SUSTAIN ABILITY DC

OCP
OFFICE OF CONTRACTING & PROCUREMENT

Understanding Sustainable Purchasing

The DC Story…

- Jurisdiction meets Earth.
- Jurisdiction falls in love with Earth.
- Jurisdiction wants to make a commitment to Earth.

Challenges to Integrating Sustainability

Challenges:

1. Lack of consistency defining what makes a product sustainable.
2. Policies, e-procurement systems, and standard operating procedures do not require consideration of sustainable factors.
3. High-level shortcomings described in items 1 & 2, make training and tracking exceptionally difficult.

We've been busy…

OCP received $237K grant from Mayor's office to address these challenges.

- New Policy
- Improved PASS Tracking Capabilities.
- Consulted Vendor Community
- Worked with Programs
- Reviewed Best Practices
- Hired Consultant
- New Sustainable Webpage
- **Developed Sustainable Specifications in key product and service areas.**

New Sustainable Specification Guidance

- Appliances
- Automotive Fleet
- Automotive Products
- Cleaning Supplies
- Computers & Monitors
- Food Services
- Furniture
- Imaging Equipment
- Janitorial Services
- Landscaping Services
- Office Supplies
- Paper
- Printing Services
- Toner

Sustainable specifications available for 100 unique products and services across 14 categories.

Sustainable Purchasing Program – Who We Are & What We Do

- Assist DC in meeting its sustainability goals by furthering procurement of environmentally preferable products and services through:
  - Developing and maintaining environmental specifications
  - Offering training and resources for DC agencies and procurement staff
  - Consulting to programs seeking to buy environmentally preferable products and services (EPPS)
  - Tracking sustainable purchasing progress and recommending program improvements
  - Outreach and education to vendors

Goal

- Users will utilize environmental specification guidance and resources so that our forthcoming SOW's require environmentally preferable products.
- Audience –
  - Programmatic decision makers and process stakeholders.
  - Procurement Staff

Learning Outcomes

- At the completion of this training you will be able to:
  - Describe benefits of using environmental specification guidance
  - Locate environmental specification guidance and resources
  - Name types of information and resources available to support District agencies and procurement staff with sustainable purchasing.
  - Use available resources to develop small and large purchases.
  - Use the newly revised PASS EPPS drop down menus correctly.

Participants should reinforce lessons learned by reviewing Sustainable Purchasing User Guide, available on SPP Webpage.

What is Sustainable Purchasing?

Environmentally Preferable Purchasing is the procurement of products that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose.

Environmentally Preferable Products and Services tend to:

- **Contain more recycled content than alternatives**
- **Reduce toxic materials, heavy metals, carcinogens, VOCs;**
- **Conserve energy or water**
- **Minimize waste**
- **Prevent pollution – emissions**
- **Are responsibly disposed of at the end of their useful life**

Agenda

- Benefits of Using Environmental Specification Guidance
- Sustainable Procurement Process & Accompanying Resources
  - **User Guide**
  - Pre-solicitation Strategic Planning
  - Requirements
  - Acquisition Planning
  - Solicitation
- Utilizing and Tracking Use of EPPS Specifications
- Contract Administration & EPPS
- Summary & Wrap Up

Benefits of Using Environmental Specification Guidance

Environmental Procurement Regulatory Landscape

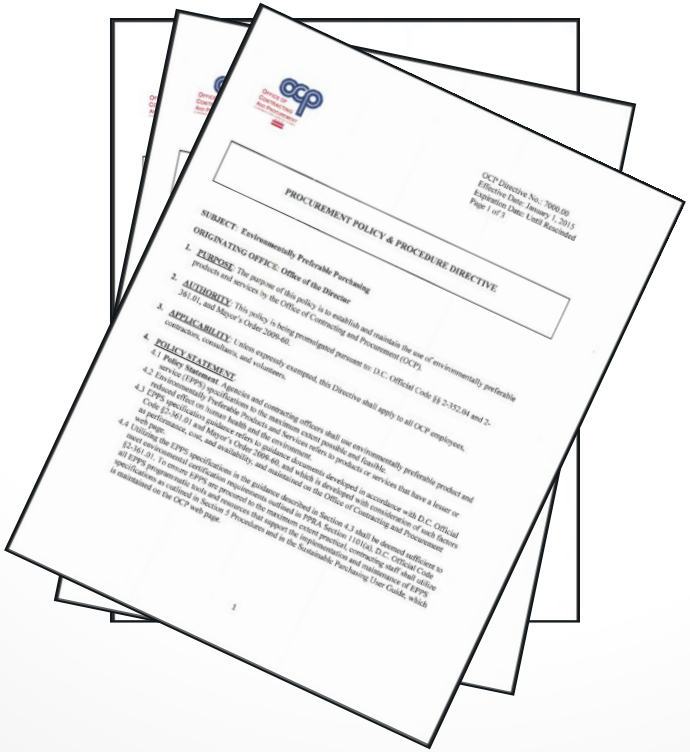
- Environmentally Preferable Products and Services (EPPS) have a lesser or reduced effect on human health and the environment.
- The District shall procure environmentally preferable products and services to the maximum extent feasible.

Environmental Procurement Laws, Policies, and Orders

- ***DC Official Code Section 2-361.01***
- ***Mayoral Order 2009-60***
- ***Environmentally Preferable Purchasing Policy 7000.00***

Environmentally Preferable Purchasing Policy

- New Policy – Took affect Jan. 1, 2015
  - Requires that staff encourage use and consideration of Sustainable Purchasing specification language and resources.
  - Requires staff to denote use or non-use of sustainable specifications using the PASS EPPS Indicator.



OCP Directive No.: 7000.00
Effective Date: January 1, 2015
Expiration Date: Until Rescinded
Page 1 of 3

PROCUREMENT POLICY & PROCEDURE DIRECTIVE

SUBJECT: Environmentally Preferable Purchasing

ORIGINATING OFFICE: Office of the Director

1. **PURPOSE**: The purpose of this policy is to establish and maintain the use of environmentally preferable products and services by the Office of Contracting and Procurement (OCP).
2. **AUTHORITY**: This policy is being promulgated pursuant to: D.C. Official Code §§ 2-352.04 and 2-361.01, and Mayor's Order 2009-60.
3. **APPLICABILITY**: Unless expressly exempted, this Directive shall apply to all OCP employees, contractors, consultants, and volunteers.
4. **POLICY STATEMENT**
   4.1 **Policy Statement**: Agencies and contracting officers shall use environmentally preferable product and service (EPPS) specifications to the maximum extent possible and feasible.
   4.2 Environmentally Preferable Products and Services refers to products or services that have a lesser or reduced effect on human health and the environment.
   4.3 EPPS specifications guidance refers to guidance documents developed in accordance with D.C. Official Code §2-361.01 and Mayor's Order 2009-60, and which is developed with consideration of such factors as performance, cost, and availability, and maintained on the Office of Contracting and Procurement web page.
   4.4 Utilizing the EPPS specifications in the guidance described in Section 4.3 shall be deemed sufficient to meet environmental certification requirements outlined in PPRA Section 1101(a), D.C. Official Code §2-361.01. To ensure EPPS are procured to the maximum extent practical, contracting staff shall utilize all EPPS programmatic tools and resources that support the implementation and maintenance of EPPS specifications as outlined in Section 5 Procedures and in the Sustainable Purchasing User Guide, which is maintained on the OCP web page.

1

Environmental Laws and Rules Related to Individual Procurements

- DPW FMA Procedure 4-1; EPA Compliant
- Healthy Schools Act of 2010
- Pesticide Education and Control Act of 2012
- Anacostia River Clean Up and Protection Fertilizer Act of 2012
- Sustainable DC Omnibus Amendment of 2014
- DC's Green Building Act
- DC Solid Waste and Multi-Materials Management Act
- Disposable Carryout Bag Material and Labeling Requirements

- Disposable Carryout Bag Material and Labeling Requirements
- Sustainable Solid Waste Management Amendment Act of 2014
- The Resource Conservation and Recovery Act (RCRA)
- Engine Idling Rule 20-900
- Federal Vegetable Ink Printing Act of 1994
- OSHA and EPA Hazardous and Toxic Materials Requirements
- Pesticide Operations Act of 1977
- National Environmental Policy Act (NEPA)
- DC Renewable Portfolio Standard

District Sustainability Goals and Plans

Sustainable DC Plan - ***A city-wide plan to make DC the "healthiest, greenest, and most livable city in the Nation" within 20 years.***

- **Procurement of sustainable products facilitates DC in meeting 25% of its Sustainable DC Plan goals.**
  - ***Climate & Environment***
  - ***Energy***
  - ***Food***
  - ***Nature***
  - ***Transportation***
  - ***Waste***
  - ***Water***

Meeting District Needs For…

Performance

- Programs, manufacturers, and vendors contributed to specification development to ensure high performance.

