### **Bidder ‘priority contract’ Climate Change Plan Template**

Bidder name: ………………………………………………………………….

Publication date: …………………………....................................................

**Background**

This procurement exercise has been identified as relating to a ‘priority’ climate change area. We therefore require bidders to use this form to provide evidence that they have an understanding of the climate impacts of their organisation, including:

* their organisation’s carbon emission sources
* their organisation’s Scope 1 and Scope 2 carbon emissions
* Scope 1 and Scope 2 emission reduction targets that align with the Scottish Government target of net zero carbon emissions nationally by 2045
* Planned actions for carbon footprint reduction

Please use this form to supply information about your organisation’s **calculated Scope 1 and Scope 2 carbon emissions,** your **Scope 1 and Scope 2 emission reduction targets** and the **actions** that your organisation is taking to realise emissions reduction. Note that in the future, bidders of Scottish public sector priority contracts will be expected to provide calculations of their **Scope 1,** **Scope 2, and Scope 3** carbon emissions.

**What do we mean by scope 1, 2 and scope 3 carbon emissions?**

Scope 1, 2 and 3 emissions are defined in the [Greenhouse Gas Protocol](https://ghgprotocol.org/):

**Scope 1** emissions are direct emissions arising from owned or controlled sources e.g. owned vehicles, combustion of fuel in facilities

**Scope 2** emissions are indirect emissions from purchased energy e.g. electricity, heating, cooling

**Scope 3** emissions are all other indirect emissions that occur in the organisation’s value chain e.g. purchased goods and services, waste, business travel, staff commuting, water

**1. Emissions sources**

Please specify the level at which you have set your organisational boundary for reporting (i.e. whole organisation, subsidiary company etc.) in the box below:

|  |
| --- |
| **Reporting boundary:** |

The table below is a list of **emissions source** categories and their scopes. Please indicate any sources that are used by your organisation by marking a tick [✔] next to this source, and record the total emissions in tonnes of CO2 equivalent (tCO2e) from your current reporting year in the column indicated. You should use the conversion factors prescribed by the Department for Business, Energy and Industrial Strategy [Greenhouse gas reporting standards](https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021) to calculate your emissions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Scope** |  [✔] | **Emissions (tCO2e)** |
| SCOPE 1 EMISSIONS – THIS SECTION IS REQUIRED |
| Gaseous fuels (i.e. natural gas, butane, propane etc.) | Scope 1 |  |  |
| Liquid fuels (i.e. petrol, diesel, aviation spirit, fuel oil, gas oil etc.) | Scope 1 |  |  |
| Solid fuels (i.e. coal, petroleum coke) | Scope 1 |  |  |
| Biofuels (i.e. biodiesel\*, biomethane, biomass, biogas etc.) \*Note that diesel purchased at petrol stations contains 10 percent biodiesel – this should still be recorded under your liquid fuels category | Scope 1 |  |  |
| Refrigerants and other gases (i.e. carbon dioxide, methane, nitrous oxide etc.) | Scope 1 |  |  |
| **Total scope 1 emissions** |  |
| SCOPE 2 EMISSIONS – THIS SECTION IS REQUIRED |
| Electricity purchased | Scope 2 |  |  |
| Heat purchased (e.g. from a district heating network, steam) | Scope 2 |  |  |
| Cooling purchased | Scope 2 |  |  |
| **Total scope 2 emissions** |  |
| SCOPE 3 EMISSIONS – EMISSIONS CALCULATIONS ARE NOT CURRENTLY REQUIRED |
| Upstream scope 3 emissions |
| Purchased goods and services | Scope 3 |  |  |
| Capital goods | Scope 3 |  |
| Fuel- and energy-related activities (not included in scope 1 or scope 2) | Scope 3 |  |
| Upstream transportation and distribution | Scope 3 |  |
| Waste generated in operations, including waste water | Scope 3 |  |
| Business travel | Scope 3 |  |
| Employee commuting, including home working | Scope 3 |  |
| Upstream leased assets | Scope 3 |  |
| Downstream scope 3 emissions  |
| Downstream transportation and distribution | Scope 3 |  |
| Processing of sold products | Scope 3 |  |
| Use of sold products | Scope 3 |  |
| End-of-life treatment of sold products | Scope 3 |  |
| Downstream leased assets | Scope 3 |  |
| Franchises | Scope 3 |  |
| Investments | Scope 3 |  |

**2. Baseline emissions footprint**

Baseline emissions are a record of the greenhouse gases that were produced in a specified year, and are the reference point against which subsequent emission reductions are measured. Strategies and plans to reduce emissions usually set targets in relation to the baseline year.

Please provide details of your organisation’s baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your baseline.

|  |
| --- |
| **Baseline Year: 20XX** |
| **Additional Details relating to the Baseline Emissions calculations.** |
| *[Instructions to Suppliers:**Add commentary regarding your Baseline Emissions as required: e.g. where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]* |
| **Baseline year emissions:** |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **XX** |
| **Scope 2** | **XX** |
| **Total Emissions** | **XX** |

**3. Current emissions reporting**

Please record your organisation’s Scope 1, Scope 2 and total emissions for this reporting year in the table below. Your organisation’s total Scope 1 and Scope 2 emissions should be identical to those recorded in section 1.

|  |
| --- |
| **Reporting Year: 20XX** |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **XX** |
| **Scope 2** | **XX** |
| **Total Emissions** | **XX** |

**4. Emissions reduction targets**

If existing emissions reduction targets are in place for your organisation, please provide details below. If you have no previous emissions reduction commitment, or if this is your organisation’s first carbon footprint, please provide targets for your organisation. At present, you only need to detail targets to reduce your total emissions calculated from **Scope 1** and **Scope 2** carbon emissions in section 3. Please be aware that in future years the Scottish public sector may also require this section to incorporate calculated **Scope 3** carbon emissions.

|  |  |  |
| --- | --- | --- |
| **TARGET YEAR** | **PROJECTED TOTAL EMISSIONS (tCO2e)** | **REDUCTION FROM BASELINE (%)** |
| **Baseline: 20XX** |  | N/A – baseline year |
| **20XX** |  |  |
| **20XX** |  |  |
| **20XX** |  |  |
| **20XX** |  |  |
| **Etc.** |  |  |

**5. Planned actions to achieve emission reduction targets**

Please provide the steps your organisation plans to take to reduce your carbon emissions, including any ongoing or completed plans. Include which emissions source(s) from the table above you expect to be reduced as a consequence of each action in the ‘Sources these will address’ column. Planned actions may target **Scope 3** sources in addition to the **Scope 1** and **Scope 2** detailed above. This section will be used to assess bidder **capability** in the form of an understanding of the environmental impact, primarily the emissions that their business generates and **capacity and capability** to address these emissions.

|  |
| --- |
| **REPORTING YEAR: 20XX** |
| **TARGET YEAR** | **PLANNED AND REALISED ACTIVITY TO REACH TARGET tCO2e** | **SOURCE(S) THESE WILL ADDRESS** |
| **20XX** |  |  |
| **20XX** |  |  |
| **20XX** |  |  |
| **Etc.** |  |  |

**DECLARATION AND SIGN OFF**

This Bidder Climate Change Plan Template has been completed in accordance with Scottish Government guidance and reporting standards for Bidder Climate Change Plans.

This Bidder Climate Change Plan Template has been reviewed and signed off by the board of directors (or equivalent management body).

#### **Signed on behalf of the Bidder:**

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Date: ……………………….……….