

Three horizontal bars in blue, dark blue, and light gray, overlapping each other.

Sustainable Product and Service Specifications:

User Guide

District of Columbia Office of Contracting and Procurement

January 2015

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Introduction

The District of Columbia recognizes its role as a responsible partner in its local and global community and strives to minimize negative impacts on human health and the environment. To support this goal, the District has embedded sustainable considerations in the solicitation process that are fiscally responsible, promote worker health, conserve natural resources, and prevent pollution. The Sustainable Purchasing Program aims to institutionalize environmentally preferable decision making into the District of Columbia procurement process. Working together the District can leverage its substantial buying power to benefit local and global environments, advancing the District's sustainability goals .

This User Guide provides an overview sustainable purchasing resources and tools and procedural requirements to support the District in procuring environmentally preferable products and services (EPPS) to the maximum extent practical. It is best used as a supplement to “*Sustainable Purchasing 101*” training, and in conjunction with resources available on the [OCP Sustainable Purchasing webpage](#).

Environmental Specification Guidance was developed with input from District agencies, the market place, and following a review of best practices that other jurisdictions employ. Products and services which meet recommended EPPS specifications are available via the local and general marketplace, are high-performing, and are cost-competitive. If there are extenuating circumstances where utilizing sustainable specification guidance is not practical, District personnel should indicate the reason in PASS. Please see page 16 for detailed guidance.

The Sustainable Purchasing Team will be available to help guide you through this process. If you need assistance, please contact Jonathan Rifkin: jonathan.rifkin@dc.gov , email the Sustainable Purchasing Program at sppdc@dc.gov, call the OCP Customer Contact Center at: 202.724.4477, or visit: <http://ocp.dc.gov/page/sustainable-purchasing> .

We look forward to working with you!

About the 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. The development of the Sustainable Purchasing Program and newly released sustainable specification guidance was funded through a FY14 grant from the [Sustainable DC Innovation Challenge](#), a program of the [Sustainable DC initiative](#).

Meeting District Needs through Sustainable Purchasing

Sustainable Purchasing is the procurement of products and services that have a lesser or reduced impact on human health or the environment, when compared to competing products or services. These products and services are often referred to as Environmentally Preferable Products and Services (EPPS).

Mayoral Order 2009-60 and the Procurement Practices Reform Act (PPRA) requires that the District purchase sustainable products and services to the maximum extent possible. Sustainable specifications were developed in accordance with the [Environmentally Preferable Products and Services \(EPPS\) Policy](#) and section [2-361.01](#) of the District Code and can be utilized in fulfillment of these requirements.

Sustainable specifications also facilitate meeting more than 15 environmentally sustainable laws, goals, policies, and initiatives, including 25% of the [Sustainable DC Plan](#) goals.

List of Sustainable Products and Services

The District provides sustainable specification for approximately 100 products across 14 broad product and service categories. A list of products and services for which resources have been developed is listed below. Agencies are encouraged to pursue sustainable purchases in product categories not listed below, and should work with the Sustainable Purchasing Program to explore new opportunities.

A list of EPPS supporting guidance and solicitation documents is available for all products listed below on the OCP [Sustainable Purchasing Program](http://www.ocp.dc.gov) webpage at www.ocp.dc.gov.