Availability

- Three existing or DCSS vendors were interviewed for each EPPS category to ensure EPPS availability.

Cost

- EPPS is cheaper, provides cost-savings, or has an anticipated premium ≤15% based on market research. See guidance documents for product –specific information.

Sustainable Specification Guidance

- Environmental procurement laws, policies and mayoral orders
- District sustainability goals and plans
- Environmental laws & policies impacting individual procurements
- Cost, performance, and availability

Sustainable Procurement Process

Navigating the Process

- Office Supplies: We will walk through the process of building and competing an environmentally preferable (EPPS) procurement using notepads, markers, and staples.

Strategic Planning → Contract Administration.

Strategic Planning

Phase I Requirements

Phase II Acquisition Planning

Phase III-V Solicitation - Award

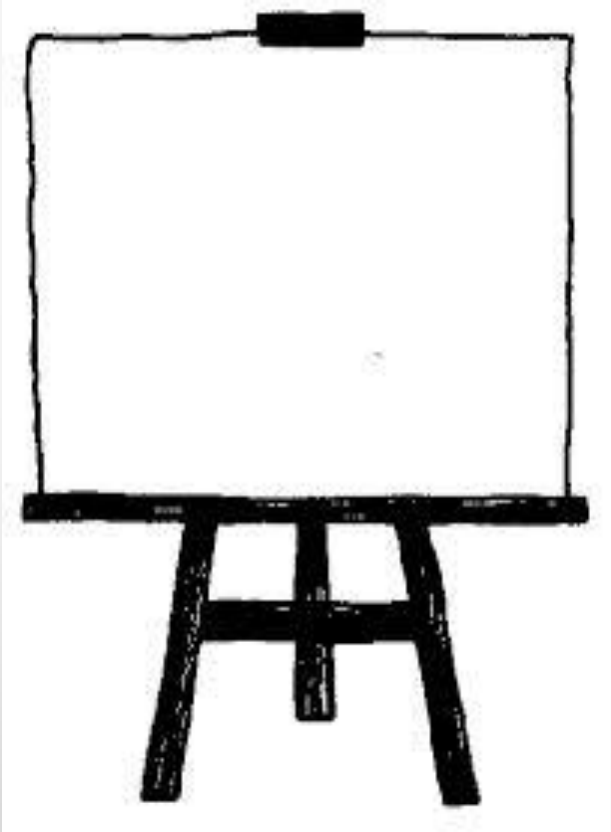
Phase VI Contract Admin.

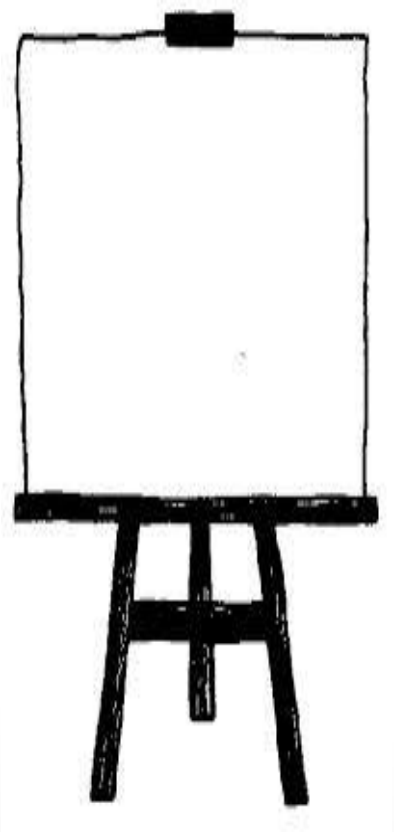
Program identifies need for commodity:

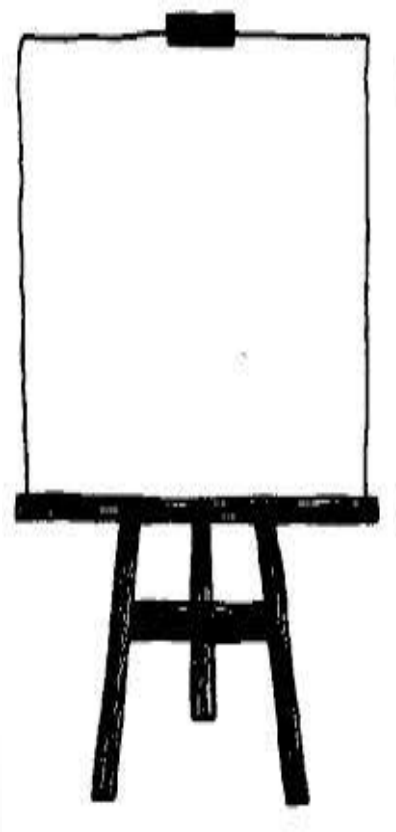
Procurement package is prepared:

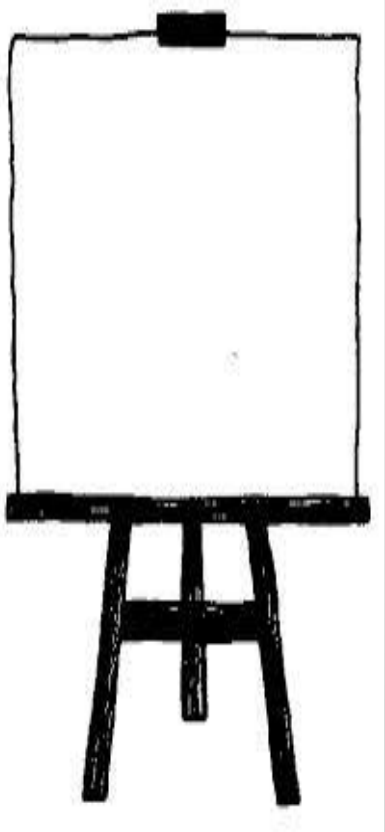
Team competes & awards procurement:

CA ensures fulfillment of requirements:



