Developing and Implementing a Sustainable Purchasing Program in Washington, DC

Jonathan Rifkin
Sustainable Purchasing Program Manager
Jonathan.rifkin@dc.gov
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 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.
Prioritization of Product Categories

• Established a set of criteria to evaluate each product category
  ➢ Current spending patterns
  ➢ Other jurisdictions
  ➢ Cost-effectiveness
  ➢ Complexity of developing specifications
  ➢ Connections to Sustainable DC Plan
  ➢ Current DC legal landscape
Prioritization of Product Categories

- Developed a matrix to assess product and service categories against criteria
- Inform prioritization of the categories for specification development

<table>
<thead>
<tr>
<th>PRODUCT OR SERVICE CATEGORY</th>
<th>DC SPENDING FY11 - FY13</th>
<th>OTHER JURISDICTIONS</th>
<th>COST EFFECTIVENESS</th>
<th>EASE OF IMPLEMENTATION</th>
<th>COMPLEXITY OF SPECIFICATIONS</th>
<th>SUSTAINABLE DC (SDC)</th>
<th>LEGAL LANDSCAPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning Supplies</td>
<td></td>
<td></td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>Cleaning products commonly contain harmful ingredients that cause skin and eye irritation, cancer, asthma, burns, headaches, dizziness, reproductive disorders, and more. Reducing exposure to these chemicals promotes safer working conditions.</td>
<td>- $5.2 million Ranked 11 out of 16 categories</td>
<td>+ Many jurisdictions have EPP specifications, typically centered on requiring that products meet existing standards such as Green Seal or Ecologo. Examples include Berkeley, MD, and MA. Los Angeles requires vendors to document concentrations of certain hazardous chemicals.</td>
<td>+ A MA cost analysis shows that EPP cleaners perform at a high level and are cost competitive with conventional cleaners.</td>
<td>- Cleaning products are typically purchased off of the DCSS, which means there are many suppliers. This could make information gathering, oversight, and implementation challenging.</td>
<td>0 At the District will likely choose existing standards such as Green Seal or Ecologo, specification development is likely to be straightforward. For some products, standards do not exist. If these are to be included, specification development will likely be more complicated, as they will need to address factors like hazardous chemical content.</td>
<td>0 Not specifically included in the Plan, but related to Jobs and Economy Action 1.3.</td>
<td>0 + The DCPS adhere to the Healthy Schools Act of 2010, which has strict guidance about indoor air quality and use of cleaning products. This could be used as a guide for implementation.</td>
</tr>
</tbody>
</table>
Building the Sustainable Specification

Sustainable SOW Development

- Other Jurisdictions
- Programmatic Input
- Current DC Practices
- Vendor Input

Prioritized Product & Service Categories
BIG TENT ENSURES SUCCESS!

• 30 focus group meetings with appx. 75 program managers/contract administrators.
• 40 consultations with most prominent small and local vendors.
• 200 contracts from other jurisdictions already implementing EPPS reviewed.
• Completed ad hoc market research and price comparisons to ensure availability and get a feel for price variance.
Got Credibility?

Held Inter-Agency Sustainable Purchasing Kick-Off Meeting

• Director Buy-in established.
• Explained goals, game plan, and expectations.
• Referenced existing framework and authority for taking action.
Specification Guidance Document Overview

Scope

Background Information

Environmental Hotspots

Specification Language

Significance to the District

Benefits

Environmental Hotspots

The next most important environmental benefit associated with this specification is the reduction in the amount of waste generated. This is achieved by selecting products that are made from recycled materials. The use of recycled materials reduces the demand for raw materials, which in turn helps to conserve natural resources.

In addition, the specification promotes sustainable practices throughout the product life cycle. It ensures that the products are manufactured in a way that minimizes environmental impact. For example, recycled paper products are used, which reduces deforestation and helps to protect the natural environment.

Specification

The specification language is designed to be clear and concise, ensuring that the intended meaning is easily understood. It specifies the criteria for the selection of office supplies, including the mandatory procurement of recycled products and the prohibition of products containing certain materials.

Language

The language used in the specification is based on the latest environmental standards and guidelines. It is written in a way that is accessible to procurement officers and other stakeholders, enabling them to make informed decisions.

Benefits

The benefits of the specification include the reduction of waste, conservation of natural resources, and promotion of sustainable practices. By selecting eco-friendly products, the district can contribute to a healthier environment and reduce its carbon footprint.

Significance to the District

The significance of this specification to the District is significant. By implementing environmentally conscious procurement practices, the district can lead by example and encourage others to do the same. This not only benefits the environment but also has a positive impact on the district's reputation and image.

Environmental Hotspots

The environmental hotspots in this specification include the selection of recycled products and the prohibition of products containing certain materials. By focusing on these areas, the district can make a significant impact on the environment.

Background Information

Office supply products play a vital role in the functioning of the district. Effective procurement practices are essential for ensuring that the products are selected based on their environmental impact. This specification provides a framework for selecting products that are sustainable and environmentally friendly.

Background Information

This specification focuses on office supplies that have a minimal environmental impact. It provides a clear and concise language for selecting products that meet certain criteria, ensuring that the intended meaning is easily understood.
End-User Support
Meet systems and people where they are.

Pre-Populated Solicitation Guidance
• SOW Guidance
• Small Purchase Attachment
• Request for Quote Templates
• Contractor Reporting Templates
End-User Support

Customer Service Solutions

- User Guide (Desk Aid)
- Product Focused Webinars
- Ongoing Consult Services
- Proactive Solicitation Reviews
Institutionalize Your Program

✓ **Training** -- Trainings being provided to all procurement stakeholders, and given under authority of established training structure.

✓ **Policy** -- New Policy requiring consideration and tracking of EPPS.

✓ **E-Procurement SOP’s**-- Established new Environmental fields in e-procurement system, that directly correlate to SPP activity.
Tracking Sustainable Spend

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.
Tracking Sustainable Spend

If Program opts not to use the EPPS SOW they must indicate reason:
- Cost
- Performance
- Unable to find EPPS
- Not Applicable
Accessing DC Resources

www.ocp.dc.gov

Click on Opportunities and Support, and link to “Sustainable Purchasing.”
Click on Opportunities and Support, and link to “Sustainable Purchasing.”
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

Access sustainable purchasing guidance and support documents.
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
- Paper
- Printing Services
- Office Supplies
- Toner/Ink Cartridges
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.
Staying in Touch

Office of Contracting and Procurement

Sustainable Purchasing

The Sustainable Purchasing team wants to engage procurement stakeholders, including vendors and other interested parties, in discussions about sustainable purchasing in the District of Columbia. Please use the link below to register to receive periodic updates on the program’s progress from the Sustainable Purchasing team. This information may also be used to contact vendors with experience in the manufacture or sale of specific commodities.

Register to receive ongoing updates about the Sustainable Purchase Program

Contact Info

Jonathan Rifkin, Sustainable Purchasing Program Manager
Phone: (202) 724-3676
Email: jonathan.rifkin@dc.gov

Sustainable Purchasing Program email: sppdc@dc.gov

OCP Customer Contact Center – (202) 724-4477
Contact Info

Jonathan Rifkin, Sustainable Purchasing Program Manager
Jonathan.rifkin@dc.gov
202-724-3676