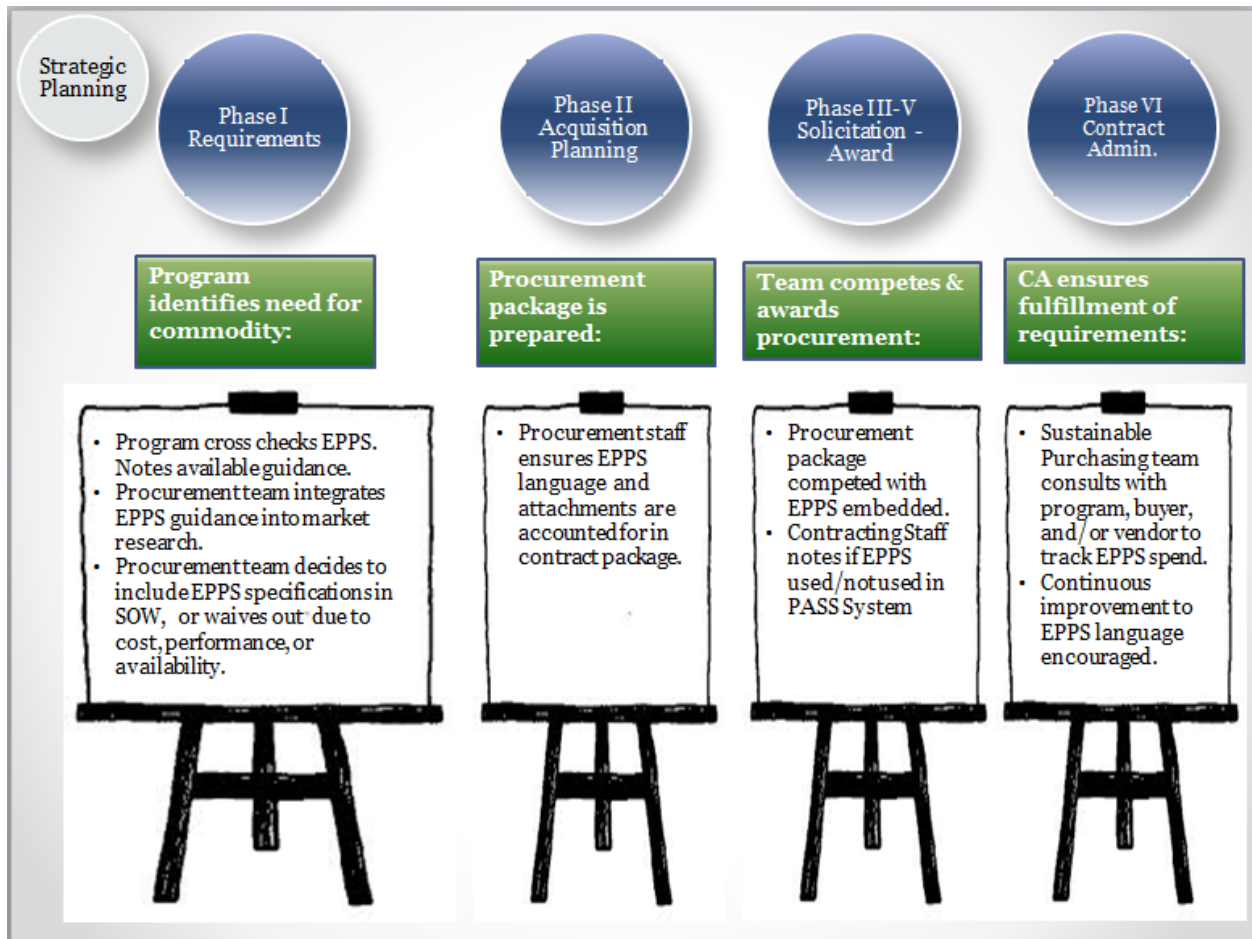
PRODUCT OR SERVICE CATEGORY	SUB-PRODUCT CATEGORY EXAMPLES (NOT COMPREHENSIVE)
Appliances	Dishwashers, refrigerators, freezers, room air conditioners, ovens, fryers, griddles, ice makers, hot food holding cabinets, steam cookers, clothes washers, water coolers, vending machines, televisions
Automotive Fleet	Fleet light-duty vehicles
Automotive Products	Tires, hubcaps, rims, lubricants, anti-freeze, hydraulic fluids
Cleaning Supplies	General purpose cleaner; degreasers; bathroom cleaners; carpet and cleaners; glass, mirror, and window cleaners; disinfectants; floor cleaners, strippers, and finishes; hand soaps, hand cleaners, and hand sanitizers; paper towels; toilet paper; trash bags
Computers	Desktops, laptops, monitors
Food Services	Food sourcing, packaging, food waste reduction, water and energy conservation, solid waste recycling, and composting.
Furniture	Chairs, cubicles, desks, modules, shelves, sofas, storage cabinets, tables, work stations
Imaging Equipment	Copiers, printers, fax machines, multi-functional devices, toner cartridges
Janitorial Services	Janitorial services, including any information on types of products utilized.
Office Supplies - General	Batteries, binders, calendars, clipboards, construction paper, correction tape, corrugated containers, crayons, desk trays, easel pads, envelopes, facial tissue, files and pocket folders, markers and highlighters, napkins, notebooks, notepads, office paper, padded mailers, paper clips, pens and mechanical pencils, post-it notes, report covers, toner, waste baskets, wood pencils; Breakroom Supplies: cleaning products, cups, paper towels, plates, trash bags.
Paper	Copy paper (all sizes), printer paper (all sizes), notepads (all sizes), construction paper, newsprint, offset
Printing Services	Printing services for business cards, brochures, pocket folders, mailers, flyers, banners, posters, labels, stickers, decals, paychecks, and security clearances
Landscaping Services	Landscape maintenance services including: pest control, fertilizer, native plants, mulch, planting, gardening, trimming, yard waste, compost
Toner	Black inkjet cartridges, laser cartridges, and other toner cartridges for copiers, printers, multi-function devices, and fax machines

