

Final Survey Instrument

The Center for Organization Research and Design in the School of Public Affairs at Arizona State University (ASU) in cooperation with the International City/County Management Association (ICMA) is conducting a study on government purchasing and procurement. As a department leader, we are interested in your perspectives and insights into procurement in your organization. While purchasing and procurement may constitute just a small portion of your position's responsibilities, your insights will give us a department-level perspective on purchasing processes.

The findings from this project may provide information helpful to better understanding barriers and facilitators of effective purchasing and procurement in local governments. We are also interested in the extent to which environmental sustainability is being considered in local government purchasing and procurement processes. In partnership with ICMA, we expect to diffuse our findings throughout the practitioner community. Your participation will greatly enhance the quality of our results.

Your participation will entail responding to a series of questions related to your workplace and should take about 10-15 minutes. Your responses are confidential. Results of this study may be published, but the published results will be presented in summary form only. Your identity will not be associated with your responses in any published format. Your involvement in the study is voluntary, and you may choose not to participate or to stop at any time.

If you have any questions about this research project, please feel free to call me at 602-496-0243, or send an e-mail to Dr. Melissa A. Duscha at mduscha@asu.edu. Questions or concerns about your rights as a research participant should be directed to the Social Behavioral IRB at Arizona State University at 480-965-6788 or by email at research.integrity@asu.edu. By completing the following survey, you are agreeing to participate in this research project. Participants must be 18 years of age or older. Please feel free to print and keep a copy of this page for your records.

Again, thank you for participating.

Dr. Melissa A. Duscha
Principal Investigator Postdoctoral Scholar Arizona State University | School of Public Affairs Center for
Organization Research and Design 602-496-0243
mduscha@asu.edu

2. To the best of your knowledge, has your city implemented the following purchasing activities?

	Yes	No	Don't Know
Citywide contracts to reduce purchasing costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An e-procurement system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2B. (Presented only if respondent indicates having an e-procurement system in Q2)
Please indicate whether your city has implemented the following elements in your e-procurement system:**

	Yes	No	Don't Know
Online bid process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-procurement training for purchasing officers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tracking of e-procurement purchases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Database of environmentally friendly products and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. To the best of your knowledge, has your city implemented a formal policy pertaining to any of the following purchasing issues:

	Yes	No	Don't Know
Minority-owned business purchasing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Women-owned business purchasing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmentally sustainable purchasing*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Veteran-owned business purchasing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local business purchasing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Small business purchasing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Environmentally sustainable purchasing is the set of activities undertaken by an organization to implement purchasing that reduces negative effects on the environment.

Section II

In this section, we ask several questions about your city's policies and practices related to environmental sustainability*.

* Environmental sustainability refers to activities that reduce negative effects on the environment.

4. Please indicate whether the following environmental practices have been implemented or adopted throughout your city.

	Yes	No	Don't Know
Tracking of spending on environmental sustainability activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting goals and targets for environmental performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental training for all city employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal audits of environmental performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Publication of an environmental / sustainability report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using an environmental management system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. To the best of your knowledge, does your city have any of the following?

	Yes	No	Don't Know
Citywide environmental sustainability director	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Citywide environmental sustainability committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Citywide environmental sustainability policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy usage conservation policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water usage conservation policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green building policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Greenhouse gas emissions policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recycling policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Citywide discussions about environmentally sustainable purchasing practices across units	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Section III

In this next set of questions, we will ask you about your departments' general purchasing policies and procedures. We are specifically interested in policies and procedures as they relate to three types of purchases made by your department:

- 1) Routine, low-cost purchases of products/services
- 2) Routine, high-cost purchases of products/services
- 3) Non-routine, high-cost purchases that require technical specifications of products/services

Routine refers to regular, repeated purchases. Technical specifications (e.g., scope of work) are the explicit characteristics of a purchase that describe the user's product and service requirements.

