

EUISSCA Supplier Sustainability Questions: Bidder Instructions

About *The Sustainability Project (TSP)* survey platform

TSP is a sustainability survey platform utilized by the [Electric Utility Industry Sustainable Supply Chain Alliance](#) (*The Alliance*). The Alliance is an organization of utilities and suppliers working together to advance sustainability best practices. TSP offers two different survey options: 1) a robust and detailed supplier survey and 2) a smaller sustainability survey for a utility requested RFX. The purpose of the TSP supplier survey is to provide Alliance Utility Members with a better understanding of how suppliers are considering and managing environmental impacts and to help them grow their sustainability programs.

To answer supplier sustainability questions for an RFX, we request you respond online to *The Sustainability Project (TSP)* questionnaire using the instructions below. If your organization responded to the supplier survey previously, your answers are saved and available to use for the RFX survey.

Instructions for logging in and responding to the RFX Survey

See below for the log-in/registration scenario that applies to your company with specific instructions on logging in to TSP.

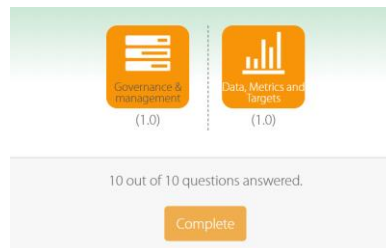
STEPS	Scenario 1 Your organization has a profile on TSP and the registered user (e.g. the same individual who responded to the Alliance TSP supplier survey previously) is also responding to the RFX questionnaire.	Scenario 2 Your organization has a profile on TSP and has completed the survey, but a different user is responding to the RFX questionnaire than the registered user.	Scenario 3 Your organization is new to the TSP survey system.
1	Go to https://www.tspproject.org/sourcing/ .		
2	Enter your email address.		
3	If you have an account, you will be prompted to enter your password.	Register an account by filling out your full name, creating a username, e-mail address, creating a password and role function.	Register an account by filling out your full name, creating a username, e-mail address, creating a password and role function. Click "Register".
4	You will be prompted to verify your email address by clicking on a link sent to your email account.	You will be prompted to verify your email address by clicking on a link sent to your email account.	Click "Create Profile" under "Looking to start a completely new profile?" 1. Provide a screen name, your full name, and your e-mail address 2. Click on "Create Profile"
5	Click on the link in your email, then click "Continue" on the window that pops up. You may now view your organization's previous response to the sustainability questions.	Click on the link in your email, then click "Continue" on the window that pops up. You may now access and view your organization's previous response to the Supplier Sustainability Questions.	Click on "Home"

6			Click on “Take the RFP and other RFX assessment”
	Note: in the above log-in scenarios, you may only have “viewer” status. This means that you can only view and submit your response. If you need to change any answers, you will need to contact your organizations TSP account owner to make changes. If you do not know who your account owner is, please email the TSP help desk at support@tspproject.org .		
	NOTE: for a visual demonstration, a video of the three log-in scenarios is available here and additional tutorials are available here .		

Responding to the Sustainability RFX Survey

Please follow the below instructions when responding to the questions:

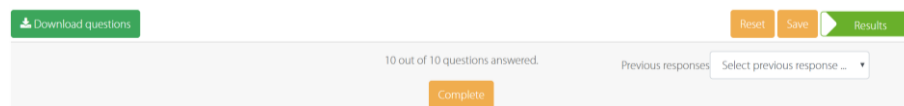
1. Complete the multiple-choice questions under each orange tile (i.e. Governance & Management and Data, Metrics and Targets)



- a. NOTE: If you completed the assessment previously, your answers will be pre-populated. You will only need to review, update (if applicable) and resubmit your response.
 - b. The assessment works best when using Google Chrome.
 - c. Answer options definitions are as follows:
 - i. Yes – The practice is implemented across all activities/services/products/offices/facilities to which it could apply.
 - ii. Mostly Yes – The practice is implemented across roughly 50% OR MORE of the activities/services/products/offices/facilities to which it could apply.
 - iii. Mostly No – The practice is implemented across roughly 50% OR LESS of the activities/services/products/offices/facilities to which it could apply.
 - iv. No – The practice is implemented across negligible to no activities/services/products/offices/facilities to which it could apply.
 - v. N/A – This practice is not applicable to the organization, or the organization has no influence or control over its implementation.
 - d. Users can also add comments via the comment box, but comments will not be scored.

