire will also have »General instructions«:

- DEFINITION of Green Public Procurement/Sustainable Public Procurement
- When using term »green« we also refer to »sustainable«
- When using GPP / green means only energy related green products
- When using term »product« we refer equally to products, services or works
- All tender documents OR the final contracts???
- Information collected for the last 2 years (2013 + 2014)
- No distinction is made between core and advanced criteria
- DATA protection disclaimer

COUNTRY: 1. Bulgaria 2. Cyprus 3. Germany 4. Italy 5. Latvia 6. Slovenia 7. Spain 8. Sweden

Questionnaire for the national partner

Contact person:

Name, Name of the organisation, Position in the organisation, e-mail



A. General national information on GPP

I. Institutional / policy / legal level

Please answer every question in detail:

1. Is GPP mandatory in your country? (yes/no)
2. Do you have a National Action plan (NAP) for GPP? When did you adopt it? What are the main objectives of NAP? Which products, services or works it covers? Is there a priority list of products? Explain
3. Do you have any (other than NAP) policy document about GPP? (no/yes: explain)
4. Do you have a mandatory legal provision for the uptake of GPP? (no/yes:explain)
5. Do you have a national political agreement for the uptake of GPP? (no/yes:explain)
6. Which authority is formally/officially responsible / assigned for the GPP policy? Please write down
7. Do you have a monitoring and reporting system in place for the GPP uptake?
8. Do you undertake any evaluation of the implemented GPP contracts?
9. Did you country set a clear national targets and timeframes for the GPP uptake? What are day? Explain
10. Do you have a priority list of GPP products? List them
11. What was the implementation rate of the GPP uptake in 2013/2014 in your country? (Number and value of all procurements, number of procurements with green criteria and financial value of procurements with green criteria per 2 years)
12. Does your country have own GPP criteria or do you use the EU GPP criteria, or other?
13. Do you have any guidance about the estimated benefits of GPP in terms of economic savings and (CO₂) emissions reduction?
14. Do you employ GPP purchase only for the contracts above EU thresholds, or?
15. Which are in your opinion the main obstacles for quicker uptake of GPP?

Any other opinion:



II. Support activities

Tabel

Which support activities for GPP are in place in your country? (Please mark each accordingly)

1. Direct legal/content wise support from responsible authority
2. GPP website
3. Regular newsletters
4. Specialized publications about GPP
5. Webinars organised
6. HELP DESK for procurers and suppliers
7. Regular GPP training events
8. Networks for GPP established
9. Specific working groups for GPP established
10. Regular GPP events
11. Platform for exchange of best practices
12. Green tender database is set
13. Market analysis for priority products provided and published
14. Support on monitoring and evaluation of GPP practices
15. Clear instructions and guidance materials published
16. Various procurement tools on disposal (i.e. green catalogue)
17. National policies and plans on GPP adopted
18. Knowledge exchange and transfer assured
19. Good practice/case studies / pilot GPP projects available

Any other opinion:



Questionnaire for public procurer (This part should be completed by a single respondent from one organization)

B. Information about GPP

Contact person:

Name, Name of the organisation, Role in the organisation, e-mail

III. Organisation level

1. Type of organisation/authority

- a) Central Government
- b) Regional Government
- c) Local Government
- d) (semi) Public authorities and organisations
- e) Independent Regulator
- f) Other (please specify):

2. Name of organisation:

3. Does your organisation have a GPP strategy?

4. How many procurement units have your organisation?

5. How many persons are dealing with GPP? (in number and in hours/year)

6. Do you closely cooperate with the experts from other departments in your organisation before employing GPP?

6. Do you include GPP criteria in tender documents by yourself or do you use external GPP expert advisers to do that? Explain

7. Do you have political /managerial support for the implementation of GPP?

8. Did you attend any training seminars on GPP?



9. Do you make use of existing national GPP support activities (if any)? Please specify

10. Do you find it difficult to include green criteria in the procurement procedure?

11. What kind of support would you need in future, if any?

- a. Information on market availability of products
- b. Professional technical support
- c. Understanding environmental aspects in relation to purchase
- d. How to evaluate life-cycle costs (LCC)
- e. Understanding a mechanism for appropriately monitoring and reporting
- f. Potential benefits of GPP (environmental, economic, social, cultural)
- g. How to integrate environmental considerations into tender procedures
- h. Sources of GPP criteria to use
- i. How to verify environmental claims made by tenderers
- j. How to use award criteria
- k. Experience and knowledge sharing
- l. Good trainings
- m. Other, please specify
- n. No need for support at all

12. What are in your opinion the main obstacles for quicker uptake of GPP? Please list.

13. What is the number and value of procurement purchase per year (in last 2 years) in your organisation, and what is the percentage of GPP?