List last updated Jan. 1, 2015

Integrating Sustainable Purchasing Into the Procurement Process

In accordance with District law and policy, the Sustainable Purchasing Program has developed Environmentally Preferable Products and Service (EPPS) specification language for designated products and services. The visual below highlights the key points throughout the procurement process when procurement stakeholders should utilize Sustainable Purchasing Program resources.

Exhibit 1: Integrating Sustainable Considerations into the Procurement Process



The following sections expand upon steps illustrated in Exhibit 1.

Pre-Procurement Cycle: Strategic Planning

Use of the Strategic Acquisition Planning Tool (OAPT)

Program references the Sustainable Purchasing Program List of Products and Services to see if sustainable specification guidance is available. See p.3 for a list of EPPS products and services.

Program notes whether planned procurement is potentially EPPS in the Office of Contracting and Procurement Acquisition Planning Tool (OAPT). See the OAPT section of this document for more information on how to utilize the OAPT.

The Procurement Cycle:

- 1) **Requirements — Program identifies need for a given commodity.**
 - a. Program consults [EPPS List](#) to determine if sustainable guidance is available.
 - b. Program integrates information available via Environmental Specification Guidance Document, and focused training sessions into normal market research activities.
 - c. Program determines if the use of EPPS guidance is feasible, i.e. does not result in undue pressure on cost, performance, and availability.
- 2) **Acquisition Planning –Procurement Team identifies procurement method and assembles solicitation package including SOW and supporting documents.**
 - a. Procurement staff chooses procurement method and prepares procurement package. Procurement staff should use supporting EPPS solicitation documents and resources, as needed.
- 3) **Solicitation & Award – Procurement staff competes and awards solicitation via use of the PASS Buyer, Sourcing, and Contracts Modules.**
 - a. Program and procurement staff work together to ensure that the EPPS Indicator is accurately completed.
 - i. Procurement stakeholders should indicate “Yes” in the EPPS indicator if EPPS was utilized, and note the relevant product category from the EPPS drop down menu in PASS.
 - ii. If EPPS Guidance is not utilized the buyer should indicate “No” in the EPPS indicator, and choose from one of four acceptable reasons for not using to solicit EPPS: Cost, performance, availability, or N/A.
- 4) **Contract Administration – Contract Administrator and Procurement Staff work together to ensure that the Contractor is fulfilling all requirements of the contract.**
 - a. The Sustainable Purchasing Program may consult with the Contract Administrator, Procurement Staff, and/or vendor throughout the life of the contract to capture EPPS spend against the contract.. Sample report templates are further explained in later sections of this User Guide.