Environmental policy

Have adequate policy level commitments, and be internally and externally communicated.
 - e. Users can save responses and come back to the response later to review and complete.
2. Once you are finished responding to the questions, click the orange “Complete” button below the assessment.



- The last step involves sharing the response with the requested utility provider. In the legend at the top of your screen, click on “share”:



- Select the requesting utility and deselect other options. If the requesting utility is not listed under “with the following organizations”, type the utility you want to share your response with in the search field
- Personalise a message (optional)
- Share your response

Share S1 - Tamerin (Demo) scorecard(s)...

a Please make sure you have an up-to-date assessment before sharing it. In order to do so, review the answers under Assess and click Complete at the bottom of the page.

With the following organizations

- Energy Utility (Demo)
- The Sustainability Project

Sharing with an organization that hasn't requested a scorecard?

a Organization name

You agree to share a copy of your most current assessment with the organization(s) listed above.

You certify that the assessment responses provided for your organization are true and correct to the best of your knowledge. Additionally, you acknowledge that the responses form a statement of record which current or future clients may request to verify.

b The following message will be sent to listed organizations (type in the box to modify).

Hello,

I would like to invite you to view S1 - Tamerin (Demo)'s Scorecard information on The Sustainability Project.

Thank you.
- Kathryn

Note: Update your assessment and share it again when you have improvements to report.

c

- NOTE: Please follow the steps below if the requesting utility has asked that you upload a copy of your scores and answers to a bid tool.

Downloading a copy of your answers and obtaining your score

Downloading a copy of your answers

If requested by the RFX utility provider, you can download a copy of your answers by clicking on the green “Download Questions” button at the bottom of the assessment pages (i.e. orange tiles). If you saved your answers, the download will include your answers to the questions.

Legend Low Medium High Gold

10 out of 10 questions answered.

Previous responses

Viewing and downloading a copy of your score

Once you have completed the assessment, you can view and download a copy of your score. See below for instructions on how to access your score:

- In the legend at the top of your screen, click on “scorecard”:



- Scroll to the bottom and click “Download”.

Tutorials Available on TSP

There are several tutorials and other helpful resources available on TSP. For a full list of resources to help you respond to the Sustainability Questions click [here](#).

Sustainability Questions Scoring Information

The table below displays the full list of RFX sustainability questions, with their allocated points.

Governance & Management	Points
Environmental policy	
Have adequate policy level commitments and be internally and externally communicated.	10
Responsibility & authority	
Assign formal responsibility for directing and overseeing environmental performance to top/executive management.	10
Assign a point person(s) with responsibility and authority for implementing requirements and commitments.	13
Controls, improvement plans & measurement	
Have job-specific responsibilities for implementing controls, etc. actively in place from management to applicable individual contributors.	10
Management system rigor	
Implement an environmental management system that conforms with a recognized international or local standard.	5
Have the system periodically audited internally and by an independent third party.	7
Have the system certified to a recognized local or international standard.	10
Environmental reporting	
Report internally, including to top management, on key environmental issues, progress toward goals, and plans/needs to address shortfalls.	5
Report externally on program elements, key environmental issues and goals, challenges, and continual improvement efforts.	10
Have external reports periodically validated by an independent third party.	5
Do you have an Employee Code of Conduct?	2.5
Do you have a Supplier Code of Conduct?	2.5
Has your organization had any significant environmental fines/ penalties (> USD \$10,000) in the past five years? Yes/No. If yes, please explain	10
Total Score:	/100