

SSCA Supplier Sustainability Questions: Bidder Instructions

About *The Sustainability Project (TSP)* survey platform

[TSP](#) is a sustainability assessment platform utilized by the [Sustainable Supply Chain Alliance](#) (SSCA). The Alliance is an organization of utilities and suppliers working together to advance sustainability best practices. TSP offers a robust and detailed sustainability supplier questionnaire that can be used for RFx sustainability questions, and environmental practices useful to plan improvements. The purpose of the TSP supplier sustainability assessment 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 sustainability questions.

Instructions for logging in and responding to the sustainability core questions

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

	Scenario 1	Scenario 2	Scenario 3
STEPS	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 sustainability questions.	Your organization has a profile on TSP and has completed the survey, but a different user is responding to the RFx sustainability questions than the registered user.	Your organization is new to the TSP survey system.
1	Go to https://www.tspproject.org/activate/		
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 and password. Click "Register".	Register an account by filling out your full name, creating a username, e-mail address and password. 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.
5		Click on the link in your email, then click "Continue" on the window that pops up.	Click on the link in your email, then enter the name of your organization. Click "Create profile", check the information provided is correct, then click "Create profile" again.
6	On the organization "Home", click on the "Update" orange button in the "Assess" section.	On the organization "Home", click on the "Update" orange button in the "Assess" section.	On the organization "Home", click on the "Get started" orange button in the "Assess" section.

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: A visual demonstration of the three log-in scenarios is available as a [Register and create a profile on TSP video tutorial](#).

Responding to the RfX Sustainability Questions

If you have not responded to the sustainability core questions previously, click on the “Get started” or “Continue” orange button in the “Assess” section when on the organization “Home” page.

Follow the below instructions when responding to the questions:

1. Answer the questions under each sections

The screenshot shows a workflow progress bar at the top with four stages: ASSESS (highlighted with a yellow dot), PLANNING, REVIEW, and SHARE. Below the bar, there are four question categories, each with an icon and a description:

- ESG Core questions**: Please answer specific questions about your ESG policies and practices. These answers could be verified by 3rd parties.
- ESG informative details**: Add more context about your policies and practices.
- Data & metrics**: Enter GHG Emissions estimates, Water use and Waste generation as you measure and track them.
- Targets**: Describe your ESG targets and horizon to achieve them.

Below these categories, a note states: "Click to expand each icon tile, then answer each question or assess each practice under it. Each answer is automatically saved in a work-in-progress response. Once done, move to the next step in the workflow progress bar at the top of the page. On the REVIEW step, click the 'Complete' button at the bottom of the page to submit an official dated response."

NOTE:

- If you completed the assessment previously, your answers will be pre-populated. You will only need to review, update (if applicable) and re-submit your response. Alternatively, you can just share a previously completed questionnaire (see [Sharing a previous response tutorial](#)) when there is no updates to be made.
- Responses are saved automatically. You can always come back to the response later to review and complete.
- The assessment works best when using Google Chrome.
- You can add comments and upload supporting documents via the comment box (Comments will not be scored).

The screenshot shows a question titled "Environmental policy" with the text: "Have adequate policy level commitments, and be internally and externally communicated." To the right of the text is a small icon of a document with a checkmark, indicating a comment or document upload area.

2. Create a dated record. Once you are finished responding to the “Assess” step, go to the “Review” step and click the orange “Complete” button at the bottom of the page.

The screenshot shows a question titled "Diverse spend and/or representation" with the text: "When do you expect to achieve your diverse spend and/or representation target? (Please describe the target, or why you do not have a target, in comments). If you have a target, what progress has been made on your target (ex: % completion)?" Below the question is a dropdown menu labeled "Add industry-specific assessment". At the bottom of the page, there are three buttons: "Download", "Complete" (highlighted with an orange border), and "Invite contributor".

3. Share the response with a requesting utility member. After you click “Complete” you will be automatically taken to the “Share” step:

- Click “Accept” next to the requesting utility. If the requesting utility is not listed, type the utility you want to share your response with in the field labelled “Send a copy to...”.
- Personalize a message (optional)
- Share your response by clicking “Next”
- 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.

NOTE: A visual walk-through of the sustainability practices questionnaire is available as a [video tutorial](#).

Downloading a copy of your answers and obtaining your score

Downloading a copy of your answers

If requested by the RFX utility member, you can download a copy of your answers as a Spreadsheet by clicking on the green “Download” button at the bottom of the “Review” page.

