

**ANNEX A**

| <b>SPTF Flexible Framework</b>               | <b>Foundation<br/>By April 2007</b>                                                                                                                                                                                                         | <b>Embed</b>                                                                                                                                                                                                                                                                                            | <b>Practice<br/>By December 2009</b>                                                                                                                                                                                                                                          | <b>Enhance</b>                                                                                                                                                                                                                                                                                                   | <b>Lead</b>                                                                                                                                                                                                                                                                                                                                                                                   |
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|                                              | Level 1                                                                                                                                                                                                                                     | Level 2                                                                                                                                                                                                                                                                                                 | Level 3                                                                                                                                                                                                                                                                       | Level 4                                                                                                                                                                                                                                                                                                          | Level 5                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>People</b>                                | Sustainable procurement champion identified. Key procurement staff have received basic training in sustainable procurement principles. Sustainable procurement is included as part of a key employee induction programme.                   | All procurement staff have received basic training in sustainable procurement principles. Key staff have received advanced training on sustainable procurement principles.                                                                                                                              | Targeted refresher training on latest sustainable procurement principles. Performance objectives and appraisal include sustainable procurement factors. Simple incentive programme in place.                                                                                  | Sustainable procurement included in competencies and selection criteria. Sustainable procurement is included as part of employee induction programme.                                                                                                                                                            | Achievements are publicised and used to attract procurement professionals. Internal and external awards are received for achievements. Focus is on benefits achieved. Good practice shared with other organisations.                                                                                                                                                                          |
| <b>Policy, Strategy &amp; Communications</b> | Agree overarching sustainability objectives. Simple sustainable procurement policy in place endorsed by CEO. Communicate to staff and key suppliers.                                                                                        | Review and enhance sustainable procurement policy, in particular consider supplier engagement. Ensure it is part of a wider Sustainable Development strategy. Communicate to staff, suppliers and key stakeholders.                                                                                     | Augment the sustainable procurement policy into a strategy covering risk, process integration, marketing, supplier engagement, measurement and a review process. Strategy endorsed by CEO.                                                                                    | Review and enhance the sustainable procurement strategy, in particular recognising the potential of new technologies. Try to link strategy to EMS and include in overall corporate strategy.                                                                                                                     | Strategy is: reviewed regularly, externally scrutinised and directly linked to organisations' EMS. The Sustainable Procurement strategy recognised by political leaders, is communicated widely. A detailed review is undertaken to determine future priorities and a new strategy is produced beyond this framework.                                                                         |
| <b>Procurement Process</b>                   | Expenditure analysis undertaken and key sustainability impacts identified. Key contracts start to include general sustainability criteria. Contracts awarded on the basis of value-for-money, not lowest price. Procurers adopt Quick Wins. | Detailed expenditure analysis undertaken, key sustainability risks assessed and used for prioritisation. Sustainability is considered at an early stage in the procurement process of most contracts. Whole-life-cost analysis adopted.                                                                 | All contracts are assessed for general sustainability risks and management actions identified. Risks managed throughout all stages of the procurement process. Targets to improve sustainability are agreed with key suppliers                                                | Detailed sustainability risks assessed for high impact contracts. Project/contract sustainability governance is in place. A life-cycle approach to cost/impact assessment is applied.                                                                                                                            | Life-cycle analysis has been undertaken for key commodity areas. Sustainability Key Performance Indicators agreed with key suppliers. Progress is rewarded or penalised based on performance. Barriers to sustainable procurement have been removed. Best practice shared with other organisations.                                                                                           |
| <b>Engaging Suppliers</b>                    | Key supplier spend analysis undertaken and high sustainability impact suppliers identified. Key suppliers targeted for engagement and views on procurement policy sought.                                                                   | Detailed supplier spend analysis undertaken. General programme of supplier engagement initiated, with senior manager involvement.                                                                                                                                                                       | Targeted supplier engagement programme in place, promoting continual sustainability improvement. Two way communication between procurer and supplier exists with incentives. Supply chains for key spend areas have been mapped.                                              | Key suppliers targeted for intensive development. Sustainability audits and supply chain improvement programmes in place. Achievements are formally recorded. CEO involved in the supplier engagement programme.                                                                                                 | Suppliers recognised as essential to delivery of organisations' sustainable procurement strategy. CEO engages with suppliers. Best practice shared with other/peer organisations. Suppliers recognise they must continually improve their sustainability profile to keep the clients business.                                                                                                |
| <b>Measurements &amp; Results</b>            | Key sustainability impacts of procurement activity have been identified. Simple measures based on achieving all aspects of the Foundation level of the flexible framework are put in place and delivered.                                   | Detailed appraisal of the sustainability impacts of the procurement activity has been undertaken. Measures implemented to manage the identified high risk impact areas. Simple measures based on achieving all aspects of the Embedding level of the flexible framework are put in place and delivered. | Sustainability measures refined from general departmental measures to include individual procurers and are linked to development objectives. Simple measures based on achieving all aspects of the Practising level of the flexible framework are put in place and delivered. | Measures are integrated into a balanced score card approach reflecting both input and output. Comparison is made with peer organisations. Benefit statements have been produced. Simple measures based on achieving all aspects of the Enhancing level of the flexible framework are put in place and delivered. | Measures used to drive organisational sustainable development strategy direction. Progress formally benchmarked with peer organisations. Benefits from sustainable procurement are clearly evidenced. Independent audit reports available in the public domain. Simple measures based on achieving all aspects of the Leading level of the flexible framework are put in place and delivered. |