Sustainable Specification Solicitation Documents

A series of environmental guidance documents and templates are available to assist District agencies when issuing solicitations. Recommended EPPS specification language is included in the following resource documents which are located on the OCP webpage and can be accessed by clicking [here](#):

1. Environmental Specification Guidance Document
2. Statement of Work Environmental Guidance Document
3. Environmentally Preferable Small Purchase Attachment
4. EPPS Request for Quote Template
5. EPPS Contractor Report Template

The following sections provide a more detailed explanation of each resource document and how it can be utilized when developing a sustainable procurement.

The Environmental Specification Guidance Document

The Environmental Specification Guidance Document provides the scope, specification language, background information, and relevance to District sustainability laws and goals. The document is educational in nature, and is meant to help programs, procurement staff, and the vendor community to understand recommended environmental specifications. Please note that specification language included in the guidance document, are typically mirrored in the requirements section of the Statement of Work Environmental Specification Guidance Document, which is outlined on P. 9 of this document.

Exhibit 2: Environmental Specification Guidance

The image shows three pages from the 'ENVIRONMENTAL SPECIFICATION GUIDANCE FOR PRINTING SERVICES' document. Red arrows point to various sections across the pages:

- Preamble:** Points to the introductory text on the first page.
- Scope:** Points to the 'Scope' section on the first page, which lists categories like traditional printing services, digital printing, and specialty printing.
- Background Information:** Points to the 'Background Information' section on the second page, which includes a table of 'Product' and 'Required Content'.
- Environmental Hotspots:** Points to the 'Environmental Hotspots' section on the third page, which lists areas like 'Energy Consumption', 'Water Consumption', and 'Sustainable Sourcing'.
- Benefits:** Points to the 'BENEFITS' section on the first page, which lists 311 benefits.
- Specification Language:** Points to the 'Specification Language' section on the second page, which provides detailed requirements for products.
- Significance to the District:** Points to the 'Significance to the District' section on the third page, which explains the environmental benefits of the specifications.

The following is a brief summary of each component of the Environmental Specification Guidance Document.

- **Preamble** – Links to other solicitation documents, guidance documents and templates for small and large purchase and reporting.
- **Scope** – Provides the range of products to which the sustainable specifications is applicable.

- **Specification Language** – The specification language section details the environmental requirements that a solicitation should contain to be deemed a sustainable purchase.
- **Benefits** – Provides environmental and cost benefits of utilizing the sustainable specification.
- **Background Information** – Provides information about key environmental standards, certifications, or best practices used in the sustainable specification. Key terms and references are linkable in the document. End-users can use this to better understand environmental requirements.
- **Environmental Hotspots** – Highlights the most important environmental attributes for a given product category, and explains how chosen specification language mitigates environmental impacts.
- **Significance to the District** – Provides information as applicable on how using the environmental specification helps the District to comply with existing laws, support environmental initiatives, and contribute to existing environmental programs such as the Sustainable DC Initiative or LEED certification.

Statement of Work Guidance

Statement of Work Environmental Specification Guidance provides environmental solicitation language and guidance for all relevant sections of a statement of work for a large purchase. While the SOW Guidance document is most applicable for use with a large purchase, procurement stakeholders it provides useful context and information about the product or service being purchased that may be pertinent to both large and small purchases.

The SOW Guidance includes environmental solicitation language that is formatted so that it can easily be transferred into an RFP or IFB template. Sections include: Background, applicable documents, definitions, environmental requirements, deliverables, Section H requirements (when applicable), and proposal evaluative factors for Request for Proposals (when applicable).

Section Guidance

A brief “Guidance” box is included for each relevant section of the SOW guidance document. The section guidance provides contextual information about the recommended environmental specification language and how to best utilize the language. When appropriate, points of contact are provided to help guide the user through the process of building the solicitation document. The following exhibits provide two examples of how an end-user might use the SOW Guidance document.