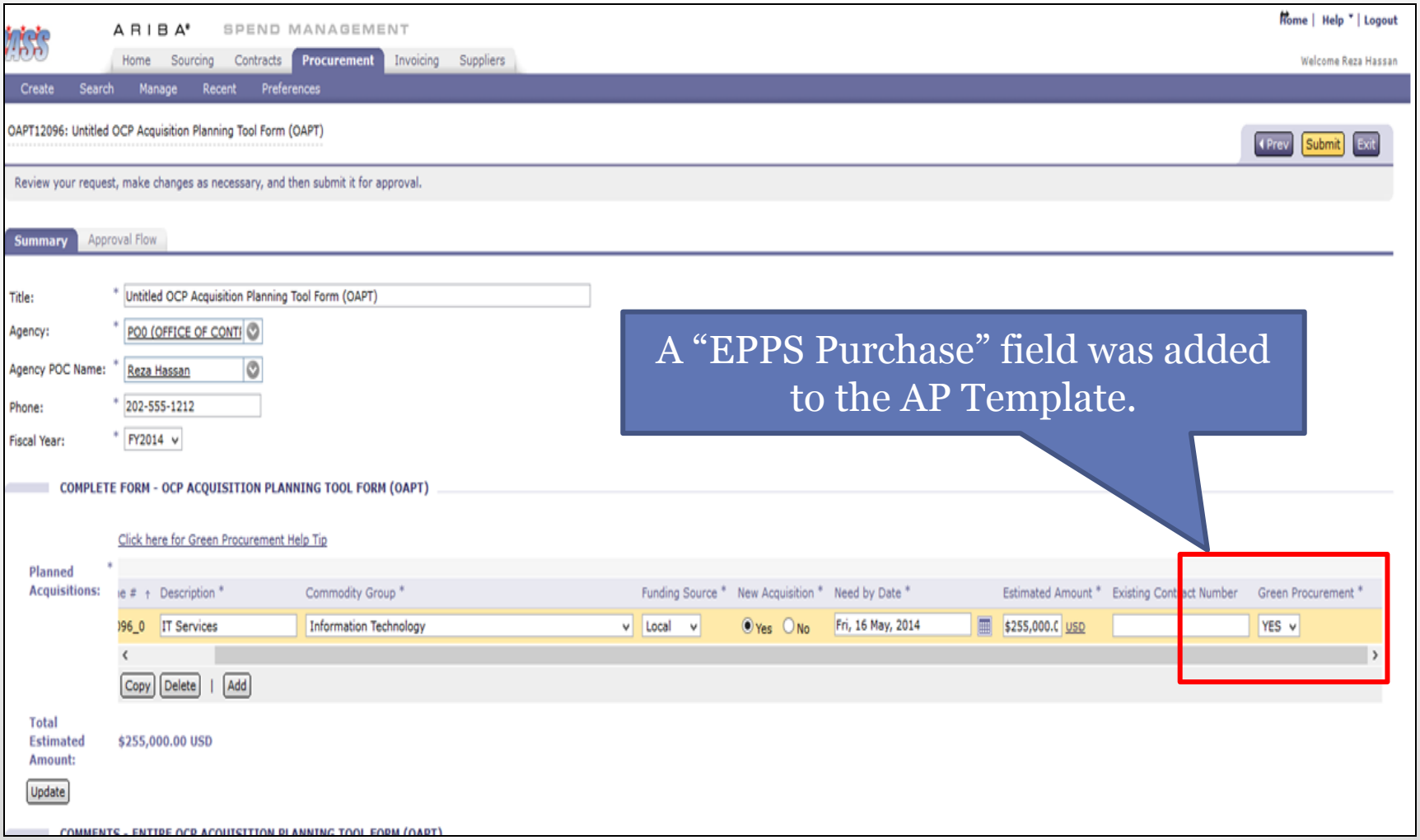






Strategic Planning

Acquisition Planning Tool



Strategic Planning

Acquisition Planning Summary

- Indicate "Yes" if
  - A product category is listed on the DC Sustainable Specifications web page.
  - Your agency may be interested in developing a sustainable specification for a product category not listed.

Indicating "Yes" will not obligate a program to utilize a sustainable specification.

Indicating "Yes" will

- Assist the Sustainable Purchasing team in identifying procurements for which procurement staff and agencies may need assistance.
- Prompt procurement staff to ask client agencies to consider applying a sustainable specifications when processing a requisition.

Otherwise, indicate No.

Strategic Planning

Where to Find Resources

Office of Contracting and Procurement

OCP Home | Services | Opportunities & Support | Surplus Property | Laws & Regulations | Accountability & Transparency | About OCP

Opportunities & Support

- Additional Opportunities
- Customer Contact Center
- District of Columbia Supply Schedule
- **Sustainable Purchasing**
- eSourcing
- eSourcing FAQs
- How to Do Business with the District
- NIGP Commodity Codes
- OCP Solicitations
- Other Procurement Websites
- Requirements for Doing Business with the District
- Vendor Registration Process
- Workshops

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Sustainable Purchasing

Sustainable Purchasing Program

The District of Columbia is committed to procuring quality goods and services in a timely manner and reasonable cost that support the District in meeting its sustainability goals.

The Sustainable Purchasing Program assists the District in procuring sustainable goods and services by developing environmental specification guidance, providing training, resources and consulting services, vendor outreach, and tracking progress toward sustainable spend goals.

- About Us
- Sustainable Specifications
- Implementation Guidance
- Contact Us

Office of Contracting and Procurement

Strategic Planning

Acquisition Planning

Office of Contracting and Procurement

DC.gov ocp.dc.gov

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Office of Contracting and Procurement

OFFICE OF CONTRACTING & PROCUREMENT

Office Hours
Monday to Friday, 8:30 am to 4:30 pm

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Vietnamese (Tiếng

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District of Columbia Sustainable Specifications

The following sustainable specifications were developed in accordance with the Office of Contracting and Procurement's Environmentally Preferable Products and Services (EPPS) Policy and the District's Procurement Practices Reform Act Section 2-361.01 on green procurement and can be utilized in fulfillment of these requirements. Sustainable specifications also facilitate meeting more than 15 environmentally sustainable laws and regulations and 25% of the Sustainable DC Plan goals.

Each sustainable specification includes solicitation documents, reporting templates, and training materials.

Specification Guidance Documents

- Appliances
- Automotive Fleet
- Automotive Products
- Cleaning Supplies
- Computers & Monitors
- Food Services
- Furniture
- Imaging Equipment
- Janitorial Services
- Landscaping Services [Forthcoming]
- Paper
- Printing Services
- Office Supplies
- Toner/Ink Cartridges

Strategic Planning

Phase I Requirements

Phase II Acquisition Planning

Phase III-V Solicitation - Award

Phase VI Contract Admin.

Program identifies need for commodity:

Procurement package is prepared:

Team competes & awards procurement:

CA ensures fulfillment of requirements:

- Program cross checks EPPS. Notes available guidance.
- Procurement team integrates EPPS guidance into market research.
- Procurement team decides to include EPPS specifications in SOW, or waives out due to cost, performance, or availability.

Phase I Requirements

Market Research: Where to Find Resources

DC.gov | ocp.dc.gov

Office of Contracting and Procurement

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Phase I Requirements

Market Research: Where to Find Resources

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Office Supplies - Sustainable Specification Solicitation Documents

Specification Guidance

Provides scope, specification language, background, benefits, and relevance to District environmental and sustainability laws and goals.

Statement of Work Guidance

Provides environmental solicitation language and guidance for all relevant sections of a statement of work.

Small Purchase Attachment

Contains environmental requirements. Please either include this document as an attachment to small purchase solicitations/ request for quotations or incorporate specification language directly into solicitation requirements.

Request for Quote Template

Excel template pre-populated with environmental specification requirements for office supplies. Use is optional.

Contractor Report Template

Excel template pre-populated with environmental specification reporting requirements for office supplies. While contractor Environmentally Preferable Products and Services (EPPS) reporting is required, use of the EPPS reporting template is optional.

Phase I Requirements

Specification Guidance Document Overview

Scope

Background Information

Environmental Hotspots

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

ENVIRONMENTAL SPECIFICATION GUIDANCE FOR OFFICE SUPPLIES

The District of Columbia is committed to procuring quality goods and services in a timely manner and reasonable cost that support the District in meeting its sustainability goals. Compliance with specification guidance is sufficient to meet PPRA Section 1101(a) environmentally preferable procurement requirements. To access solicitation documents with full contract language, click here.

SUSTAIN ABILITY DC

BENEFITS

24 MILLION BTUs of energy saved each year if the District purchases 5,000 plastic/cardboard binders with 30% PCRC

This would avoid the generation of **2.4 metric tons** of greenhouse gas emissions

SOURCE
epa.gov/epawaste/conserve/tools/warm/ReCon_Online.html

Scope

This specification addresses the office supplies listed in the table below such as binders, folders, envelopes, notepads, writing instruments and breakroom supplies.

Specification Language

Office supplies purchased by the District of Columbia shall meet the environmental criteria and reporting requirements defined below.