Any other opinion:



IV. GPP implementation

1. How often do you include green requirements in your procurement procedures?

| | | | |
|-------|--------|-------|--------|
| Never | Rarely | Often | Always |
|-------|--------|-------|--------|

2. How many green contracts did you prepared (signed) in last 2 years?

3. Which green products, services or works did you purchase in last 2 years? (thick in table)
 - a) Construction / Buildings
 - b) Electricity
 - c) Office IT Equipment
 - d) Transport / vehicles
 - e) Combined Heat and Power
 - f) Electrical and Electronic Equipment used in the Health Care Sector
 - g) Imaging Equipment
 - h) Indoor lighting
 - i) Street lighting and traffic signals
 - j) Waste Water Infrastructure
 - k) Water-based Heaters
 - l) Infrastructure works (motorways, bridges etc.)
 - m) Services (energy management, post etc.)
 - n) Thin client computer systems
 - o) Other, specify:

4. Please provide us with environmental/energy criteria that you have been used in the last 2 GPP tenders. Choose one GPP contract/tender that was very successful in your opinion, and one that had weaker results. Please provide information as set in a template in the Annex I.

5. Where do you include the green criteria in the procurement process (thick in table)
 - a) When defining the subject matter of the contract
 - b) In the requirements for technical/professional ability of the tenderer
 - c) In the technical specifications
 - d) In the award criteria
 - e) In contract performance clauses



6. What “type” of green criteria do you use? (thick in table)

- a) EU GPP criteria
- b) Our nationally developed criteria
- c) Green criteria from other countries and regions
- d) Selected criteria from ecolabeled products
- e) Environmental technical standards
- f) Criteria from any appropriate certified products
- g) Energy related existing criteria / labels
- h) Requirements from environmental management systems
- i) Provisions set in EU legislation
- j) Other, specify:

7. How often are you in the procurement:

- a) looking for innovative solutions (public procurement of innovation)
- b) including social criteria
- c) including cultural criteria
- d) deciding for pre-commercial procurement
- e) asking for possibilities for leasing
- f) focusing on performance/functional specifications
- g) monitor contract compliance
- h) other, please specify

8. Which energy criteria from the existing EU legislation do you always use in tenders, if applicable?

1. Energy Star 2. Clean vehicles 3. Buildings 4. Energy labels 5. Other

9. Do you evaluate procurement costs OR proposals with life cycle costing (LCC)? (none, procurements costs, proposals)

10. Can you provide us with any data about CO₂ and energy savings? (in t CO₂/year, kWh/year for certain energy related products/services; please specify)

11. What type of contract do you usually use for GPP? (joint procurement, framework agreements, energy performance contracting, open/restricted procedure, variant bids etc.) ?



12. Please fill in also the table in Annex II.

Any other opinion:

V. Market development

1. Do you regularly undertake a market analysis before preparing the GPP purchasing documents? Please explain
2. Do you implement any activities of engagement with the market to learn about alternative solutions?
3. Do you inform the market about your future procurement plans?
4. Is there any online green products catalogue you can use?
5. What is the availability of green products in the national market?
6. Are you often facing official complains from tenderers when tendering GPP?



Annex I. Template to describe GPP tender

Name of organisation

Provide information on:

1. Procurement objective
2. Subject matter
3. Criteria used (please list environmental/energy requirements in Technical specifications, Award criteria, Contract clauses)
4. Outcome of procurement (when, how many bidders etc)
5. Environmental benefits due to this GPP (provide calculated results, if any)
6. Lessons learned
7. LCC used
8. Market analysis conducted

Annex II. Internal and external factors influencing an organisation's implementation of GPP

What are in your opinion the main strengths, opportunities, weaknesses and threats for GPP policy in general and GPP implementation? Please write up to 5 points in each of the 4 parts.

SWOT Analysis

| Internal | | External | |
|-----------|------------|---------------|---------|
| Strengths | Weaknesses | Opportunities | Threats |
| | | | |



B. Final versions

I. Template for questionnaire Q1 - public procurers



Questionnaire on Good Practice in implementing Green Public Procurement (GPP)

Why we are doing this survey?

GreenS (Green public procurement supporters for innovative and sustainable institutional change) is an international project supported by the European Commission under the Horizon 2020 programme (<http://greensproject.eu/en/>). The overall objective of the project is to further enhance the ability and capacity of public authorities to save energy and to reduce CO₂ emissions and costs by applying innovative solutions on GPP. The project aims at contributing to overcome the obstacles and the barriers to implementing GPP.