Exhibit 3: Section Guidance in SOW Guidance Document

Section C Specifications/Work Statement Environmental Guidance ¶

C.2 → APPLICABLE DOCUMENTS ¶

Guidance ¶

The following is a list of laws, regulations or other documents that are pertinent to the sustainable specifications detailed in this large purchase environmental guidance document. Please note that each requirement listed in Section C includes reference to the relevant applicable documents. ¶

¶

Contract Language to Insert into IFB or RFP ¶

The following documents are applicable to this procurement and are hereby incorporated by this reference. ¶

Item No. □	Document Type □	Title □	Date □
1 □	Legislation □	Procurement Practices Reform Act (Section 2-361.01 Green Procurement) ¶ http://ocp.dc.gov/publication/procurement-practices-reform-act-2010 □	2010 □
2 □	Policy □	OCP EPPS Policy 2000-05 – Pending □	□
3 □	Policy □	Mayoral Order 2009-60 □	2009 □
4 □	Standard □	ASTM D-4236, Standard Practice for Labeling Art Materials for Chronic Health Hazards ¶ http://www.astm.org/Standards/D4236.htm □	2011 □
□	Law □	Labeling of Art Materials Act, Federal Hazardous Substances Act (Sect. 23 [15 U.S.C. §1277]) □	Most Recent □

Section Guidance

Contract Language to Insert in IFB or RFP

Each relevant section of the statement of work contains contract language formatted so that it can be easily pasted into the statement of work for the procurement being created. Section guidance notes instances where it is recommended that contract language be tailored for particular solicitations.

Exhibit 4: Contract Language to Insert in IFB or RFP

Section C Specifications/Work Statement Environmental Guidance

C.2 → APPLICABLE DOCUMENTS

Guidance

The following is a list of laws, regulations or other documents that are pertinent to the sustainable specifications detailed in this large purchase environmental guidance document. Please note that each requirement listed in Section C includes reference to the relevant applicable documents.

Contract Language to Insert into IFB or RFP

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Item No.	Document Type	Title	Date
1	Legislation	Procurement Practices Reform Act (Section 2-361.01 Green Procurement) http://ocp.dc.gov/publication/procurement-practices-reform-act-2010	2010
2	Policy	OCP EPPS Policy 2000-05—Pending	
3	Policy	Mayoral Order 2009-60	2009
4	Standard	ASTM D-4236, Standard Practice for Labeling Art Materials for Chronic Health Hazards http://www.astm.org/Standards/D4236.htm	2011
	Law	Labeling of Art Materials Act, Federal Hazardous Substances Act (Sect. 23 [15 U.S.C. §1277])	Most Recent

Contract Language to Insert into RFP or IFB

Environmental Small Purchase Documents

The following documents can be used as attachments when procuring EPPS via the small purchase procurement method:

1. Environmentally Preferable Small Purchase Attachment (Use is optional)
2. Request for Quote Template (Use is optional)
3. Contractor EPPS Report Template (Use is optional)

Environmentally Preferable Small Purchase Attachment (Optional)

Small purchase solicitations/request for quotations may either incorporate environmental contract language and requirements into the requirements section of the statement of work or include them as an attachment. The Small Purchase attachment includes all language specifically relevant to product requirements. It contains all the specification language in the Statement of Work Environmental Specification Guidance Document except for applicable documents, deliverables, packaging requirements, and evaluative factors. Prior to using, please review to ensure all requirements listed are relevant to your solicitation. For guidance on utilizing the language, 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.

When pursuing a sustainable purchase under \$100K and utilizing the Small Purchase attachment, District agencies should note in the requirements section of the solicitation that all products and services shall comply with the requirements in the Environmentally Preferable Small Purchase Attachment. The Small Purchase Template can be used in conjunction with the Request for Quote template. Information about the RFQ Template is provided on the next page of this document.

Small Purchase Attachment

Instructions

Background Information

Requirements

Definitions

Reporting Language

Request for Quote (RFQ) Template (Optional)

A Request for Quote (RFQ) template is available for product categories for which there are numerous line-item purchases typically associated with the purchase such as office supplies and cleaning products. The RFQ template is an excel spread sheet that programs or contracting staff can use as a template to track collection of bids from bidders for sustainable products or services.