Product	Environmental Criteria
Address, shipping, file folder sheet-style labels: white	30% Postconsumer Recycled Content (PCRC); no antimicrobial coatings
Batteries	Rechargeable
Binders: 3-ring, chipboard or cardboard	75% PCRC; no antimicrobial coatings
Binders: 3-ring, pressboard	30% PCRC; no antimicrobial coatings
Binders: 3-ring, plastic with chipboard or cardboard interior	30% PCRC; no PVC; no antimicrobial coatings
Binders: 3-ring, solid plastic	No PVC; no antimicrobial coatings
Clip portfolios: plastic	90% PCRC; no antimicrobial coatings
Clipboards: hardboard	100% Recycled Content (RC); no antimicrobial coatings
Clipboards: metal	30% PCRC; no antimicrobial coatings
Clipboards: plastic	30% PCRC; no antimicrobial coatings
Calendars: coated paper, desk and hanging	10% PCRC
Calendars: non-coated paper, desk and hanging	30% PCRC

OCTOBER 2014

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

Background Information

Office supply products reflect a large and diverse group of items; therefore, this specification focuses on office supply products for which sustainable alternatives are widely available. This specification closely follows the U.S. EPA's Comprehensive Procurement Guidelines, which serve as the model for recycled content specifications in many other jurisdictions around the country. This specification also incorporates requirements from the Northeast Recycling Council's (NERC's) Model Specifications and Purchasing Guidelines for Environmentally Preferable Purchasing of Office Supplies.

Postconsumer recycled content (PCRC) reflects the proportion of a product made from consumer materials that otherwise would have been disposed. Pre-consumer recycled content refers to the percent of a product made from manufacturing waste, while **Total Recycled Content (TRC)** refers to the sum of the postconsumer and pre consumer recycled content. Consistent with EPA's Guidelines and NERC's Model Specifications, this specification requires purchasing office supplies with varying levels of recycled content. The recycled-content products in the specification are widely available in the marketplace at costs comparable to non-recycled products. Note that the recycled content logo is not required. For more information, see EPA's product category definitions at epa.gov/epawaste/conserve/tools/cpg/products/define.htm.

Approved Product (AP) Nontoxic indicates that the Art and Creative Materials Institute (ACMI) has certified that a product is nontoxic and conforms to the requirements of ASTM D-4236, Standard Practice for Labeling Art Materials for Chronic Health Hazards. ACMI's toxicologists test and certify products for both acute and chronic hazards.

Expanded polystyrene, sometimes referred to as **Styrofoam** or **foam**, is a material that cannot be composted or readily recycled and contributes to pollution of the Anacostia River. The Sustainable DC Omnibus Amendment Act of 2014 bans its use effective January 1, 2016.

FSC

FSC certification signifies that the Forest Stewardship Council, an independent, third-party standard setting organization, has certified that a wood or paper product meets or exceeds FSC's criteria for sustainable forestry and supply chain management. FSC certification requires that forest managers meet FSC's principles and criteria, including promoting biodiversity, protecting indigenous peoples' rights, and eliminating toxic chemical use. In addition, certification requires that each company in the supply chain retain and document FSC-certified content during the processing, manufacturing, and distribution process. FSC certification is highly regarded; it continues to be the only forestry certification recognized by LEED.

This specification prohibits the purchasing of plastic products that have **antimicrobial** (or antibacterial) **coatings**. Antimicrobials typically are marketed as an added benefit of a product. If inclusion of antimicrobial or antimicrobial ingredients is not listed in the product description, than it is unlikely the product contains them. Antimicrobials may contribute to the development of antibiotic as these chemicals may contribute to the development of antibiotic resistant germs, and can be toxic to humans and the environment. Triclosan, a bactericide and preservative commonly found in antimicrobial products, has been linked to hormonal and other toxic effects in animals. In December 2013, the U.S. Food and Drug Administration (FDA) proposed a rule that would govern the use of triclosan in consumer products. More information is available at: www.ewg.org/research/ewgs-guide-triclosan.

In some cases, this specification prohibits the purchase of products made with **PVC** or **vinyl** (polyvinyl chloride). PVC is made from vinyl chloride and a variety of additives, often including a class of chemicals called phthalates. Many types of phthalates used to manufacture PVC are included on California's Proposition 65 List for carcinogenicity and reproductive toxicity. The additives can be released when flexible PVC is bent through off-gassing. Vinyl chloride, the base material used to make PVC, is classified as a human carcinogen by the U.S. EPA. Plants that manufacture PVC may emit vinyl chloride during manufacture, exposing workers and the local community to a carcinogenic compound. More information about PVC is available at: http://toxtown.nlm.nih.gov/text_version/chemicals.php?id=84

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

Environmental Hotspots	The most important environmental benefits associated with this specification
ENERGY CONSUMPTION	Transport, processing, and manufacture of recycled products require less total energy than producing and transporting virgin products. For example, 20% PCRC plastic uses approximately 17% less total energy than virgin plastic production. This results in a decrease in greenhouse gas emissions of approximately 18%.
WATER CONSUMPTION	Production using recycled materials typically requires less water throughout the product life cycle than producing and transporting virgin products. For example, recycled paper production requires approximately 15% less water than virgin paper production.
RECYCLED CONTENT	This specification requires a range of recycled content for different paper and plastic products, which reduces the demand for raw materials.
TOXICITY/HEAVY METALS	This specification requires that markers and highlighters be certified as AP nontoxic and prohibits the purchase of many items that contain PVC, a material has the potential to release substances that contribute to hormone disruption. Both requirements eliminate potential exposure to toxic chemicals.
END-OF-LIFE DISPOSAL	Recycling office supplies means that fewer products are disposed in landfills and incinerators.

Significance to the District	
PPRA	PPRA § 104 specifies that products meet Default Environmental Standards. U.S. EPA's Comprehensive Procurement Guidelines which recommend post-consumer recycled content (PCRC) levels for paper and many types of office supplies, is a Default Environmental Standard (DES).
LEGISLATION	Sustainable DC Omnibus Amendment Act of 2014 prohibits use of expanded polystyrene.
LEED FOR EXISTING BUILDINGS: O&M	This specification is in line with the requirements of LEED v4 EBOM. LEED's Materials and Resources: "Purchasing – ongoing" credit requires at least 60% of total purchases of ongoing consumables (by cost) meet at least one specified criterion. The criteria include, but are not limited to, a minimum of the PCRC listed in the U.S. EPA's Comprehensive Procurement Guidelines, and for products not covered by EPA's Guidelines, any level of recycled content. The vast majority of the requirements in this specification meet EPA's Guidelines. To gain one point for this LEED EBOM credit, electric-powered equipment must also meet a separate list of criteria.

For more information about sustainable specification guidance or the District's Sustainable Purchasing Program, please visit: http://ocp.dc.gov/page/sustainable-purchasing, call the OCP Customer Contact Center at: 202.724.4477, or email sppdc@dc.gov.

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Benefits

Specification Language

Significance to the District

Phase I Requirements

Market Research: Locate Requirements

Markers and highlighters (permanent markers, dry erase markers)	AP nontoxic (ASTM D 4236); no antimicrobial coatings
Napkins	30% PCRC; 100% RC
Notebooks and notepads	30% PCRC
Office paper	See the Office Paper specification
Padded mailers: paper	5% PCRC
Paper clips	50% PCRC; no PVC or plastic coatings; no antimicrobial coatings
Pens and mechanical pencils	Refillable; no antimicrobial coatings
Post-it notes	30% PCRC
Report covers (pressboard)	20% PCRC
Toner/ink cartridges	See the Toner Cartridges specification

?

DID YOU KNOW?

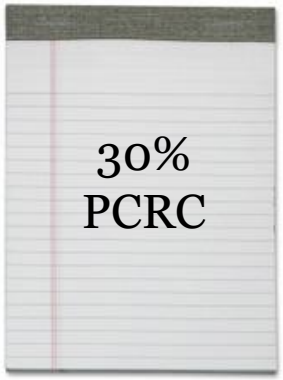
If a specific product is not addressed by the scope of the specification guidance (ex. Staples in office supplies), use of sustainable requirements for the product is not required.

Phase I Requirements

Market Research: Review Background Section

Postconsumer recycled content (PCRC) reflects the proportion of a product made from consumer materials that otherwise would have been disposed. Pre-consumer recycled content refers to the percent of a product made from manufacturing waste, while **Total Recycled Content (TRC)** refers to the sum of the postconsumer and pre consumer recycled content. Consistent with EPA's Guidelines and NERC's Model Specifications, this specification requires purchasing office supplies with varying levels of recycled content. The recycled-content products in the specification are widely available in the marketplace at costs comparable to non-recycled products. Note that the recycled content logo is not required. For more information, see EPA's product category definitions at epa.gov/epawaste/conserve/tools/cpg/products/define.htm.

