

Fakeeh College for Medical Sciences	Policy Number: INR-38	
Policy Title: Sustainable Procurement / Purchasing Policy	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Revised
	Version-1 is Prepared on: 4-1-2024	
Applicable to: (FCMS)	Version-1 is Approved on: 10-1-2024	
	To be Reviewed on: 10-1-2029	

1. Statement of the Purpose:

- 1.1 To manage FCMS's goods and services acquisition and ensure fairness, transparency, and cost-effectiveness while contributing to social and environmental responsibilities, and complying with national and international legal and regulatory requirements.
- 1.2 To ensure FCMS's commitment to sustainable procurement for all purchases with external suppliers, in accordance with applicable legal requirements, while integrating economic, environmental, and social factors into its procurement practices, reflecting a strong dedication to the Sustainable Development Goals (SDGs).

2. Definitions:

- 2.1 **Sustainable Procurement:** The practice of making purchase decisions that take into account the wider implications for society and the environment.
- 2.2 **Lifecycle Costing:** the process of compiling all costs that the owner or producer of an asset will incur over its lifespan.
- 2.3 **Environmentally Preferable Products:** refers to a good or service that is less harmful to human health and the environment when compared with competing goods or services.
- 2.4 **Ethical Supply Chain:** a supply chain designed with ethical considerations in mind, usually motivated by the desire to cater to extended groups of stakeholders.

3. Policy:

- 3.1** FCMS is committed to ensuring that procurement is aligned with the college's sustainability goals and promoting environmental, economic, and community consideration.
- 3.2** FCMS conduct purchasing based on the related sustainability considerations in mind.
- 3.3** FCMS strives to avoid making unnecessary expenditures by utilizing some used, salvaged, or borrowed items if possible.
- 3.4** New purchases will be made only if:
 - 3.4.1** The old item is no longer workable, safe, and useful, or has reached the end of its useful life, cannot be repaired, has greater lifecycle impacts than replacing it with a newer item, and/or is now obsolete.
 - 3.4.2** All attempts were made to share, borrow, and reallocate the item, and the item cannot be obtained through surplus or other lending methods.
- 3.5** FCMS supports sustainable markets and advanced environmental and public health goals, such as reducing emissions of greenhouse gases and hazardous chemicals and managing the purchase of products and services that fulfill its carbon reduction goals.
- 3.6** FCMS emphasizes the acquisition of products and services that minimize environmental effect, including those characterized by energy efficiency, recyclable content, biodegradability, non-toxic materials, and durability. Priority will be accorded to items and services that possess acknowledged eco-labels and certifications.
- 3.7** FCMS conducts sustainability risk assessments of goods and services to ensure compliance with environmental management system policies.
- 3.8** FCMS assesses and evaluates potential suppliers based on their environmental and social performance, their sustainable practices and certifications, and commitment to environmental conservation and social responsibility when awarding contracts.

- 3.9** FCMS grants contractual priority to suppliers who implement "closed loop" product stewardship programs aimed at minimizing lifecycle impacts and mandates the use of recyclable disposal items.
- 3.10** FCMS urges vendors to reduce packaging materials, prioritizing minimal or recyclable options, and advocates for recycling initiatives for diverse materials utilized within the institution.
- 3.11** FCMS prioritizes suppliers that exhibit sustainable transportation practices, including efficient logistics, utilization of eco-friendly vehicles, or participation in carbon offset schemes.
- 3.12** FCMS is dedicated to promoting equitable labor practices throughout its supplier chain.
- 3.13** FCMS collaborates with suppliers that adhere to essential human rights values and foster diversity and inclusion within their organizations.
- 3.14** FCMS prioritizes suppliers from the local community and adjacent regions, as practicable and economically viable.

4. Procedure:

Procedure steps	Responsibility
<p>4.1 Conduct comprehensive needs assessments of procurement.</p> <p>4.1.1 Identify the specific needs of the respective programs for procurement.</p> <p>4.4.1.1 Collect feedback from stakeholders to prioritize acquisition and ensure sustainability.</p> <p>4.4.1.2 Document the needs identified, including specific types and qualitative resources required.</p> <p>4.4.1.3 Procurement needs identified should be consistent with the SDGs.</p>	<p>Respective Academic Department, Learning Resources and Maintenance Unit (LRMU)</p>

<p>4.1.2 Director of Administration and Finance (DAF) will circulate the forms to all Head of Department (HODs) on the last week of August every year.</p> <p>4.1.3 Forms will be discussed at Department Council meeting to get feedback from all from stakeholders. The following points should be considered:</p> <p>4.1.3.1 Identify the necessary items and avoid unnecessary purchases.</p> <p>4.1.3.2 Investigate the possibility of repairing old items, utilizing or redistributing previously used items.</p> <p>4.1.3.3 Assess the related sustainability considerations to ensure sustainability compliance, such as energy efficiency standards, recyclable materials requirements, chemical safety requirements, and supplier sustainability requirements.</p> <p>4.1.3.4 Assess the environmental impact for each item.</p> <p>4.1.3.5 Estimate quantity and lifecycle use of each purchase.</p> <p>4.1.4 HODs will complete the forms and return them to DAF by the second week of October.</p>	
<p>4.2 Allocate of budget for identified procurement items for approval.</p> <p>4.2.1 Complete the budget preparation form for needed items.</p>	<p>Respective Academic Department, LRMU, DAF, VDAA, VDPGSSR, Dean Financial Review & Monitoring Committee</p>