The template mirrors basic product environmental requirements established in specification guidance for products. The RFQ Template can be revised to meet the needs of your particular procurement. For example, items can be added or deleted based on the needs of the solicitation. When desired, the EPPS requirement can be edited to be more aggressive than what is recommended in the guidance documents.

Exhibit 6: Request for Quote Sample Template -- Small Purchase Attachment

RFQ Template

Sustainable Product & Detail Pre-Populated EPPS Specification Sample SKU, Unit Type, Quantity, etc.

Item Service Description	Product Detail	Minimum EPP Requirement	SKU	Unit Type	Quantity	Unit Price	Total Price
<i>Calendars (coated)</i>	2014 Desk Calendar	10% PCRC	#12563	Pack	1		
<i>Calendars (non-coated)</i>	2014 Wall Hanging Wall	30% PCRC	#68904				
<i>Corrugated Containers</i>	3 Pack, Packing Boxes, cardboard.	25% PCRC					
<i>Envelopes</i>	3"x5" self-sealing.	30% PCRC					
<i>Facial Tissue</i>		10% PCRC/ 100% TRC					
<i>File folders and pocket folders</i>		10% PCRC					
<i>Napkins</i>		30% PCRC/ 100%TR					
<i>Notebooks, notepads, easelpads</i>		30% PCRC					
<i>Office Paper</i>		30% PCRC; FSC					
<i>Paper towels</i>		40% PCRC					
<i>Post-it notes</i>		30%PCRC					
<i>Report covers (pressboard)</i>		20% PCRC					
<i>Toilet Paper</i>		20% PCRC					
<i>Binders</i>		25% PCRC; no antimicrobial coatings					
<i>Clipboards, clip portfolios</i>		50% PCRC; no antimicrobial coatings					

EPPS Contractor Report Template (Optional)

Sustainable specifications require that contractors report on District EPPS spend. The Sustainable Purchasing Program also has developed an EPPS Reporting Template which can be made available to contractors to use for reporting purposes, if desired. Items included in the EPPS Reporting Template mirror reporting requirements enumerated in EPPS specifications. The Sustainable Purchasing Program intends to pilot use of the reporting templates in FY15 and to seek feedback on its utility from contracting officers and District contractors.

Exhibit 7: Contractor EPPS Reporting Template

CLEANING PRODUCTS 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					Comments		
Contractor	Date of Solicitation	PO	EPPS Product Type	Product Description	Number of units sold	Price per unit	Total cost	Compliant with DC Environmental Criteria (Yes/No)	EPPS Spend	Green Seal (Yes/No)	Eco Logo (Yes/No)		DfE (Yes/No)	BPI Certified (Yes/No)
ABC Cleaning Supply Company	6/11/2014		CLEANING & DISINFECTING PRODUCTS: General purpose (all purpose) cleaners and degreasers	Lysol 32oz Disinfectant Spray Bottle Case	3	\$ 30.00	\$ 90.00	Yes	\$90.00	Yes	No	No	No	NA
ABC Cleaning Supply Company	6/11/2014		CLEANING & DISINFECTING PRODUCTS: Glass, mirror, and window cleaners	Kleenex 32oz Pump Spray (3-pack)	3	\$ 21.99	\$ 65.97	Yes	\$65.97	No	Yes	No	No	NA
XYZ Cleaning Products Co.	8/10/2014		MISCELLANEOUS JANITORIAL PRODUCTS: Paper towels	2 ply 75 sheet (6-pack) Preference Embossed Bath Tissue, 550 sheets/roll, 40 rolls per carton	2	\$ 9.99	\$ 19.98	Yes	\$19.98	No	No	No	No	40%
XYZ Cleaning Products Co.	8/10/2014		MISCELLANEOUS JANITORIAL PRODUCTS: Toilet paper	Tall Kitchen Trash Bags, scented, 50 bags	2	\$ 20.00	\$ 40.00	Yes	\$40.00	No	No	No	No	20%
XYZ Cleaning Products Co.	8/10/2014		MISCELLANEOUS JANITORIAL PRODUCTS: Trashcan liners		1	\$ 14.99	\$ 14.99	Yes	\$14.99	No	No	No	No	0% .7 mL thickness
Total					11	\$ 20.99	\$ 230.94		\$230.94					