- PCRC means post-consumer recycled content
- PCRC is different than total recycled content
- Recycled content logo not required

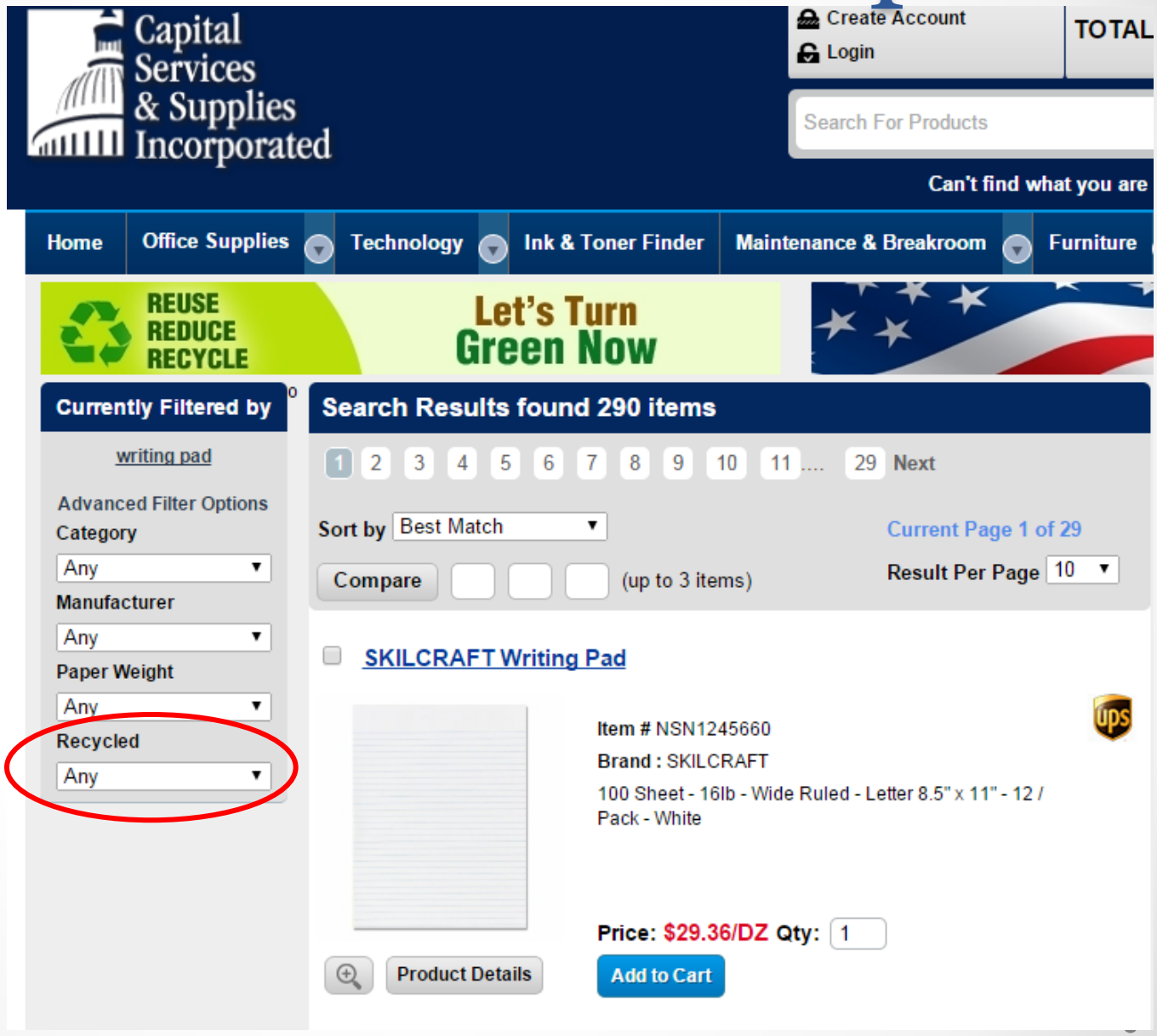


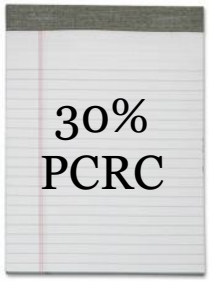
Phase I Requirements

Market Research: Explore

Market Research Tools:

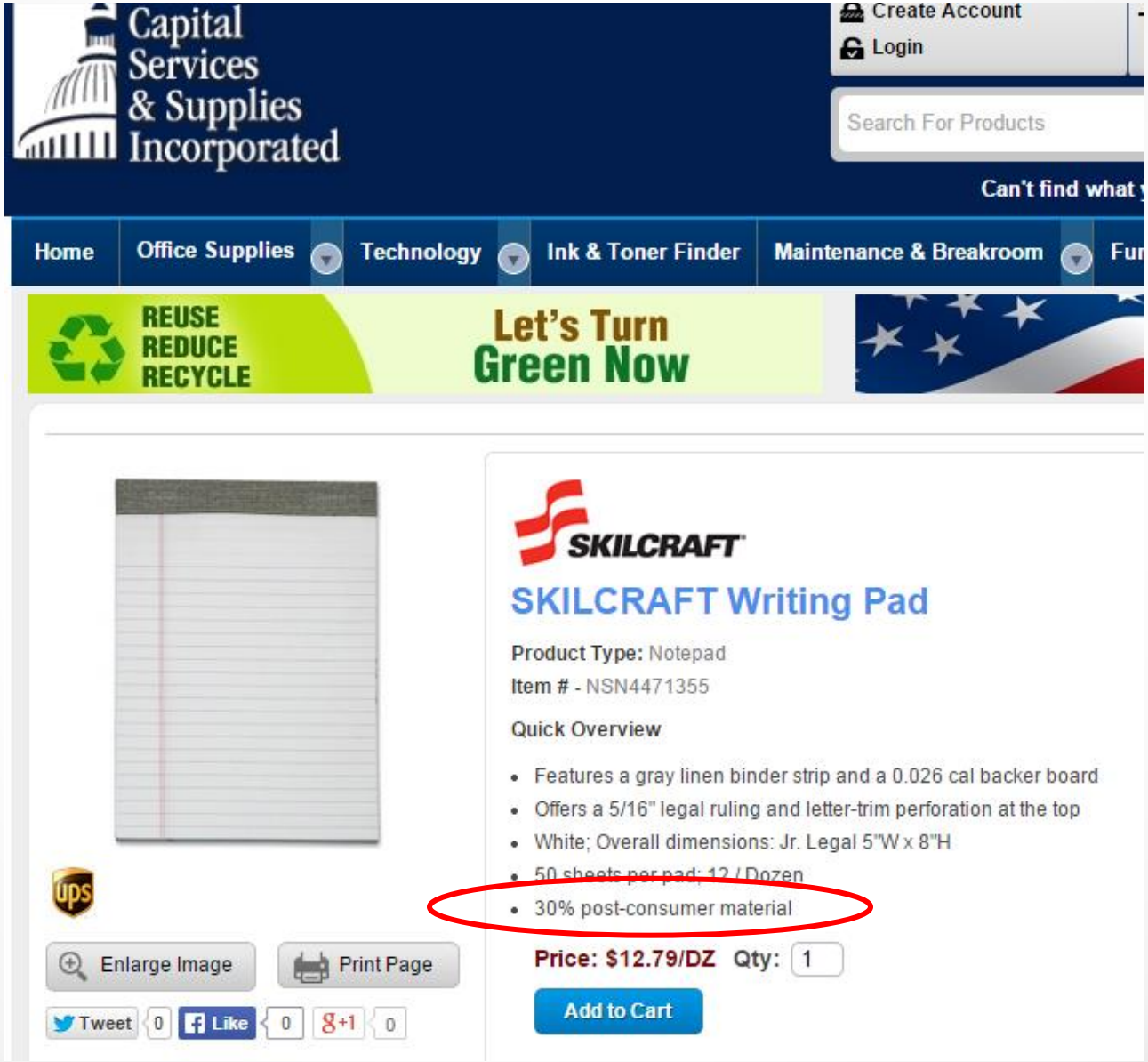
- Internet
- Catalogs
- Other Jurisdictions





Phase I Requirements

Market Research: Explore



Phase I Requirements

Market Research: Learn

Approved Product (AP) Nontoxic indicates that the Art and Creative Materials Institute (ACMI) has certified that a product is nontoxic and conforms to the requirements of ASTM D-4236, Standard Practice for Labeling Art Materials for Chronic Health Hazards. ACMI's toxicologists test and certify products for both acute and chronic hazards.