7. For each type of purchase, identify every level of approval that is required for authorization. Check all levels that apply for each type of purchase: (Please leave blank if you don't know)

	1. Routine, Low-Cost Purchases	2. Routine, High-Cost Purchases	3. Non-routine, High-Cost Purchases w/Technical Specifications
Departmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City Finance Office/Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City Executive Manager (Mayor or City Manager)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. For each type of purchase, check the box if the following is used in your department's purchasing process. (Please leave blank if you don't know)

	1. Routine, Low-Cost Purchases	2. Routine, High-Cost Purchases	3. Non-Routine, High-Cost Purchases w/Technical Specifications
Approved vendor list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing or prior contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bid process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information system searches to find multiple options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information on the environmental impact of products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information on life cycle cost*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior approval from unit budget/finance officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior approval from higher unit budget officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ecolabels/certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preferred green products/services list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Life cycle cost refers to the expenses associated with a product's total life, from raw material extraction through materials processing, manufacturing, distribution, use, repair and maintenance, and disposal or recycling.

9. For each type of purchase, please indicate how much time (in weeks) is typically required between a purchasing request being made by your department and the actual approval of that request:

- _____ 1. Routine, Low-Cost Purchases
 _____ 2. Routine, High-Cost Purchases
 _____ 3. Non-Routine High-Cost Purchases w/Technical Specifications

Section IV

In the next section, we will ask you about the general aspects of purchasing in your department.

10. Departments may use a number of different information sources when making purchases. Please indicate whether each of the following information sources is available to your department when making purchasing decisions:

	Yes	No	Don't Know
Information on the environmental impact of products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Product ecolabels/certifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green product/service list	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minority business list	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Small business list	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. How would you assess your department's overall financial standing over the past five years?

- Very Strong
- Strong
- Neither Strong nor Weak
- Weak
- Very Weak
- Don't Know

Part VII

In this last section, we would like to find out a little bit more about you. The following questions ask a few items about yourself and your career.

24. What is the official title of your current position? [OPEN ENDED]

25. How long have you worked for the city? [Answer in Years]

26. How long have you held your current position? [Answer in Years]

27. How many employees do you directly supervise? [Answer in Number]

28. In a typical week, approximately how many hours do you spend on purchasing, procurement, or contracting activities? [Answer in Hours]

29. To what extent are you active in professional associations in your field?

- Very Active
- Active
- Moderately Active
- Somewhat Active
- Not Active
- Don't Know

30. What is your highest level of educational attainment?

	High School	Some College	Two-year College Degree (Associate's)	Four-year College Degree	Some Graduate School	Graduate Degree
Highest Level						

31. What best describes the field of study of your highest degree? (e.g., business, public administration, law, etc.) [Open Ended]

32. What is your gender?

- Female
- Male

33. What year were you born? [Year]

34. Are you a member of a historically underrepresented minority group?

- Yes
- No
- Don't Know
- Prefer Not To Answer

Part VIII

To conclude, we are interested in the environmental sustainability behaviors of individuals in your position. There are no right or wrong answers.

35. In your personal time how frequently do you:

	Very Frequently	Frequently	Somewhat Frequently	Infrequently	Very Infrequently	Don't Know
Recycle solid waste at home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conserve energy at home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conserve water at home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase environmentally friendly products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compost food waste	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Donate either time or money to an environmental organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

36. Is there anything else that you would like to share about your city's or department's procurement activities? [Open Ended Response]

37. Would you be interested in learning more about sustainable purchasing or procurement from any of the following organizations? (Select all that apply)

*This is the last question of the survey. After you click on the next arrow, your responses are finalized and you will not be able to return to the survey.

- Sustainable Purchasing Leadership Council (SPLC)
- U.S. Environmental Protection Agency (EPA) -- Recommendations of Specifications, Standards, and Ecolabels
- International City/County Management Association (ICMA)
- West Coast Climate and Materials Forum (WCCMF) -- Greenhouse Gas Purchasing Assessment Tools