The following is a list providing further explanation of the Contractor EPPS Reporting Template:

- **Instructions** – Instructions for the contractor are provided.
- **Product Information** – The Contractor will provide basic information about the product sold to the District, as described in the EPPS specification.
- **Sales Info** -- Common examples of sales information include the number of units sold, and total spend.
- **Environmental Info** – The District will request vendors to note compliance with established EPPS criteria.

PASS Sustainable Purchasing Features

The Sustainable Purchasing Program made two notable improvements to the PASS system: 1) The Environmentally Preferable Product and Service (EPPS) Indicator was enhanced to allow for more accurate tracking of sustainable spend, and 2) a “Green Field” was added to the PASS Acquisition Planning Tool to allow users to note forthcoming sustainable procurements. This section includes detailed information on both of these new features.

Using the EPPS Indicator in PASS

In FY 2015 the PASS “EPP Indicator” was renamed the Environmentally Preferable Product and Service, “EPPS Indicator” and a new set of drop down menus was added to the tracking tool. Accurately tracking Sustainable Purchases is integral to the development of the program, and is required in accordance with the Procurement Practices Reform Act “Green Procurement” section, and the District Environmentally Preferable Policy.

Indicating “Yes” in the EPPS Indicator

When using a recommended sustainable specification, users should indicate “Yes” in the EPPS field, and choose the relevant product designation from the EPPS drop down menu. Clicking “Yes” will trigger a drop down menu of available EPPS Product Categories, as well as a category for “Other” if the end user makes an EPPS purchase that fall outside the scope of the current product list. Please note that users may designate spend as EPPS even if only a portion of the contract requests EPPS. This situation may arise when purchasing multiple line items through the same contract, i.e. office supplies, cleaning supplies, or for janitorial or food services.

The screenshot displays the Ariba Spend Management interface for a procurement item. The "EPPS (Environmentally Preferable Product or Service)" field is set to "Yes" and is circled in red. A blue callout box points to this field with the text: "Indicate 'Yes' in the EPPS Indicator if utilizing an EPPS specification." Below the "Yes" field, there is a link: "Click here for EPPS (Environmentally Preferable Product or Service) details". Another blue callout box points to this link with the text: "For more information about the EPPS program click here." The "EPPS Category" dropdown menu is open, showing "EPPS Office Supplies" selected. A blue callout box points to this dropdown with the text: "Choose EPPS Office Supplies from drop down menu and provide appropriate category". The interface also shows other fields like "Commodity Code" (OFFICE SUPPLIES, GENERAL), "Contract Number" (C1038), and "DCSS Contract" (C1038 ((CW16018) DC)).

Users should indicate “Yes” or “Other” if any portion of the procurement utilized the Sustainable Purchasing Program EPPS guidance, located on the OCP webpage.

Indicating “No” in the EPPS Indicator

When a program does not pursue a sustainable product or service, the user should click “No” in the EPPS Field. As stated in the OCP Policy, end users may decide not to utilize a recommended EPPS specification if doing so will cause undue financial burden, reduce performance in a meaningful way, or if pursuing the EPPS option limits availability in the marketplace. Clicking “No” in the EPPS field will trigger a drop down menu that prompts the user to choose one of four valid reasons for not using an EPPS product: 1) Cost 2) Performance 3) Availability/Competition and 4) Not Applicable, meaning no EPPS specification is provided for the product or service.

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 purchase order is not automatically generated.

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) DC)

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

The user should indicate the reason for opting not to utilize District endorsed guidance, and include comments providing as much explanation for the decision as possible. Whether choosing “Yes” or “No” users should provide as much information as possible in the comments section. The end-user should insert any background information or context deemed necessary to help explain the approach. If procurement staff notices that a Requisition is provided with inadequate justification, they should first consult with the client agency to obtain a justification, and, if none can be obtained, note this in the comments section. Data collected via the EPPS indicator will inform future Sustainable Purchasing Policies and tactics.