- No relevant search term information or logos.

AP Non-Toxic; No Anti-bacterials or Anti-Microbials.

Phase I Requirements

Market Research: Learn

This specification prohibits the purchasing of plastic products that have **antimicrobial** (or antibacterial) **coatings**. Antimicrobials typically are marketed as an added benefit of a product. If inclusion of antimicrobial or antimicrobial ingredients is not listed in the product description, than it is unlikely the product contains them. Antimicrobials may contribute to the development of antibiotic as these chemicals may contribute to the development of antibiotic resistant germs, and can be toxic to humans and the environment. Triclosan, a bactericide and preservative commonly found in antimicrobial products, has been linked to hormonal and other toxic effects in animals. In December 2013, the U.S. Food and Drug Administration (FDA) proposed a rule that would govern the use of triclosan in consumer products. More information is available at: www.ewg.org/research/ewgs-guide-triclosan.

- Ensure product description does not mention presence of antimicrobials, antibacterials or triclosan

DID YOU KNOW?

Focused product specific trainings are available for most product categories.

Phase I Requirements

Market Research: Explore

Details | Comparison Products

General Information	
Brand Name	Sharpie
Manufacturer	SANFORD
Manufacturer Part Number	30051
Manufacturer Website Address	www.sanfordcorp.com
Global Product Type	Markers-Permanent
Marker Type	Permanent
Color(s)	Black
Tip Type	Fine
Ink Types	Non-Washable
Compliance Standards	AP Certified Nontoxic
Pre-Consumer Recycled Content Percent	0%
Post-Consumer Recycled Content Percent	0%
Total Recycled Content Percent	0%
Country of Origin	US

- Meets AP Certification requirements
- No mention of antimicrobials in product description
- Meets environmental requirements

Phase I Requirements

Market Research: Decide

Step 3: Decide.

- Are there extenuating circumstances for why sustainable specifications cannot be used?
  - Cost
  - Performance
  - Availability

Reason for not utilizing sustainable specifications must be indicated in PASS during the solicitation stage of the procurement life cycle. Acceptable reasons are cost, performance, availability and NA.

Phase I Requirements

Market Research & Requirements Summary

1. Does OCP offer guidance on this product?
2. Educate yourself about a product using the environmental guidance. Take a product-focused training, or contact the SPP for additional help.
3. Explore available resources. Note cost, performance, and availability.
4. Decide whether to utilize recommended specification guidance based on budgetary and performance needs, in SOW.

Strategic Planning

Phase I Requirements

Phase II Acquisition Planning

Phase III-V Solicitation - Award

Phase VI Contract Admin.

Program identifies need for commodity:

- Program cross checks EPPS. Notes available guidance.
- Procurement team integrates EPPS guidance into market research.
- Procurement team decides to to include EPPS specifications in SOW, or waives out due to cost, performance, or availability.

Procurement package is prepared:

- Procurement staff ensures correct procurement method, and EPPS language and attachments are accounted for in contract package.

Team competes & awards procurement:

CA ensures fulfillment of requirements:

Phase II Acquisition Planning

Acquisition Planning

Procurement Staff:
If you receive a Requisition for one of the 14 EPPS categories, and EPPS requirements are not included:

- Inquire about why it was not utilized so that you can indicate whether cost, performance or availability is at issue
- As appropriate:
  - Encourage EPPS use
  - Suggest enrollment in EPPS Training.
  - Contact the Sustainable Purchasing team.

(*OCP Policy 7000.00*)

Phase II Acquisition Planning

Building the Solicitation

- Resources available for use
  - Statement of Work Guidance
  - Small Purchase Attachment
  - Request for Quote Template
  - Contractor Report Template

Phase II Acquisition Planning

Statement of Work Guidance

- Provides specification language and guidance for use with standard IFB or RFP template.

The SOW Guidance Doc provides content and guidance for application of:

- ✓ Applicable Docs
- ✓ Definitions
- ✓ Requirements
- ✓ Reporting Requirements
- ✓ Packaging
- ✓ Deliverables
- ✓ Evaluative Factors (when applicable)

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Office Supplies - Sustainable Specification Solicitation Documents

Specification Guidance

Provides scope, specification language, background, benefits, and relevance to District environmental and sustainability laws and goals.

Statement of Work Guidance

Provides environmental solicitation language and guidance for all relevant sections of a statement of work.

Small Purchase Attachment

Contains environmental requirements. Please either include this document as an attachment to small purchase solicitations/ request for quotations or incorporate specification language directly into solicitation requirements.

Request for Quote Template

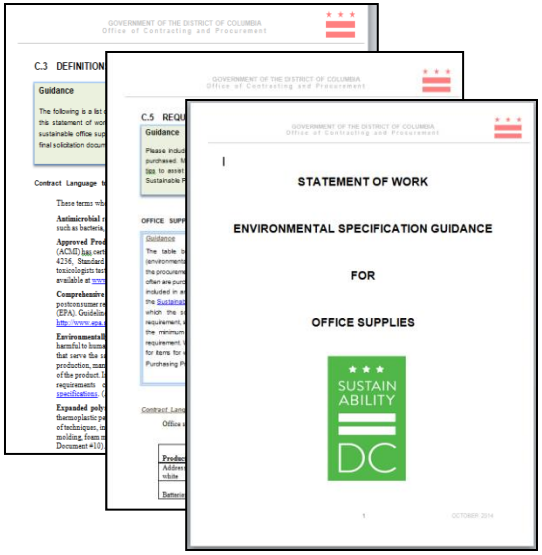
Excel template pre-populated with environmental specification requirements for office supplies. Use is optional.

Contractor Report Template

Excel template pre-populated with environmental specification reporting requirements for office supplies. While contractor Environmentally Preferable Products and Services (EPPS) reporting is required, use of the EPPS reporting template is optional.

Phase II Acquisition Planning

Using Statement of Work Guidance



1. Provides specific guidance about how and where to insert language.
2. Provides context and points of contact, as appropriate to help the user know when and how to utilize language.

NOTE: You must be careful to edit out specification language you do not need.

Phase II Acquisition Planning

Small Purchase

Small Purchase Attachment:

- To attach to a small purchase solicitation
- Option to use attachment or incorporate EPPS requirements into solicitation
- Revise to ensure all requirements are relevant to your procurement.
- Can be supplemented with an EPPS RFQ template.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

ENVIRONMENTALLY PREFERABLE OFFICE SUPPLIES
SMALL PURCHASE ATTACHMENT

Instructions
Small purchase solicitations/request for quotations for office supplies shall either incorporate environmental contract language and requirements into requirements section of the statement of work or include them as an attachment. The following document is designed to serve as the environmental requirements small purchase attachment for office supplies. Prior to using, please review to ensure all requirements listed are relevant to your solicitation. For guidance on utilizing the language below, please see the Statement of Work Guidance Document which contains guidance on utilizing each section of contract language and how to modify the language to reflect the specific needs of your procurement. Supporting solicitation documents and resources can be accessed here.

Products shall comply with the environmental requirements noted below.

Background

The District of Columbia is committed to procuring quality goods and services in a timely manner and reasonable cost that support the District meeting its sustainability goals. The District aims to improve worker health, conserve natural resources, and prevent pollution through this activity. Environmental components to be considered include: recycled content and recyclability; energy efficiency; and the presence of undesirable materials in the products, especially toxic chemicals which are persistent and bio-accumulative. Environmental requirements related to sustainability and environmentally preferable purchasing goals are embedded throughout this contract.

Definitions

These terms when used in this solicitation have the following meanings:

Antimicrobial refers to agents or substances that prevent or reduce the growth of microbes, such as bacteria, fungi, and viruses. This may also be referred to using the term "antibacterial."

