OP 15: Inclusive and Local Purchasing

1 point available

A. Credit Rationale
This credit recognizes institutions that support the triple bottom line of economic prosperity, environmental health, and social equity through their procurement activities. Institutions can contribute toward the development of just and resilient local economies by purchasing from disadvantaged businesses, social enterprises, and local community-based businesses.

B. Criteria

Part 1
Institution has an institution-wide stated intent to support disadvantaged businesses, social enterprises, and/or local community-based businesses.

Support could take the form of giving preference during RFP processes, conducting targeted outreach to these businesses about opportunities to work with the institution, and/or other efforts to increase purchases made from such businesses.

Part 2
Institution makes purchases from companies that include disadvantaged businesses, social enterprises and/or local community-based businesses.

Purchases that meet multiple criteria listed above should not be double counted. Food and beverage purchases, which are covered by OP 6: Food and Beverage Purchasing and OP 7: Low Impact Dining, are not included in this credit.

C. Applicability
This credit applies to all institutions.

D. Scoring

Part 1
Institutions earn 0.25 points for having an institution-wide stated intent to support disadvantaged businesses, social enterprises, and/or local community-based businesses. Partial points are not available.

Part 2
Institutions earn the maximum of 0.75 points available for this credit when purchases that meet at least one of the criteria outlined above comprise 25 percent of all purchases. Incremental points are awarded based on the percentage of expenditures that are from businesses meeting the criteria outlined above. For example, an institution that made 12.5 percent of its purchases from disadvantaged businesses would earn 0.375 points (half of the
points available for Part 2 of this credit). Points earned are calculated according to the following table:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Multiply</th>
<th>Percentage of Total Purchases from Disadvantaged Businesses, Social Enterprises and/or Local Community-Based Businesses (0-100)</th>
<th>Equals</th>
<th>Total Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.03</td>
<td>×</td>
<td>___________</td>
<td>=</td>
<td>(up to 0.75 available)</td>
</tr>
</tbody>
</table>

**E. Reporting Fields**

**Required**
- An indication of whether the institution has an institution-wide stated intent to support disadvantaged businesses, social enterprises, and/or local community-based businesses
- An indication of whether the institution wishes to pursue Part 2 of this credit (inclusive and local expenditures)
- An affirmation that the submitted information is accurate to the best of a responsible party’s knowledge and contact information for the responsible party. The responsible party should be a staff member, faculty member, or administrator who can respond to questions regarding the data once it is submitted and available to the public.

**Conditional**
Required if the institution has an institution-wide stated intent to support disadvantaged businesses, social enterprises, and/or local community-based businesses:
- A copy of the policy, guidelines or directive governing inclusive and local purchasing (text or PDF upload)

Required if the institution is pursuing Part 2 of this credit (inclusive and local expenditures):
- The percentage of total purchases from disadvantaged businesses, social enterprises and/or local community-based businesses (0-100)

**Optional**
- The website URL where information about the institution’s inclusive and local purchasing policies and/or program is available
- Notes about the submission
F. Measurement

Timeframe
Report the most recent data available.

Sampling and Data Standards
Report the percentage of total purchases, i.e. the institution’s total controllable expenditures - those expenditures that can be controlled or restrained by the institution and its managers (e.g. supplies, equipment purchases, equipment rental and maintenance, printing, services, travel). Institutions may track purchases over a one-year time period or take a representative sample to determine the percentage of total purchases made. When using a sample, institutions should strive to ensure that the sample recognizes seasonal and other variations that influence purchasing behavior.