

T&E Committee #3
September 14, 2009

Worksession

MEMORANDUM

September 10, 2009

TO: Transportation, Infrastructure, Energy, & Environment Committee
FROM: Dr. Costis Toregas, Council IT Adviser
SUBJECT: Interagency Procurement Coordinating Committee (IPCC) Review of
Green Procurement Efforts

Expected to Attend:

Members of the IPCC are:

David E. Dise, Co-Chair IPCC
Director, Department of General Services
Montgomery County Government

Philip J. McGaughey, Jr., Co-Chair IPCC
Director of Procurement
Montgomery County Public Schools

William T. Anderson, Procurement Officer
Housing Opportunities Commission

Pam Jones, Acting Director of Procurement
Montgomery County Government

Nancy Keogh, Director of Procurement
Maryland-National Capital Park and Planning Commission

Open at this time/Acquisition Director
Washington Suburban Sanitary Commission

Dr. Janet Wormack, Director of Procurement
Montgomery College

Overview

The IPCC annual work program, which was approved by the County Council on June 23, 2009 (shown on © 1-2), provides for the development of a “green policy” for all agency members. Using the National Institute of Government Purchasing (NIGP) activities as a guideline, and providing a Best Practice database from the US and Canada, this strategy is intended to use local vendors to support this initiative.

The IPCC will provide the Committee with an update report on this task. It is foreseen that once developed, the policy will be adopted by each individual agency member of the IPCC.

The IPCC has worked on three separate dimensions of this initiative:

1. The development of an overall draft Green Policy; current version is provided on ©3-4.
2. The development of Green Policy Guidelines for user departments; intended for wide use and in a variety of organizational settings, these Guidelines must be flexible, yet explicit and able to support departments’ efforts to procure green products. ©5-10 is the most current draft of these Guidelines.
3. A template to help departments procure more Environmentally Preferable Products (EPPs); the template (©11) is completed for toner cartridges as a tangible example, but is expected to expand and include a variety of specific products, with a template sheet for each one identifying the product category, any 3rd party certifications available, and the generic specifications for the item. The collection of such EPP sheets will create a strong toolkit to modify and drive behavior to more environmentally sustainable procurement practices through better information.

In order to provide a comparative baseline, brief summaries of similar procurement programs from King County, WA; Los Angeles County, CA; and Dade County, FL are shown on © 12-15.

IPCC members will both present and answer questions regarding the material contained in the draft documents, as well as brief the Committee on upcoming future challenges and a strategy to address them.

Resolution No.: 16-1008
Introduced: June 16, 2009
Adopted: June 23, 2009

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY MARYLAND**

By: Transportation, Infrastructure, Energy & Environment Committee

SUBJECT: FY10 Work Program for the Interagency Procurement Coordinating Committee

Background

1. The County Council continues to recognize the diversity that exists among procurement program laws, regulations, policies, and procedures of Montgomery County agencies.
2. The County Council also recognizes that savings potentially could be achieved through increased coordination of procurement efforts, increased information sharing, and other means to increase efficiency and effectiveness.
3. To meet these needs, the County Council, on May 31, 1988, established the Interagency Procurement Coordinating Committee through Resolution No. 11-835.
4. Resolution No. 11-835 requires the Interagency Procurement Coordinating Committee to prepare a work program each fiscal year.
5. On March 30, 2009 the Transportation, Infrastructure, Energy & Environment Committee reviewed the FY09 Work Program for the Interagency Procurement Coordinating Committee and recommended approval.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

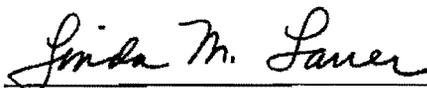
The FY10 Work Program for the Interagency Procurement Coordinating Committee is as follows:

1. Provide coordinated training courses where costs can be shared and that can be used in getting a procurement certification such as the CPPB, CPPO or CPM to improve and retain staff. Additional training in areas of Adding Value to the Procurement Process, Ethics, The Relentless Pursuit of Excellence, and The Diversity Advantage, contracting, negotiations, insurance and bonding, general and specialized procurement, and other related procurement and leadership topics will continue to be explored.