<p>4.2.1.1 Develop a detailed budget proposal based on the identified needs assessment, specifying costs for resources.</p> <p>4.2.1.2 Incorporate justification for each requested item, focusing on its relevance to program and institutional goals.</p> <p>4.2.1.3 HOD submits the request forms to the Director of Administration and Finance (DAF.</p> <p>4.2.1.4 DAF will discuss the request in the Financial Review and Monitoring Committee (FRMC)and submit it to the College Council (CC) for ratification by the first week of December.</p>	
<p>4.3 Identify other available learning resources within the College</p> <p>4.3.1 Assign other available quantitative and qualitative learning resources according to the programs' needs.</p> <p>4.3.1.1 Conduct an inventory of existing resources within the College.</p> <p>4.3.1.2 Evaluate the relevance and condition of the available resources to ensure they meet program requirements.</p> <p>4.3.1.3 Foster collaboration between departments to avoid duplication of resources and maximize cost-effectiveness.</p>	<p>Respective Academic Department, LRMU, VDAAAs, VDPGSSR, DAF</p>
<p>4.4 Suppliers identification, prequalification, and approval</p>	

<p>4.4.1 Identify the suppliers meeting the required sustainability standards, including environmental, social, and ethical compliance</p> <p>4.4.2 Assess the suppliers' certificates and portfolio</p> <p>4.4.3 Approve the selected supplier and include sustainability and environmental compliance obligations in their contract.</p> <p>4.4.4 Verify received items' sustainability compliance upon delivery, including energy efficiency rating, material specifications, and packaging reduction requirements.</p> <p>4.4.5 Conduct periodic suppliers' audit and generate suppliers' performance reports.</p>	
<p>4.5 Enhance learning resources development</p> <p>4.5.1 Maintain and improve the quality of learning resources available to students and staff.</p> <p>4.5.1.1 Regularly update textbooks, digital platforms, and other learning materials to reflect current knowledge and practices.</p> <p>4.5.1.2 Train faculty and staff on the effective use of new and existing resources to maximize their impact.</p> <p>4.5.1.3 Establish a maintenance plan for physical resources like lab equipment or hardware, including tracking energy consumption in order to optimize usage.</p> <p>4.5.1.4 Collaborate with the Library and IT Units to enhance digital resource accessibility.</p>	<p>Respective Academic Department, LRMU Library Unit, IT Unit, QAU, VDAAAs, VDPGSSR, DAF</p>

<p>4.5.1.5 Ensure environmentally safe disposal of lab materials by segregating waste, following hazardous disposal procedures, recycling where possible, and documenting disposal.</p>	
<p>4.6 Establish continuous quality improvement mechanisms</p> <p>4.6.1 Create a framework for ongoing evaluation and enhancement of learning resources for programs.</p> <p>4.6.1.1 Develop key performance indicators (KPIs) to measure the effectiveness and utilization of learning resources.</p> <p>4.6.1.2 Internal Quality Assurance System (IQAS) monitors of resource utilization, and accessibility.</p> <p>4.6.1.3 Annual surveys are conducted to assess satisfaction with Learning resources.</p>	<p>Respective Academic Department, QAU, LRMU, DAF</p>




5. Forms/attachments: NA

6. References:

- 6.1 Canterbury College Policy, Learning Resources (2013), Retrieved in May 21, 2016 from <http://www.canterburycollege.ac.uk>
- 6.2 Ugdsb, 603 Provisions of Learning Resources. Retrieved in May 21, 2016 from <https://www.ugdsb.on.ca/>
- 6.3 Coast Mountains Board of Education school District 82. Learning resources policy (2011). Retrieved in May 21, 2016 from <http://cmsd.bc.ca/>
- 6.4 UNE university of New England. Learning resources policy. <https://www.une.edu.au>

6.5 Central Alabama Community College Learning Resources Center Library Policy and Procedures Manual. American Recovery and Reinvestment Act. Retrieved in February 16, 2016 from <http://www.cacc.edu/index>

7. Approval:

	Name	Job title	Signature	Date
Prepared by	Dr. Wesam Abduljabbar	Vice Dean for Development and Quality Management		4-1-2024
Reviewed by	Dr. Enas Gouda	Director-Quality and Accreditation Unit		8-1-2024
Approved by	Prof. MSM Ardawi	FCMS Dean		10-1-2024