



# **Office of Contracting and Procurement**

## **Sustainable Purchasing Report**

Fiscal Year 2019

## **Executive Summary**

In accordance with the Procurement Practices Act of 2010 (PPRA), the Office of Contracting and Procurement (OCP) is required to submit to Council a report detailing green spend across the District, progress implementing sustainable purchasing policy, and recommended changes and next steps for the program. The Sustainability Program got off to a great start reflected with new policies and practices that was on target to make the District efforts a model to emulate. However, after the submission of FY 2013 Sustainable Purchasing report and the departure of OCP's Sustainability Manager the EPP program did not progress as forecasted. OCP is committed to refreshing the Environmentally Preferred Program (EPP) and determined to play its role in helping the District to reach the Mayor's Sustainable DC 2.0 goals.

### **FY 2019 Green Spend**

The District's total spend for FY2019 was \$4.25 billion. The raw data reflected that of the total spend \$4.5 million (0.11% of the total spend) is EPPS spend. After further analysis (properly assigning miscategorized commodity codes and categories) EPP spend for FY19 improved to \$28 mil (0.66% of total spend) from 865 purchase orders. EPP Spend Data Report (**Attachment 1**)

Additionally, OCP's Surplus Property for FY 2019 reported \$3.4 million in sales.

The EPP refresh is targeted to institute measures that will improve and ensure that data extracted properly reflect EPP spend across the District as presented in the initiatives below.

### **OCP EPP Refresh Initiatives**

OCP is currently planning an EPP refresh. We have analyzed the programs needs and are developing internal program and policy changes to address them. We have identified the following tasks:

- Training OCP's Procurement Training Institute (PTI) on EPP program
- Adding Sustainability to Training Manual
- Retraining and training current contracting staff on EPP program

- Making EPP training separate and mandatory (embedding training in the mandatory PASS training)
- Making EPP an evaluative performance standard measurable with Smart goals for all Contracting Specialists (CS). Supervisors are evaluated by the management and coaching of CS's in this area
- PASS Refresh –
  - Making EPP section unable to skip.
  - Must upload market research to prove “No” or “N/A” selection
  - Make EPP section more visible
  - All N/A's or No's checked shall be tracked and audited - OPIC
  - Streamline commodity codes for uniformity and proper data extraction
- Capturing EPP spend with Purchase Card (PCard)
  - Adding EPP selection PCard form
  - JP Morgan to include on EPP statement
  - Ability to run data report for EPP spend from JP Morgan account
- Improve Internal/External EPP Visibility
  - Sustainable Procurement or Green Purchasing shall be listed on the OCP Pillars under Excellence in Contracting and Surplus
  - Add Sustainable Procurement or Green Purchasing to the Operations placemat
  - Green Corner in OCP's Monthly Newsletter – A DID YOU KNOW?
  - Provide sustainable purchasing consulting to programs and agencies that request assistance
  - Include an EPEAT requirement to all IT contracts to ensure the award and recognition of the District's IT spend by Green Electric Council
  - Partnership with Department of Environment Energy (DOEE) green team as mandated by Mayor
  - Proactively search OAPTs and OPIFs to encourage adoption of sustainable specifications
  - Increase OCP presence at Sustainable Purchasing Leadership Council, Green Electronic Council and NASPO events

## **Next Steps**

### **Short Term Goals**

Form a team of subject matter experts to advise on industry changes and best practices

Consult with specialist for possible Circulatory waste management at OCP Warehouse

Update EPP Product and Services categories

Seeking to qualify for sustainable purchasing recognition and awards

### **Long Term Goals**

Website Update

Sustainable Purchasing as a KPI requirement

Streamlining Commodity Codes

Leadership role internally and on the regional and national sustainable purchasing stage

## **Timeframe**

Sustainability Refresh Schedule of Deliverables (**Attachment 2**)

## Sustainability Refresh Schedule of Deliverables (Attachment 2)

COO Marc Scott

Lead Program Analyst: Jennifer Postell

Date Prepared: 1/15/20 # of Business Days to Implement: 45

Implementation Date: 4/1/20 Deadline 3/31/20

Task	Deadline	Actual Date	Responsible Party
Strategy Meeting:			Marc/Jennifer
Met with Ernesto (HR) for process performance standard Write performance standard	12/20/2019	12/20/2019	Jennifer
Making EPP an evaluative performance standard. Measurable with S.M.A.R.T. goals for Contracting Staff <b>(Discussion)</b>	12/24/19		Marc/Jennifer
Writing performance standard	12/23/20	12/23/20	Jennifer
1 <sup>st</sup> level approval of performance standard	2/7/20		Marc
Email David Gragan RE: EPP Training for Trainers	2/3/20		Jennifer
Prepare Schedule for Training of Trainers	2/15/20		Jennifer
<b>Discussion:</b> Defaulting Mechanism in PASS more visible <ul style="list-style-type: none"> <li>- Bigger</li> <li>- Unable to skip – need justification</li> <li>- N/A or No must be accompanied by uploaded market research (market research template link accessible)</li> <li>- Reminder that all N/A's/No's will be tracked</li> </ul>	2/5/20		Jennifer/Wendell/Connie
EPP updates visible in PASS	(REFRESH) ??		Wendell
Training of Trainers completed <ul style="list-style-type: none"> <li>- Training</li> <li>- Adding Sustainability 101 to E-sourcing Training Manuel</li> </ul>	2/15/20 2/15/20		Jennifer/Danielle
Schedule for Training Contracting Staff- <a href="#">Webinar training Idea (Mandatory Training)**</a>	2/15/20		Jennifer/IT
Soft kick-off in Communications Newsletter – Intro to EPP refresh **You down with EPP?? <ul style="list-style-type: none"> <li>• EPP CORNER – DID YOU KNOW?</li> </ul>	February		Jennifer/Cody
Performance standard approval	3/1/20		Marc
2 <sup>nd</sup> level approval of performance standard ?			
3 <sup>rd</sup> level approval of performance standard ?			
Performance Standard Complete	3/13/20		
Training Contracting Staff completed	3/16/20		Jennifer/Danielle
Performance standards released to Managers	3/15//2020		
<b>GREEN REFRESH PARTY (St. Patrick's Day)</b>	3/17/20		
<b>EPP REFRESH LIVE</b>	4/1/20		
<b>Short Term Goals:</b>			
Team – EPP SME's Jenna Larkin, EPA, EPP Program Alison Bennett, Senior Advisor, EPA EPP Program Holly Elwood, EPA's EPP Program Danielle Njoko, Program Analyst, DOEE	2/1/20	1/7/20	Jennifer

Meet with Marvin – on PCard and documenting EPP Spend - Circulatory waste (Warehouse)	<b>2/1/20</b>		Jennifer/Marc Marvin/Danielle/Jennifer
- PCard Purchases - access research	<b>3/1/20</b>		Jennifer
Update EPP Product Categories	<b>3/1/20</b>		
<b>Long term Goals:</b>			
Website Update	<b>3/30/21</b>		Jennifer/Danielle/Cody
Sustainable Purchasing as a KPI requirement	<b>3/30/21</b>		
Streamlining Product Categories Commodity Codes	<b>9/30/20</b>		

### FY 2019 Spend by EPP Category

- EPPS Appliances
- EPPS Cleaning Products
- EPPS Computer Equipment
- EPPS Copiers or Imaging Device
- EPPS Food Services
- EPPS Furniture
- EPPS Janitorial Services
- EPPS Landscaping Services
- EPPS Office Supplies
- EPPS Other - Use comment secti
- EPPS Paper
- EPPS Printing Services
- EPPS Toner

Total EPP Spend \$28.2 million