2. Continue cooperative solicitations within the Interagency Procurement Coordinating Committee and Metropolitan Washington Council of Governments. Continue the work to use the Baltimore Regional Cooperative Purchasing Committee in cooperative solicitations. Montgomery College and Montgomery County Public Schools will also participate in joint purchasing and bridge contracts with their respective educational and professional associations.
3. Continue to review contract boiler plate "Terms and Conditions", as necessary. Coordinate the review from the legal staff of agency bids, proposals, and contract documents to streamline and standardize the Terms and Conditions Reference Library.
4. Continue to share information on vendor lists as related to specific commodities, services, and construction. In a unified outreach to the local business community, IPCC members intend to work with the DED and regional chambers of commerce to plan and conduct a reverse trade show at which County and other public agencies will exhibit to the business community. This will provide an opportunity for the business community to gain introductions to agencies and become more familiar with programs, plans, and policies of those agencies with which they are more likely to deal. In addition, many members will be participating in a state-wide reverse trade show being planned by the Maryland Public Purchasing Association in October 2009, as well as the Baltimore Washington Chamber of Commerce. Together with ongoing cooperation and sharing of vendor information, these programs will help members become more familiar with the resources and business opportunities available within Montgomery County to address identified requirements.
5. Consider an employee exchange program for cross-training and germination of ideas within the procurement community. This will create a well-informed and broadly trained community of procurement professionals who can assist each other in a time when resources are thin and help ensure uniformity of practice among IPCC agencies.
6. Using the NIGP for guidance, a green policy will be developed with an interest to using local vendors to support this initiative. This will provide a knowledge base of best practice throughout the US and Canada in sustainable procurement practice and policy and promote local businesses engaged in these areas.
7. Complete an ABC analysis of each of the agencies to see what items might be considered for additional cooperative procurements.

The Interagency Procurement Coordinating Committee will provide a written annual report to the County Council's Transportation, Infrastructure, Energy & Environment Committee in the spring of 2010.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council

BACKGROUND

The mission statement of the Interagency Procurement Coordinating Committee (IPCC) reflects a commitment to provide leadership in the area of procurement.

By incorporating environmental considerations in public purchasing, major agencies of Montgomery County can serve this commitment by reducing its burden on the local and global environment, removing unnecessary hazards from its operations, protecting public health, reducing costs and liabilities, and potentially improving the environmental quality of the region. These agencies include Montgomery County government, Montgomery County Public Schools, Montgomery College, Housing Opportunities Commission, and Maryland-National Capital Park and Planning Commission. This policy is an effective way to support the County's overall effort in environmental sustainability.

The responsibility for implementing this policy lies not within any single agency, but with everyone involved in the procurement process. From the establishment of the need by the end users to the final purchase by the procurement staff (cradle to grave requirements).

POLICY

The IPCC member agencies' departments will use, where feasible, products that perform and reduce damage or increase benefits to the environment, including services, environmentally preferable products (EPP), reusable products, recycled content, and recycled products. In recognition of County's role as a major purchaser of goods and services, the IPCC shall seek opportunities to encourage and influence markets for environmentally preferable products and services through employee education, research of new products and standards, and leveraging cooperative ventures with other agencies. The type of categories may include, but not be limited to, the following:

- Landscaping Products
- Office Products (paper, paper products, and non-paper products)
- Vehicular Products
- Transportation Products
- Cleaning Products
- Asphalt Products
- Miscellaneous Products

IPCC Member Responsibilities:

Inform departments, agencies, and vendors about our Policy;

Research and maintain information about environmentally preferable products and services available for use by departments, agencies, and vendors, whenever possible;

Promote the use of recycled-content products, recyclable products, and other environmentally preferable/sustainable products by creating an EPP toolkit of currently available EPP products and services, third party certifications, as well as general green specifications for various product categories available, for use by departments and agencies in preparing solicitation documents;

Publicize the availability of preference for recycled products by incorporating them in bid specifications, where practicable, as already allowed;

Goals/Annual Recap

Collaboratively, the IPCC will continue to monitor the market to enhance the EPP toolkit and disseminate information to member agencies' departments. We will also work together to establish a vendor forum to bring together member agencies' department staff as well as vendors to showcase available EPP products and services to seek opportunities for increased green purchasing. The IPCC will also review its annual accomplishments and provide a statement of the effectiveness of our Green Procurement Policy, including efforts of cooperative ventures with other agencies on EPP products or services.

DRAFT---IPCC Green Policy Guideline for Using Departments

Acquiring Environmentally Preferable Products (EPP)

Developing Competitive Specifications for Environmentally Preferable Products

Many state and local governments are required to develop competitive specifications for the products they are acquiring. These specifications typically identify physical and performance features of the product. In developing these specifications, one can follow a structured approach to meeting both the needs of the end user and the needs of the environment. This approach consists of:

- Needs Assessment
- Developing Green Specifications
- Using Existing Standards (Green Seal, Energy Star, etc.)
- Life Cycle Cost Assessment
- Best Value Assessment

Needs Assessment

When developing specifications, the very first thing that should be assessed is the need for the product. This involves determining:

- Why do you need the product?
- How is the product going to be used?
- What is the product going to be used for?
- Who is going to use the product?
- What products are available on the market?