Printing a copy of your answers

If requested by the RFX utility member, you can print a copy of your answers as a PDF file, typically by clicking on the browser menu bar “File” > “Print” > “Save as PDF”.

Obtaining your score

Your organization score will show in the semi-circle under the “Environmental, Social and Governance (ESG) Core” section.



There are [additional tutorials](#) and other helpful resources such as [Frequently Asked Questions \(FAQs\)](#) available on TSP to help you respond to the sustainability practices questionnaire.

Sustainability Core Questions Scoring Information

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

Sustainability Core Questions	Points
Environment, Social & Governance Strategy	
(1) Does your company have a formalized environmental sustainability strategy and performance targets that: 1/ Define a future vision of sustainability performance, 2/ Are clear, actionable, and achievable, 3/ Are resourced effectively, 4/ Address material issues for the business?	2
(1a) If yes, Has your company assigned formal responsibility for directing and overseeing environmental sustainability performance to top/executive management?	2
(1b) If yes, Has your company designated a point person(s) responsible for implementing strategy and meeting targets?	1
(1c) If yes, Does your company report internally, including to top management, on strategy: key sustainability issues (revealed by materiality analysis), resiliency, risk, business continuity, progress toward goals, and plans/needs to address gaps towards your targets?	1
(1d) If yes, Does your company report externally on strategy: program elements, key environmental and social issues, goals, challenges, resiliency, and continual improvement efforts in accordance with a reputable reporting standard (e.g. GRI, SASB, TCFD)?	1
(1e) If yes, Does your company have environmental, social and governance strategy and reports, targets, and Key Performance Indicators (KPIs) periodically (every 5 years or sooner) validated by an independent third party?	1
Environment, Social & Governance Materiality Assessment	
(2) Has your company conducted a systematic, rigorous assessment to identify and prioritize material sustainability impacts, issues and opportunities?	3
(2a) If your company conducted a systematic, rigorous assessment to identify and prioritize material sustainability impacts, issues and opportunities, how was the sustainability assessment done, and in what year?	1
(2b) If your company conducted a systematic, rigorous assessment to identify and prioritize material sustainability impacts, issues and opportunities, please describe the three most material sustainability impacts, issues and opportunities identified for your company?	3
(2c) Please describe your company's strategies, related goals and performance metrics related to each of these three material sustainability issues.	3
Code of conducts and policies	
(3) Does your company have an Employee Code of Conduct in place?	1
(3a) If your company has an Employee Code of Conduct, what monitoring or audit systems are in place to ensure compliance with the Employee Code of Conduct?	1
(3b) Does your company's Employee Code of Conduct contain sections pertinent to ...	2 (if can answer 'yes' to all items listed)
(4) Does your company have a Supplier Code of Conduct and/or Human Rights Policy in place?	1
(4a) Percentage of targeted suppliers that have signed the Supplier Code of Conduct?	1
(4b) What is the percentage of targeted suppliers with contracts that include clauses on environmental, labor, and human rights requirements?	1
(4c) If your organization has a Supplier Code of Conduct, what monitoring or audit systems are in place to ensure compliance with the Supplier Code of Conduct?	1
(4d) Does your company's Supplier Code of Conduct and/or Human Rights Policy contain sections pertinent to ...	2 (if can answer 'yes' to all items listed)
Sourcing practices	
(5) Are there any conflict minerals or additional minerals of concern (including: cobalt, tin, tantalum, tungsten, or gold) in the product(s) that your company manufactures, subcontracts, or sells?	1 (also 1 point if answer 'no' with explanation.)
(5a) If yes - Has your company published a due diligence report on conflict minerals (including or not including cobalt)?	1 (also 1 point if