What information will be gathered?

Therefore, the intention of the survey is to collect information on the existing GPP processes and practices in the eight EU Member States participating in the GreenS project. It focuses on the experience of public procurers with GPP implementation and to organisation's activities related to GPP and the GPP policy in general.

To whom it is addressed?

The survey is targeted at procurement professionals in public administrations at all institutional levels in eight EU Member States: Bulgaria, Cyprus, Germany, Italy, Latvia, Slovenia, Spain and Sweden.

To have a common understanding of GPP, we use the present definition of the European Commission (http://ec.europa.eu/environment/gpp/what_en.htm), according to which GPP is “a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life-cycle when compared to goods, services and works with the same primary function that would otherwise be procured.”

Thank you very much for having taken the time to respond to this questionnaire; it will take approximately 10 minutes to complete it. We appreciate very much your contribution to further shaping the uptake of GPP across Europe.

Your responses will be treated confidentially and used only for the purposes of the study.



COUNTRY:

- Bulgaria
- Cyprus
- Germany
- Italy
- Latvia
- Slovenia
- Spain
- Sweden

Type of authority *

- Central authority
- Regional authority
- Local authority
- Public or semi-public authority or organisation
- Other:

Full name of your organisation and department

National policy framework for GPP

We would appreciate receiving an overview of the current status and uptake of GPP in your country from your own perspective as a public procurer.

1. Are you informed of a national GPP policy or political agreement for the uptake of GPP?

- No
- Yes

2. Are you aware of any national targets for the uptake of GPP?

- No
- Yes

3. Are you aware of any statistic reporting on GPP in your country?

- No



- Yes

4. Do you know of any priority GPP products, services and works?

- No
- Yes

5. Are you aware of any support activities for GPP (i.e. help desk, guidance, trainings, website, etc.)?

- No
- Yes

If yes, do you use any of these support activities? Please specify:

Information about organisation's activities on GPP

We'd appreciate if you could share with us some more insight into how your organisation is implementing GPP.

6. Does your organisation have a GPP strategy or Action Plan?

- No
- Yes

7. Do you have managerial support for the implementation of GPP?

- No
- Yes

8. Do you have political support for the implementation of GPP?

- No
- Yes

9. Is your organisation implementing any market engagement activities to learn about alternative solutions?

- No



- Yes

10. Have you attended any training seminar on GPP?

- No
- Yes

11. How do you include GPP criteria in tender documents? You can select as many statements as you wish.

- By myself
- With the help of other departments' experts
- With the help of external adviser
- Other:

12. How would you estimate the share of GPP contracts in relation to the total purchasing in your organisation in one year?

Percentage of GPP in the total number of procurements

- cannot estimate

GPP implementation

13. What "type" of green/energy efficiency requirements do you usually use? You can select as many statements as you wish.

- EU GPP criteria
- Nationally developed criteria
- Green criteria from other countries
- Criteria from Ecolabels
- Environmental technical standards
- Criteria from any appropriately certified or labelled products
- Requirements from environmental management systems
- Provisions set in different EU sector legislation
- Other:



14. In which stages of the procurement process do you usually include the green/energy efficient criteria? You can select as many statements as you wish.

- When defining the subject matter of the contract
- In the requirements for technical/professional ability of the tenderer
- In the technical specifications
- In the award criteria
- In the contract performance clauses
- In all stages of GPP process

15. What do you see as main difficulty for the implementation of GPP? Please list up to 5 *

16. What kind of support for the GPP implementation would you need in future? You can select as many statements as you wish. *

- Information on market availability of products/services/works
- Professional technical support
- To understand environmental aspects in relation to purchase
- For evaluation of life-cycle costings (LCC)
- To understand mechanisms for appropriate monitoring and reporting
- Information on potential benefits of GPP (environmental, economic, social, cultural)
- How to integrate environmental/energy efficiency considerations into tender procedures
- Sources of GPP criteria to use
- How to verify environmental claims made by tenderers
- How to use award criteria
- For sharing of experience and knowledge
- Professional GPP training seminars
- For running pilot project on GPP
- For establishing GPP online forum
- No need for support
- Other:



17. During the GPP procurement process, how often are you ...

... looking for innovative solutions (public procurement of innovation)

almost always often sometimes seldomnever

... deciding for pre-commercial procurement

almost always often sometimes seldomnever

.... asking for leasing possibilities

almost always often sometimes seldomnever

... focusing on performance/functional specifications

almost always often sometimes seldomnever

... monitoring contract compliance and execution

almost always often sometimes seldomnever

... carrying out market analysis

almost always often sometimes seldomnever

... using life-cycle costing (LCC)

almost always often sometimes seldomnever

... calculating CO2 and energy savings

almost always often sometimes seldomnever

Any other?



