

SUSTAINABLE ENVIRONMENTAL AND ETHICAL PROCUREMENT POLICY IMPLEMENTATION FRAMEWORK

The implementation framework sets out the activities that have been identified as critical for the successful implementation of this policy as follows:

1. Conduct a supply chain analysis and risk assessment:
 - identify initial products and/or services for piloting the policy, using a risk management-based assessment
2. Coordinate with other City initiatives:
 - align with imagineCALGARY, business plans and budgets, and other relevant processes
3. Develop and document follow-up and enforcement mechanisms:
 - establish a process for addressing and responding to complaints
4. Develop remedial action processes:
 - define tolerance level for major and minor violations
5. Develop an “implementation toolbox”:
 - prepare standard contract clauses, evaluation matrix criteria, etc. to address the principles of the policy
6. Initiate a communication and training program for City staff:
 - deliver communication and training to priority staff members
7. Initiate a communication program for suppliers:
 - provide necessary information to suppliers to enable them to comply with the policy
8. External collaboration:
 - collaborate with stakeholders
9. Develop a process for policy review and reporting:
 - identify performance measures and reporting process.