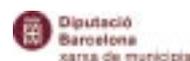


The DEEP toolkit

Supporting Public Authorities in Energy Efficient Procurement

The DEEP Toolkit is a package of resources designed to help public authorities who would like to use purchasing power to improve their energy efficiency performance.

This leaflet contains an introduction to the tools, including basic information on application, purpose and features. The tools can be found in the attached CD-ROM



The DEEP Toolkit

The DEEP tools have been designed to help public authorities:

- *Develop an energy efficient procurement policy, and implement it across the organisation;*
- *Establish Life-Cycle Costing and train procurement staff in its application; and*
- *Assess current performance and identify some basic and low-cost energy efficiency measures.*

Energy Efficient Procurement

Energy efficient procurement applies to the design, construction and management of buildings, the procurement of energy using equipment, such as heating systems, vehicles and electrical equipment, and also to the direct purchase of energy, e.g. electricity. It includes practices such as life-cycle costing, the setting of minimum energy efficiency standards, use of energy efficient criteria in the tendering process, and measures to promote energy efficiency across organisations.

Energy efficient procurement offers public authorities, and their communities, social, economic and environmental benefits:

By using energy more efficiently, public authorities will reduce unnecessary costs, and **save money**. As the market price of energy increases, so will the financial benefits of energy efficiency.

Energy efficient goods, such as light bulbs, have a longer lifetime and are of higher quality than their cheaper alternatives. Purchasing them will **reduce valuable time and effort** involved in frequently replacing equipment.

Reducing CO₂ emissions as a result of energy efficient procurement will help public authorities **minimise their contribution to climate change**.

Through **leading by example**, public authorities help to convince the general public and private businesses of the importance of energy efficiency.

Public authorities who practice energy efficient procurement will be demonstrating their commitment to sustainable development and leading their communities by example.



The DEEP tools

Examples:

Paris – while the number of city owned facilities has risen by 15% since 1985, energy consumption has decreased 45% by modernising installations. The city is currently designing a lighting system that will decrease night lighting and lead to savings of up to 95,000kWh annually, equivalent to the lighting requirements of 10,000 inhabitants.

New York – Between 1997 and 2003, 164 energy efficiency projects were completed in New York city with annual energy savings totalling US\$14 million.

Source: The Climate Group, October 2005

1. Putting a Policy in Place

With so many actors involved in procurement, it is important that a coherent policy is established that defines the commitment of your authority, and explains the roles and responsibilities of those affected by the policy. Developing an energy efficient procurement policy requires a number of steps, from gaining senior level support through to communicating the policy across the organisation.

The policy itself, however, is only one side of the story. For the policy to be effective and to ensure it operates across the institution, there are many organisational measures that should be taken. These include actions such as establishing tendering protocols, or establishing Life-Cycle Costing in the organisation. Each supporting mechanism will require an implementation plan that includes communication and training and monitoring.

1) **TOOL 1: The Energy Efficient Procurement Policy Guide** will take you through each of the key steps. It is a PDF document that contains three parts:

- Firstly it outlines the key steps involved in **developing a policy** – from initiation and target setting through to stakeholder consultation, setting this activity in the context of the latest EU legislation in this area.
- Secondly, it describes the tasks and methods that you will need to employ to **make the policy operational**, and

Finally it includes an organisational assessment matrix to help you **monitor the process** overall.