Approved Product (AP) Nontoxic indicates that the Art and Creative Materials Institute (ACMI) has certified that a product is nontoxic and conforms to the requirements of ASTM D-4236, Standard Practice for Labeling Art Materials for Chronic Health Hazards. ACMI's toxicologists test and certify products for both acute and chronic hazards. More information is available at www.acminet.org/ and www.astm.org/Standards/D4236.htm.

Phase II Acquisition Planning

RFQ Template

Sustainable Product & Detail

Pre-Populated EPPS Specification

Sample SKU, Unit Type, Quantity, etc.

Please edit the list below as needed to complete your request for Office Supply products. Sustainable Requirements have been pre-populated for your convenience. Please populate product detail and or SKU numbers when needed.

	Item Service Description	Product Detail	Minimum EPP Requirement	SKU	Unit Type	Quantity	Unit Price	Total Price
6	*Calendars (coated)*	2014 Desk Calendar	10% PCRC	#41589	Pack	1		
7	*Calendars (non-coated)*	2014 Wall Hanging Wall	30% PCRC	#68904				
8	*Corrugated Containers*	3 Pack, Packing Boxes, cardboard.	25% PCRC					
9	*Envelopes*	3"x5" self-sealing.	30% PCRC					
10	*Facial Tissue*		10% PCRC/ 100% TRC					
11	*File folders and pocket folders*		10% PCRC					
12	*Napkins*		30% PCRC/ 100%TR					
13	*Notebooks, notepads, easelpads*		30% PCRC					
14	*Office Paper*		30% PCRC; FSC					
15	*Paper towels*		40% PCRC					
16	*Post-it notes*		30%PCRC					
17	*Report covers (pressboard)*		20% PCRC					
18	*Toilet Paper*		20% PCRC					
19	*Binders*		25% PCRC; no antimicrobial coatings					
20	*Clipboards, clip portfolios*		50% PCRC; no antimicrobial coatings					

Phase II Acquisition Planning

Incorporating Reporting Requirements in SOW

Reporting Requirements:

- Key aspect of the program
- Supports contract administration.

DID YOU KNOW?

The District purchased more than $50M worth of EPPS goods and services in FY2013.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

REPORTING

Guidance

Please note that the Sustainable Purchasing Program may from time to time request sustainable spend reports from Contracting Officers to support efforts to annually report on EPPS spend to City Council. For small purchases, it is recommended that reporting only be provided as requested. Please also see the EPPS Report template on the Sustainable Purchasing Program web page. The EPPS Report template can be provided to contractors to assist them in meeting the District's EPPS reporting requirements. Please note that the Sustainable Purchasing Program will be piloting this reporting template for select contracts in FY 2015. While not required, it is recommended that EPPS reporting be provided both for products with and without EPPS specifications. Please contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions.

Contract Language to Insert into Statement of Work

Annually or as requested, the contractor shall submit to the Contracting Officer an EPPS Report, indicating that the products supplied to the District comply with the District's EPPS criteria. The following information shall be included in the report:

- Contractor name
- Contract #
- PO #
- Contract award date
- Item description - manufacturer description of product
- Sku
- Corresponding environmentally preferable (EPPS) product type based on the product types included in the DC Office Supplies Environmental Guidance Document (ex. notebooks and notepads) (Applicable Document #9)
- Environmental (EPPS) criteria (optional) (Applicable Document # 9)
- Number of units sold
- Price per unit
- Total cost
- Compliance with DC environmental criteria – Indicate whether each item purchased is

Phase II Acquisition Planning

Reporting & Contractor EPPS Report Template

OFFICE SUPPLIES CONTRACTOR EPPS REPORTING FORM

Instructions

Contractors shall use this form to submit the EPPS Report outlined in the requirements section of contract. To complete the form, please select the EPPS Product Type from the drop down list that corresponds to each item purchased. By marking "Yes" in the Environmental Performance section of the table, the contractor attests that the product(s) or service(s) provided comply with the environmental requirements recommended in DC sustainable specification guidance documents and as detailed in this table. Please note the EPPS Spend field is automatically calculated and does not need to be entered by the Contractor.

Product Information						Sales Information			Environmental Information		
Contractor	Date of Solicitation	PO	Product Description	SKU	EPPS Product Type & DC Environmental Criteria	Number of units sold	Price per unit	Total cost	Compliant with DC Environmental Criteria (Yes, No, NA)	EPPS Spend	Comments
ABC Office Supply Company	6/11/2014	xxx	Avery® Easy Peel® EcoFriendly 100% Recycled White Inkjet/Laser Shipping Labels, 2" x 4", Pack Of 250	934758	Address, shipping, file folder sheet-style labels: white: 30% Postconsumer Recycled Content (PCRC); no antimicrobial coatings	100	$ 12.99	$ 1,299.00	Yes	$1,299.00	
ABC Office Supply Company	6/11/2014	xxx	Cardinal® Treated Binder ClearVue™ Locking Slant-D® Ring Binder, 3" Rings, 52% Recycled, White	723085	Binders: 3-ring, plastic with chipboard or cardboard interior: 30% PCRC; no PVC; no antimicrobial coatings	5	$ 5.99	$ 29.95	No	$0.00	EPPS Requirement not requested in soliciation
					Total			$ 1,393.73		$1,299.00	

Strategic Planning

Phase I Requirements

Phase II Acquisition Planning

Phase III-V Solicitation - Award

Phase VI Contract Admin.

Program identifies need for commodity:

- Program cross checks EPPS. Notes available guidance.
- Procurement team integrates EPPS guidance into market research.
- Procurement team decides to include EPPS specifications in SOW, or waives out due to cost, performance, or availability.

Procurement package is prepared:

- Procurement staff ensures EPPS language and attachments are accounted for in contract package.

Team competes & awards procurement:

- Procurement package competed with EPPS embedded.
- Contracting Staff notes if EPPS used/not used in PASS System

CA ensures fulfillment of requirements:

Utilizing and Tracking Use of EPPS Specification Guidance

OCP Environmentally Preferable Purchasing Policy 7000.00 Requirements

Where to Indicate EPPS in PASS

Buyer	• Program enters requisition.
Sourcing	• Contracting staff issues solicitation to be competed amongst vendor community.
Contracts	• Contracting staff creates Contract Workspace following the award of a contract.

Importance of Utilizing EPPS Indicator Correctly in PASS

NOTE: CHANGES TO THE EPPS INDICATOR WILL NOT BECOME LIVE UNTIL AFTER Q2 FY 2015

- Enables tracking of sustainable spend reported annually to District Council.
- Data supports continuous improvement of program.

Three Options:

- YES
- YES - OTHER
- NO

ARIBA® SPEND MANAGEMENT

Home | Sourcing | Contracts | **Procurement** | Invoicing | Suppliers | Wei

Create | Search | Manage | Recent | Preferences

Q858651: Sustainable Purchasing Practice — **Items:** 0

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purcl

Full Description: * Sustainable Purchasing Test

Commodity Code: * OFFICE SUPPLIES, GENERAL

Supplier: (No Preference)

Mail Code: (no value)

Supplier Part Number:

Contract Number: C1038

DC Supply Schedule Requisition: Yes

DCSS Contract: C1038 ((CW16018) DCS

EPPS (Environmentally Preferable Product or Service): Yes No

Click here for EPPS (Environmentally Preferable Product or Service) details

EPPS Category: EPPS Office Supplies

No environmentally preferable staples available. All other products meet DC Sustainability requirements.

0

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price:

Amou

Indicate "Yes" in the EPPS Indicator if utilizing an EPPS specification.

Choose EPPS Office Supplies from drop down menu and provide appropriate category

For more information about the EPPS program click here.

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RQ858651: Sustainable Purchasing Practice

Items: 0 **Total:** $0.00 USD

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Mail Code: (no value)

Supplier Part Number:

Contract Number: C1038

DC Supply Schedule Requisition: Yes

DCSS Contract: C1038 ((CW16018) DCS

EPPS (Environmentally Preferable Product or Service): Yes No

Click here for EPPS (Environmentally Pr
Product or Service) details

EPPS Category: EPPS Other - Use comment section to explain

EPPS Comments: Purchased Road Deicer using Beet Juice extract pre-treatment and non-corrosive chemicals. Call Jane Doe at 724-5555.

