

Checklist for evaluating socially and environmentally responsible procurement and innovation in public procurement

Applied opportunity / socially responsible public procurement (SRPP) topic	How to choose the aspect of SRPP	When should the aspect of SRPP be taken into account? And other sources of information	Typical items of implementation
Employment of people at a disadvantage in the labour market Support for the employment of people with a criminal record	Can people at a disadvantage in the labour market get a job as part of a public procurement?	It can be used for longer-term public procurements, which typically recruit new employees, and also mainly in regions facing higher unemployment. Target persons see: HERE An important area is also the opportunity to get a job for people with disabilities (in areas where these people get real work to implement the procurement); in this case, public procurements under Section 38 of the Public Procurement Act are a suitable tool.	Construction contracts, services such as cleaning, security, communal services, including waste collection, reserved public procurements in relation to, for example, services in the field of laundry and cleaning, repair and maintenance of office machines, personal computers and telecommunications equipment; also some supplies, such as (eco)furniture produced in prison economic centres.
Support for education, internships and retraining	Can new employees, especially those at a disadvantage in the labour market, acquire or improve their qualifications as part of a public procurement? Is it possible to organize excursions for schools or the public as part of a public procurement?	It can be used for public procurements with longer implementation periods, in which new employees are typically recruited. Suitable in regions with higher unemployment or outflow of graduates elsewhere. Excursions especially for construction projects (including those with shorter implementation period), which may be of interest to pupils and students, and local or future users.	Typically construction contracts, contracts for project activities.

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Decent working conditions	Is there an increased risk that, during the implementation of public procurement, there will be violation of the legal standard of working conditions according to the Labour Code, employment legislation, and occupational health and safety? Alternatively, is it relevant in the context of a public procurement to assess better working conditions of the people involved in the implementation beyond the statutory standard of working conditions?	Typically, these are services with a low labour cost, or compressed to a minimum, or construction contracts. Cleaning can be inspired by the Standards of cleaning services: HERE	Services such as cleaning, security, forestry, construction contracts; referring to evaluation – e.g. public procurements in the field of transport services.
Ethical purchase	Is there an increased risk that the implementation of a public procurement may lead to a breach of international conventions on human, social or labour rights, in particular the conventions of the International Labour Organization (ILO) listed in Annex X to Directive 2014/24/EU?	In particular, these are supplies from the countries of the global South, typically textiles or clothing, footwear, coffee, tea, cocoa, chocolate, bananas, rice, fruit juices, sugar, electronics, flowers, etc. It is possible to use FAIRTRADE certification systems, products from World Fair Trade Organization (WFTO) member countries, cooperation with Electronics Watch, products from Fair Wear Foundation (FWF) members.	Refreshments, catering, electronics, supplies of textile goods/clothing and footwear, promotional items.

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Support for the participation of social enterprises in public procurement	Can social enterprises provide the implementation of public procurement (or its part) or participate in the implementation as subcontractors?	Often small-scale public procurements; for legal procurements, it is useful to know the market of social enterprises, their possibilities and capacity; for more see the Catalogue of Social Enterprises: HERE . It is necessary to define the social enterprise in the tender documentation, see: HERE .	Refreshments, catering, promotional items, organization of events and conferences, greenery maintenance and technical services, laundry services, graphic and printing services, other supplies and services see the Catalogue of Social Enterprises HERE .
Benefits for the local community, economy; support for the participation of small and medium-sized enterprises (SME) in public procurement	Can SME implement the public procurement or part of it (or participate in implementation as subcontractors)? Is it appropriate to take measures to improve their access to participation in the public procurement?	Small-scale public procurements, public procurements that can be divided into parts; Dynamic Shopping Systems; it is appropriate to divide them into categories on the basis of the public procurement subject or their territorial scope; public procurement in which administrative burdens can be minimized.	Various supplies, services and construction work (according to the scope of the subject of implementation, also SME as subcontractors).
Fair relationships in the supply chain	Is there an increased risk of problematic relationships in the supply chain, especially for SME, such as late payment of invoices, illegal employment, breaches of occupational health and safety, and non-compliance with environmental legislation?	Public procurement with a subcontracting chain that is vulnerable to these risks.	Contracts for construction work or services with a subcontracting chain, work in forestry and agriculture.

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Environmentally-friendly solutions	Is there an economically acceptable solution that will make it possible to obtain more environmentally-friendly implementation, in particular which will lead to a reduction in the consumption of energy, water, raw materials, production of pollutants released into the air, water and soil, carbon footprint reduction, etc.?	For more, see: HERE . If they are on the market, it is possible to apply for environmentally friendly products that meet the criteria for the ecolabel Ecological Product/Ecologically Friendly Service or the EU Ecolabel; can be found HERE .	Supplies (purchase of renewable electricity, promotional items, office supplies, furniture and outdoor furniture, computers and office equipment, vehicles, public lighting, plumbing, refreshments/catering, cleaning and cleaning products, etc.), services such as cleaning, establishment and maintenance of greenery, waste collection and recycling, printing services; also construction work, including minor constructions or building modifications (playgrounds, bus stops, etc.).
Circular economy	Is there an economically acceptable solution that will allow the use of renewable resources, recycled raw materials, waste reduction, consideration of life-cycle costs, or the involvement of other circular economy aspects?	Sometimes it is enough to explicitly not require "primary" raw materials in projects. See more: HERE . On life cycle costs in English, see: HERE	Supplies (including elimination of their packaging), services such as waste collection, rental, sharing of e.g. furniture, vehicles; also, to a large extent, construction work.
Innovations	Is there an economically acceptable solution for innovation, i.e. for the implementation of a new or significantly improved product, service or procedure related to the subject of the public procurement?	Often not taken primarily for its innovative nature, but if it gives the same as, or better, results than existing solutions available on the market, at lower costs (often life cycle costs). Communication from the Commission Guidelines for the procurement of innovative solutions: see HERE .	It can be supplies, services and construction work often associated with sustainability, circular economy, eco-innovations.

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	For further consideration		
Communication by contracting authorities with suppliers in relation to SRPP	Is it appropriate to inform suppliers about the use of SRPP in a public procurement, for example in the form of preliminary market consultations, presentation of a public procurement plan, meet the buyer meetings, and technical training of suppliers?	Appropriate in particular where the market is not prepared to provide SRPP aspects or conditions and deadlines under which the market will be able to provide SRPP; for more complex implementations, large construction projects, etc.	It can be supplies, services and construction work often associated with sustainability, circular economy, eco-innovations.
	Are there other significant risks or opportunities in terms of social responsibility or sustainability?	Any other social aspects, such as the impact of the public procurement on the site and its inhabitants, the involvement of the public in the preparation of the public procurement or an explanation of its effects, which will lead to better acceptance by users of the implementation.	