2. Life-Cycle Costing

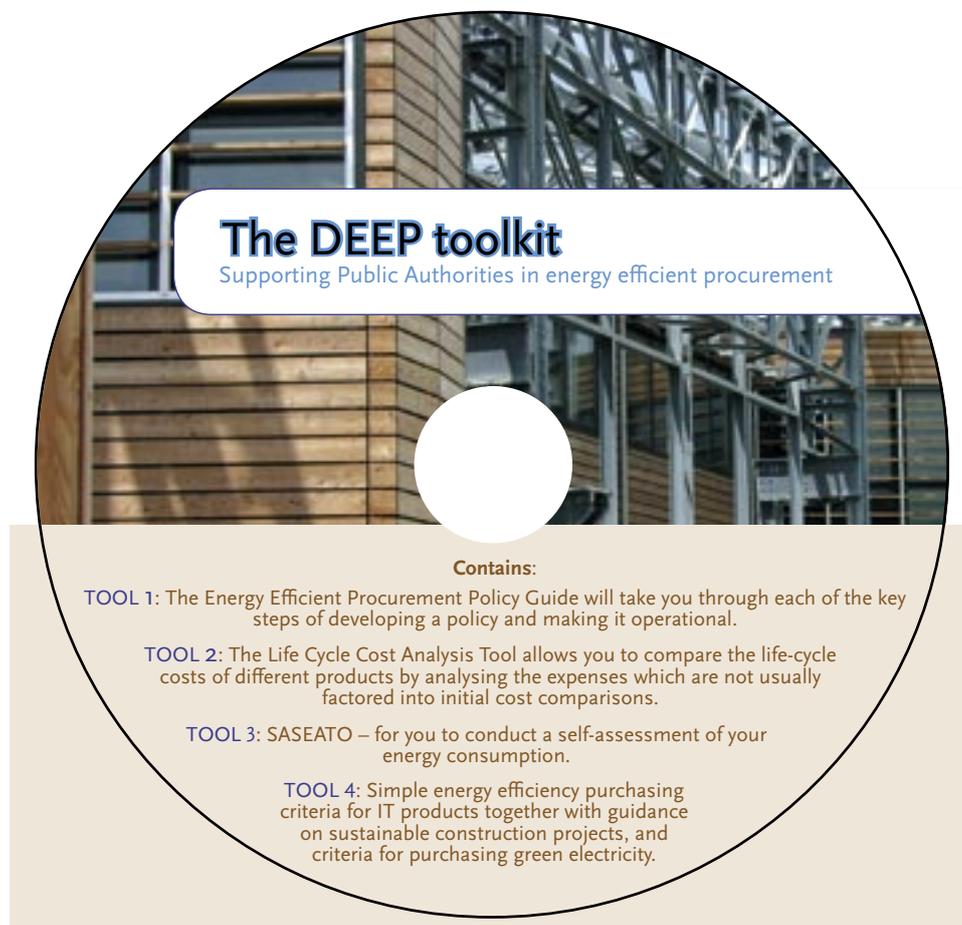
Traditionally, public procurers favour products and services that have the lowest purchase price. However, if usage costs (such as energy consumption) are also considered, energy efficient models and construction projects often prove cheaper over the lifetime, as well as reducing CO₂ emissions.

Life-Cycle Costing is a powerful method for assessing the true cost of different options over the lifetime to ensure that public money is spent most wisely.

TOOL 2: Life-Cycle Cost Analysis Tool – this tool allows you to compare the life-cycle costs of different products by analysing the expenses which are not usually factored into initial cost comparisons. These include energy and water consumption, maintenance and replacements. In addition, the LCCA Tool allows you to compare the CO₂ impacts of different products.

The tool is aimed at procurement and/or energy management staff and requires very little technical knowledge. It has three elements:

- The tool itself – an [Excel based spreadsheet](#) in which you can enter the necessary information to make a reliable cost comparison
- A basic PowerPoint introduction and accompanying Word document on [How to use the LCCA Tool](#)
- [An LCC Guide for Senior Level Staff](#) – a PowerPoint presentation that focuses on the benefits of Life-Cycle Costing, aimed at informing/convincing senior administrative and political staff. It is purposely short and simple, recognising the time limitations of the target audience. The presentation is likely to be used by a proponent of Life-Cycle Costing, such as someone involved in developing the sustainable procurement policy, or by someone with responsibility for energy management



The tools on the CD Rom are also available online at www.iclei-europe.org/deep

3. Self-assessment of Energy Consumption

Energy auditing is a recommended process for identifying measures to improve the energy performance of buildings. However, in addition to consulting a qualified energy auditor, it is worth undertaking your own assessment of current energy performance. This has a double purpose of both identifying the simplest and lowest cost opportunities and thus increasing the value of the professional audit and, secondly, raising awareness during the process of conducting the self-assessment itself.

TOOL 3: SASEATO – this Excel based tool includes a simple Walk-round survey, a basic assessment of your highest energy consumption areas and an inventory to examine the impacts of appliances on energy consumption. It includes some basis suggestions on improving energy performance that should be carried out prior to undertaking any higher investment measures.



4. Simple Purchasing Criteria

For a procurer, knowing what energy efficiency standards to set when tendering for products or construction works can be difficult, as they likely do not have technical knowledge in this area.

TOOL 4: Simple Energy Efficiency Purchasing Criteria – this comprises a set of simple criteria in pdf format which can be inserted into your tenders for IT products together with guidance on sustainable construction projects, and criteria for purchasing green electricity.





We would also very much like to hear about your experiences with energy efficient procurement. If you have carried out such activities, please inform us so that we can share your knowledge with others.

Further information

If you are interested in further information on the DEEP Toolkit, the DEEP project, or on ICLEI's other sustainable procurement activities please contact us:

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www.iclei-europe.org/procurement

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www.iclei-europe.org/deep

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