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price: * $0.00 USD

Amount: $0.00 USD

Indicate "Yes" in the EPPS Indicator and choose the "Other" option EPPS product but it's not on the established DC EPPS List.

.

Provide context in the comments section, to the maximum extent possible.

ARIBA SPEND MANAGEMENT

Home | Sourcing | Contracts | **Procurement** | Invoicing | Suppliers | Wei

Create | Search | Manage | Recent | Preferences

RQ858651: Sustainable Purchasing Practice

Items: 0 **Total:** $0.00 US

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purc

Full Description: * Sustainable Purchasing Test

Commodity Code: * OFFICE SUPPLIES, GENERAL

Supplier: (No Preference)

Mail Code: (no value)

Supplier Part Number:

Contract Number: C1038

DC Supply Schedule Requisition: Yes

DCSS Contract: C1038 ((CW16018) DCS

EPPS (Environmentally Preferable Product or Service): Yes No

Click here for EPPS (Environmentally Preferable Product or Service) details

EPPS Category: Cost

EPPS Comments: Market research, the cost of notepads appeared to be 20% more than non-EPPS alternatives.

ETA (days): 0

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price: * $0.00 USD

Amount: $0.00 USD

If Program opts not to use the EPPS SOW they must indicate reason:

- Cost
- Performance
- Unable to find EPPS
- Not Applicable

EPPS Indicator Summary

- Select Yes for the EPPS Indicator if:
  - EPPS specifications guidance is utilized to develop specification requirements for one or more of the products or services purchased through the solicitation.
  - Product procurement category is not on the established DC EPPS List, but the solicitation contains environmental requirements which are beyond compliance (ex. Beet juice road deicer or renewable energy).
- Select EPPS Product Category
  - Select other if product procurement category is *not* on the established DC EPPS List(ex. Beet juice road deicer or renewable energy).
- Select No for the EPPS Indicator if EPPS Guidance Has Not Been Utilized
  - Indicate reason EPPS Guidance has not been utilized as cost, performance, availability, or NA .
  - NA means EPPS specifications guidance is not available for the product category and no known beyond compliance environmental or sustainable requirements are utilized.

Strategic Planning

Phase I Requirements

Phase II Acquisition Planning

Phase III-V Solicitation - Award

Phase VI Contract Admin.

Program identifies need for commodity:

- Program cross checks EPPS. Notes available guidance.
- Procurement team integrates EPPS guidance into market research.
- Procurement team decides to include EPPS specifications in SOW, or waives out due to cost, performance, or availability.

Procurement package is prepared:

- Procurement staff ensures EPPS language and attachments are accounted for in contract package.

Team competes & awards procurement:

- Procurement package competed with EPPS embedded.
- Contracting Staff notes if EPPS used/not used in PASS System

CA ensures fulfillment of requirements:

- Sustainable Purchasing team consults with program, buyer, and/or vendor to track EPPS spend.
- Continuous improvement to EPPS language encouraged.

Phase VI Contract Admin.

Contract Administration

Continuous Communication & Improvement

- Sustainable Purchasing team
  - Works with CA's to track EPPS Spend.
  - Assists programs and CA's as needed
  - Welcomes feedback on implementation of EPPS requirements to facilitate continuous improvement
  - Keeps programs and procurements staff apprised of updates related to sustainable purchasing

DID YOU KNOW?

District Law requires OCP to submit a Sustainable Spend report to Council every year.

Resources: The User Guide

311 Online | Agency Directory | Online Services | Accessibility

DC.gov

Search DC.gov

DC.gov | ocp.dc.gov

Office of Contracting and Procurement

OCP Home | Services | Opportunities & Support | Surplus Property | Laws & Regulations | Accountability & Transparency | About OCP

Opportunities & Support

- Additional Opportunities
- Customer Contact Center
- District of Columbia Supply Schedule
- **Sustainable Purchasing**
- eSourcing
- eSourcing FAQs
- How to Do Business with the District
- NIGP Commodity Codes
- OCP Solicitations
- Other Procurement Websites
- Requirements for Doing Business with the District
- Vendor Registration Process
- Workshops and Training

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Sustainable Purchasing

Sustainable Purchasing Program

The District of Columbia is committed to procuring quality goods and services in a timely manner and reasonable cost that support the District in meeting its sustainability goals.

The Sustainable Purchasing Program assists the District in procuring sustainable goods and services by developing environmental specification guidance, providing training, resources and consulting services, vendor outreach, and tracking progress toward sustainable spend goals.

- About Us
- Sustainable Specifications
- Implementation Guidance
- Contact Us

Office of Contracting and Procurement

OCP

OFFICE OF CONTRACTING & PROCUREMENT

Resources: The User Guide

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Implementation Guidance

Implementation Guidance

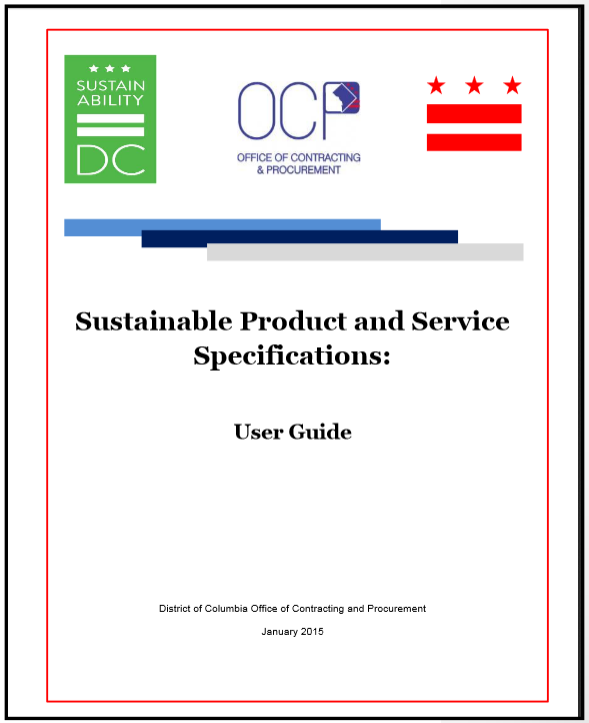
The Office of Contracting and Procurement and the District agencies it supports have adopted procedural requirements to ensure environmentally preferable products and services are procured to the maximum extent practical.

The Sustainable Purchasing User Guide provides District personnel with detailed guidance on these procedural requirements as well as guidance on how to use available resources.

Click here for complete implementation guidance.

Topics covered in the Sustainable Purchasing User Guide include:

- Sustainable purchasing laws and policy
- List of products and services for which sustainable guidance is available
- Designating EPPS in the Acquisition Planning Tool
- Using the EPPS Indicator in PASS
- Purpose and use of Sustainable Specification Solicitation Documents
- Integrating sustainable considerations into the procurement process
- Ongoing support services provided by the Sustainable Purchasing Program



Sustainable Purchasing Program Assistance & Resources

If you have questions, want to sign up for additional training, or need assistance with a EPPS solicitation, please contact:

Jonathan Rifkin
Sustainable Purchasing Program Manager
Phone: 202-724-3676
E-mail: jonathan.rifkin@dc.gov
Sustainable Purchasing Program e-mail: sppdc@dc.gov
OCP Customer Contact Center – 202-724-4477

Sustainable Purchasing Program Web Page
http://ocp.dc.gov/page/sustainable-purchasing

Sign up for a Product Focused Training COMING FY 2015 Q3

Training For Agency Programs

- Please provide Jonathan Rifkin with the names of any program or agency personnel who serve as a stakeholder in the procurement process.
- Initial focus should be on personnel who purchase products or services on the EPPS List, covered in this presentation.

Timeline

- ✓ **FY15 (Present – March 31):** Training for procurement, non-procurement stakeholders. Trainings continue in perpetuity but on less frequent schedule.

- ✓ **FY15 (Circa March 31 →) Assuming necessary trainings have been offered,** EPPS Revisions to PASS are enacted. Initial six months considered pilot.

- ✓ **FY15 Circa March 31 →)** Product Focused Trainings are offered on a rolling basis in perpetuity.

- ✓ **FY16** – Program fully functional.