Answering these questions will help you determine the actual requirements of the product you are about to acquire.

Developing Green Specifications

In developing your specifications, you will be identifying and prioritizing these requirements into a biddable document. This list of requirements should include a description of the physical and performance characteristics of the product. You should also identify any or all of the environmental requirements of the product. Examples include:

- Lead free

- Mercury free
- 50% postconsumer recycled content

When developing your performance requirements, you must be specific in what you expect the product to adhere to. These requirements must be obtainable, measurable, and verifiable. Using general language like "Low VOC" is not a measurable or verifiable requirement. A specific attainable level of VOCs should be identified.

In developing these specific requirements, one additional criterion must be addressed, and that is the level of competition available to meet your requirements. Establishing a set of performance requirements that limit your competition among suppliers will undoubtedly raise the cost of such products. Maintaining an equitable number of suppliers while including environmentally friendly performance requirements will enable you to achieve the best results.

Using Existing Standards

The best method of specifying your performance requirements is to identify existing environmentally friendly standards and specify product compliance with these standards. Examples of existing environmentally friendly standards include:

- Energy Star
- Green Seal
- ISO 14000

These standards cover a large percentage of available products on the market today and insure that the products purchased will have the least impact on the environment during product development and throughout their useful lives. For example, Green Seal conducts a life-cycle evaluation of the product category that evaluates the major environmental impacts in each life-cycle-stage including resource extraction, production, distribution, use, and eventual disposal or recycling. The evaluation considers energy, resource use, and emissions to air, water, and land, as well as other environmental and health impacts. The purpose of this evaluation is to identify significant life-cycle stages to be addressed in the standard. The evaluation also ensures that the environmental criteria selected will not lead to the transfer of impacts from one stage of the life cycle to another or from one medium (air, water, land) to another without a net gain in environmental benefit.

[www.greenseal.org]

When purchasing products which have yet to be assessed using these environmentally friendly standards, the specifier has a couple of options. They are:

- Life Cycle Cost Assessment
- Best Value Assessment

A word of caution: These two unique product assessment tools require extensive research and involve detailed evaluation methodology development for assessing value of both the products and the companies supplying the products. Individuals wishing to use either one of these product assessment tools should check with their internal Procurement Departments for authorization and assistance in developing such assessment methodologies.

Life Cycle Cost Assessment

A life cycle cost assessment of a product is a true quantitative evaluation of the product's overall cost rather than simply assessing the initial purchase price of the product. The life cycle cost assessment takes into consideration the purchase price, the operational costs, the maintenance costs, and finally the disposal cost of a product. These costs are assessed throughout the product's useful life. An example of developing a life cycle cost assessment on a typical fleet vehicle with an expected life of seven years is as follows:

- Purchase price: \$14,000
- Operational costs (Fuel Usage): \$800/year x 7 years = \$5,600
- Maintenance Cost (Scheduled Service Intervals): \$300/year x 7 years = \$2,100
- Salvage Value (10% of purchase price): \$1,400

Therefore, the total evaluated assessed cost would be: $\$14,000 + \$5,600 + \$2,100 - \$1,400 = \$20,300$.

As you can imagine, the various cost factors affecting the initial price, operation and maintenance costs, and salvage value will vary from one product to the next and will even vary from brand to brand. It is imperative that the evaluation criteria used to determine a total life cycle cost of a product be consistently applied to all products being evaluated. Evaluating products based on the total cost over their useful lives will help ensure the purchase of the most economic and energy efficient products available on the market.

Best Value Assessment

Like life cycle cost, best value assessment looks at other parameters outside of the initial purchase price of the product. However, best value assessment is more of a qualitative assessment rather than a quantitative assessment. Determining the best value of a product requires identifying specific attributes a product offers and assigning a weighted point system to those attributes. Such attributes associated with typical commodities could include:

- Price
- Embodies one or more of these environmental attributes:
 - Less Hazardous

- Conserves Energy
- Recycled Content
- Prevents Waste
- Improves Air Quality
- Low Volatile Organic Compounds (VOC)
- Conserves Water
- End-of-life Management
- Waste/Materials Management
- Material Availability
- Reduces Global Warming
- Responsible Manufacturers

Consider tracking the total purchase of environmentally preferable products in your workplace. Tracking purchases can help you note what has worked well and where problems have been encountered. Benefits include identifying whether suppliers priced the products competitively, made them readily available, and met your expectations.