18. Listed below are some energy efficient products, services and works. For which of them did you prepare GPP contract in the last 3 years? You can select as many statements as you wish.

- Electricity
- Office IT Equipment
- Imaging Equipment
- Electrical and Electronic Equipment used in the Health Care Sector
- Transport/vehicles
- Infrastructure works (motorways, bridges, etc.)
- Street lighting and traffic signals
- Waste Water Infrastructure
- Construction/Buildings
- Combined Heat and Power
- Indoor lighting
- Water-based Heaters
- Other:

Final comments

If you would like to comment on any issue raised by this survey, please feel free to do so.

OPTIONAL:

Public procurer (name, position in the organisation, e-mail)



II. Template for questionnaire Q2 – national partners



Questionnaire on implementing Green Public Procurement (GPP) for NPs

COUNTRY

- 1. Bulgaria
- 2. Cyprus
- 3. Germany
- 4. Italy
- 5. Latvia
- 6. Slovenia
- 7. Spain
- 8. Sweden

Contact person:

Name

Name of the organisation

Role in the organisation



I. National institutional and policy framework for GPP

We'd appreciate receiving detailed answers so we ask you for further explanations on every question.

1. Could you explain if there is any mandatory provision (partially or fully) on GPP in your country? *

- No
- Yes

further explanation

2. Is a GPP National Action Plan (NAP) adopted?

- No
- Yes

further explanation

3. Are there national targets and timeframes set for the GPP uptake? If so, what are they?

- No
- Yes

further explanation

4. Are there any priority GPP products, services and works defined? If so, what are they?

- No
- Yes

further explanation



5. Is there any (other than NAP) policy document about GPP (at any level)?

- No
- Yes

further explanation

6. Is there any political agreement (e. i. (local) governmental decision) that recommends the implementation of GPP?

- No
- Yes

further explanation

7. Which national authority is formally responsible for the GPP policy? Please write down

8. Are potential benefits of GPP promoted?

- No
- Yes

further explanation

9. Is there a GPP monitoring and statistic reporting system in place?

- No
- Yes

further explanation

10. Is life cycle costing (LCC) promoted and used among public procurers?

- No
- Yes



further explanation

11. Which GPP-criteria is used in your country? Multiple choices possible.

- National criteria
- EU GPP criteria
- Other:

12. Every country has some kind of statistical portal for public procurement tenders and contracts. Are there separate data available for green contracts as well? Could you specify the percentage of a number of GPP products/services/works purchased and the value of the GPP purchased in comparison to other “ordinary” tenders? What is the last figure for the country's GPP uptake?

Separate data available for green contracts at statistical portal

- No
- Yes

Number of all procurement

Number and/or percentage of GPP purchase

Value of all procurement

Financial value and/or percentage of GPP purchase

Percentage of country's GPP uptake

Please state for which year are these data. Any other explanation?



13. In your opinion, how could the GPP uptake in your country be improved? Please specify:

II. National support activities

Below are listed various functions that support easier, better and quicker implementation of GPP. Which of these activities are in place in your country? Provide additional information

Legal support from responsible authority for GPP

Yes No

GPP website

Yes No

Technical / expert support for GPP criteria

Yes No

Regular updating of GPP criteria

Yes No

Regular newsletters about GPP

Yes No

Real assessment of needs

Yes No

Specialized publications about GPP

Yes No

Clear guidance and tools for GPP

Yes No



GPP webinars

Yes No

Platform for exchange of best practices

Yes No

Helpdesk for procurers

Yes No

Helpdesk for suppliers

Yes No

Regular GPP training events

Yes No

Regular GPP networking and exchange events

Yes No

Specific working groups for GPP

Yes No

Tender models for products/services/works

Yes No

Green tender database

Yes No

Good practice exchange

Yes No

Pilot GPP projects

Yes No

Market analysis for priority products/services/works

Yes No



Online green products catalogue

Yes No

CO2 /energy saving calculator

Yes No

Life Cycle Costing (LCC) guidance

Yes No

Cost/ benefit analysis of GPP

Yes No

Could you please provide additional information for any of the support activities listed above:



Task LEADER:

Local Energy Agency Pomurje (SLOVENIA)

Involved PARTNERS:



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