Using the EPPS Indicator in the Acquisition Planning Tool (OAPT)

The OAPT is a strategic planning tool that collects information from client agencies about planned procurements for the approaching year. Agencies are expected to indicate if a forthcoming purchase will be for a commodity included on the Sustainable Purchasing Program list of products and services. A full list of applicable products and services is available on the OCP webpage or in earlier sections of this User Guide.

Indicating that a product or services falls under one of the products or services with EPPS guidance will not obligate an agency to use the sustainable specification indicated. Agencies are asked to complete this exercise for planning purposes. By gathering information about potentially sustainable solicitations, the Sustainable Purchasing Program will be able to anticipate where training and resource efforts should be focused in the approaching year.

When completing an OAPT form in PASS and the commodity you are purchasing falls on the list of EPPS products indicate “Yes” in the EPPS Indicator. If for any reason you believe a product you are purchasing is EPPS, but it is not located on the EPPS list, you may still indicate “Yes” in the designated drop down menu.

If any of the items included in the table above are to be procured, indicate “Yes” in the Green Procurement Field.

OAPT12096: Untitled OCP Acquisition Planning Tool Form (OAPT)

Review your request, make changes as necessary, and then submit it for approval.

Summary | Approval Flow

Title:

Agency:

Agency POC Name:

Phone:

Fiscal Year:

COMPLETE FORM - OCP ACQUISITION PLANNING TOOL FORM (OAPT)

[Click here for Green Procurement Help To](#)

ID	Description	Commodity Group	Funding Source	New Acquisition	Issued by Date	Estimated Amount	Existing Contract Number	Green Procurement
198_0	IT Services	Information Technology	Local	<input checked="" type="radio"/> Yes <input type="radio"/> No	Fri, 16 May, 2014	\$255,000.00 USD		YES

Total Estimated Amount: \$255,000.00 USD

COMMENTS - ENTIRE OCP ACQUISITION PLANNING TOOL FORM (OAPT)

Comments:

ATTACHMENTS - ENTIRE OCP ACQUISITION PLANNING TOOL FORM (OAPT)

Sustainable Purchasing Training

Sustainable Purchasing 101

All procurement stakeholders including programmatic managers, statement of work writers, procurement staff, and Contract Administrators must take Sustainable Purchasing 101 training. Training addresses sustainable purchasing requirements, how to use sustainable specification guidance and tools, benefits of using available resources, and the ongoing support services provided by the Sustainable Purchasing team. Sustainable Purchasing 101 training is a prerequisite for taking any of the product focused trainings described. Sustainable Purchasing 101 Training can be provided at the request of any agency, or stakeholders can sign up for trainings by contacting the Sustainable Purchasing Team at SPPDC@DC.GOV. The OCP Sustainable Purchasing Webpage provides access to Sustainable Purchasing 101 training decks and more information about how to sign up for a Sustainable Purchasing 101 session.

Product & Service Focused Trainings

The Sustainable Purchasing Program offers an in-depth training for each of the product and service categories for which EPPS specification guidance is available. Topics covered for each product or service focused training include:

- Specification details, rationale, & benefits
- Cost, performance, & availability
- Search tips for finding products and services that meet EPPS requirements
- Greening beyond the specification – additional guidance for consideration

It is recommended that stakeholders who purchase one of the recommended product or service commodities on a regular basis participate in the focused training sessions. Product & Service Focused Trainings will be held on a rolling basis, or at the request of users, and will typically be held via webinar. Training decks for product focused trainings are available on the OCP Sustainable Purchasing webpage, sustainable specifications

For more information about the Sustainable Purchasing Program, or if an Agency encounters any solicitation for which guidance is not clear, please reach out to the Sustainable Purchasing Program at SPPDC@dc.gov, or call Jonathan Rifkin, Sustainable Purchasing Program Manager at 202-724-3676, or call the OCP Customer Contact Center at 202-724-4477.