	answer 'no' with explanation.)
(6) Does your company have a policy related to sourcing minerals of concern?	1 (also 1 point if answer 'no' with explanation.)
(7) Does your company source any of the specific materials, minerals, or products from the related countries listed on the Department of Labor "List of Goods Produced by Child Labor or Forced Labor" (available here https://www.dol.gov/agencies/ilab/reports/child-labor/list-of-goods)?	1 (also 1 point if answer 'no' with explanation.)
(7a) If your company source materials from regions of concern, how is your company ensuring that there is no Child Labor or Forced Labor in your supply chain?	1 (also 1 point if answer 'no' with explanation.)
(8) Does your company have a policy related to sourcing materials from regions of concern?	1 (also 1 point if answer 'no' with explanation.)
Environmental Management System Rigor	
(9) Has your company implemented an environmental management system that conforms with a recognized international (e.g. ISO 14001) or local standard?	3
(9a) Is the system certified to a recognized local or international standard?	1
(9b) Is the system periodically (e.g. every 5 years) audited internally and by an independent third party?	2
(9c) Please indicate the coverage of the environmental management system across your business and/or facilities (e.g. % of owned facilities with an ISO 14001 certificate)?	2
Environmental reporting	
(10) Has your company received or been responsible for a Notice of Violation (NOV), Consent Order or fine over USD \$10,000 from an environmental agency, or an environmental event that required reporting to an environmental agency in the past 36 months?	8 (points are given if answering 'no' or 'yes' with an explanation.)
(11) Does your company report total Scope 1 GHG emissions publicly?	0.5
(11a) Have Scope 1 GHG Emissions data been third-party verified within last 2 years?	0.5
Data - Total Scope 1 GHG Emissions	0.5
When do you expect to achieve your Scope 1 GHG Emissions target? (Please describe the target, or why you do not have a target, in comments)	0.5
Is this a science-based target, net-zero target, or other?	1.5
If you have a target, what progress has been made on your target (ex: % completion)?	0.5
(12) Does your company report total Scope 2 GHG emissions publicly?	0.5
(12a) Have Scope 2 GHG emissions data been third-party verified within last 2 years?	0.5
Data - Total Scope 2 GHG Emissions	0.5
When do you expect to achieve your Scope 2 GHG Emissions target? (Please describe the target, or why you do not have a target, in comments)	0.5
Is this a science-based target, net-zero target, or other?	1.5
If you have a target, what progress has been made on your target (ex: % completion)?	0.5
(13) Does your company report total Scope 3 GHG emissions publicly?	1
(13a) Have Scope 3 GHG emissions data been third-party verified within last 2 years?	1
Data - Total Scope 3 GHG Emissions	2
When do you expect to achieve your Scope 3 GHG Emissions target? (Please describe the target, or why you do not have a target, in comments)	1

Is this a science-based target, net-zero target, or other?	1
If you have a target, what progress has been made on your target (ex: % completion)?	1
(14) Does your company report water withdrawn, discharged and re-used publicly?	1
(14a) Have water data been third-party verified within the last 2 years?	1
Data - Total Water withdrawn	1
Data - Total Water discharged	1
Data - Total Water recycled and reused	1
When do you expect to achieve your water use target? (Please describe the target, or why you do not have a target, in comments)	2
If you have a target, what progress has been made on your target (ex: % completion)?	1
(13) Does your company report waste generated and recycled publicly?	0.5
(13a) Has the waste measurement methodology been third-party verified within the last 2 years?	1
Data - Total Hazardous Waste	1
Data - Total Non-Hazardous Waste	0.5
Data - Total Waste Recycled	1
When do you expect to achieve your waste reduction target? (Please describe the target, or why you do not have a target, in comments)	1
If you have a target, what progress has been made on your target (ex: % completion)?	1
(15) Does your company report total Energy consumed publicly?	1
(15a) Have Energy data been third-party verified within last 2 years?	1
Data - Energy consumed	1
When do you expect to achieve your energy reduction target? (Please describe the target, or why you do not have a target, in comments)	1
If you have a target, what progress has been made on your target (ex: % completion)?	1
Social & Governance reporting	
(16) Has your company had any significant code of conduct breaches including but not limited to breaches resulting in fines, class action lawsuits, or repeated breaches of Codes of Conduct in the past 36 months?	1 (points are given if answering 'no' or 'yes' with an explanation.)
(17) Does your company report internally or externally Key Performance Indicators (KPIs) on ...	7 (1 point per KPI)
(18) Does your company have a target for diverse spend publicly communicated?	1
(18a) If your company has a target for diverse spend, does your company define diverse suppliers as ...	2 (if 4 or more, 1 point if at least one)
(18b) If your company has a target for diverse spend, does your company require third-party certification to verify a supplier diverse status?	2
When do you expect to achieve your diverse spend and/or representation target? (Please describe the target, or why you do not have a target, in comments)	1
If you have a target, what progress has been made on your target (ex: % completion)?	2
Total Score	/100