Environmental Codes for Tracking Purchases

EE = Energy Efficient

A product that uses less energy (either electricity or fossil fuel) to accomplish its task relative to a comparable product by the same manufacturer.

LT = Less Toxic

A product containing a smaller amount of toxic substances relative to a comparable product or a product reformulated to be less toxic.

PB = Plant-Based

A product derived from renewable resources, including fiber crops (such as kenaf); chemical extracts from oilseeds, nuts, fruits and vegetables (such as corn and soybeans); agricultural residues (such as wheat straw and corn stover); and wood wastes generated from processing and manufacturing operations. These products stand in contrast to those made from fossil fuels (such as petroleum) and other less renewable resources (such as virgin timber).

RB = Rebuilt

A product refurbished to a level less than a total remanufacture. The warranty is by the rebuilder, and may be different from the same product when new or remanufactured. Also called reconditioned or refurbished.

RC = Recycled Content

A product containing materials recovered or diverted from the solid waste stream after consumer use ("post-consumer").

RK = Reduced Packaging

A product presented for use with less packaging or alternative methods of packaging or shipping.

EM = Remanufactured

A product restored to its original condition by extensive rebuilding, usually given an equal or better warranty than a new product.

RE = Repair

A product that has had a defect corrected and can again serve its original function. Repairing is a less comprehensive process than either remanufacturing or rebuilding.

US = Used

A product used or owned before without further maintenance.

WC = Water Conserving

A product that requires less water to operate or to manufacture than a comparable product, or a different version of the same product from the same manufacturer.

MU = Multiple Codes

A product that has several significant environmentally responsible characteristics, and could be classified under more than one code, but not one code is predominant

TO = Other

A product having environmentally responsible characteristics that does not fit into any of the categories listed above.

Other Considerations

1. Make sure your specifications are objective and verifiable. Don't just specify "reduced environmental impact" (or worse still "green") – choose specific attributes, such as biodegradability, recycled content, mercury-free, non-hazardous under RCRA—then specify exactly what you are looking for. Even if you are stating a preference rather than a requirement, be specific – detail the percentage of recycled content you are looking for, the biodegradation factor you require, and so forth. Many of these may be found in our product specifications.
2. Make sure you communicate clearly about your contract specifications. For instance, if you require a "mercury-free" chemical reagent, many vendors may interpret this to mean no mercury in excess of 1% (the level that triggers MSDS disclosure). If you mean that the product cannot contain any contaminant mercury, you will need to specify a different level (i.e. down to 1 ppb). You will also need to indicate how the mercury content must be verified – by indicating if independent laboratory testing results or certificates of analysis are required. Bidder and vendor conferences are a good way to make sure everyone understands your precise specifications prior to submitting bids. These need not be elaborate and may be conducted by phone.

3. As the environmental purchasing movement expands, many manufacturers and vendors make environmental claims about their products that can be difficult to assess. The US Federal Trade Commission has provided Guidance for Consumers on evaluating environmental claims and has also published Guidelines for Manufacturers and Vendors on making environmental claims. In addition, the use of clear and definite specification standards that require objective proof will do much to weed out questionable environmental claims.

IPCC would like to thank the State of California's Department of General Services for providing Environmentally Preferable Purchasing information.

1. Remanufactured Toner Cartridges

Remanufactured cartridges and ink jets have been emptied, cleaned, remanufactured and refilled. According to the Responsible Purchasing Network, they cost 30% to 60% less than new cartridges and save energy, hazardous substances and natural resources.

Third Party Certification Standards

According to the Responsible Purchasing Network, there are two main standards for remans:

- Standardized Test Methods Committee (STMC) – This certification is for reman vendors. It is managed by the International Imaging Technologies Council (IITC) and requires ASTM testing methods.
- EcoLogoCM CCD-039 – This standard is for reman cartridges. It has requirements for the remanufacturing process, the quality of the reman cartridge, and end-of-life management.

Bid and Contract Specifications

- State how long they have been in business
- Provide client references
- Describe their remanufacturing process
- Prove that their cartridges have been tested to meet or exceed industry standards
- Provide page coverage and cost per copy estimates
- Specify product warranty details (e.g., duration, whether reman-related equipment damage is covered)
- Guarantee equipment repairs if a problem is caused by their product
- Guarantee that if the reman defect rate exceeds a certain threshold within a specified period (e.g., a 3% failure rate within six months) the cartridges can be returned for a full refund
- Guarantee they will take used cartridges back for further remanufacturing or recycling and what the terms are on the return
- Do not legally restrict the remanufacturing and/or recycling of cartridges by parties other than the original equipment manufacturer (OEM)

Model Specification:

Texas Department of Transportation:

[http://www.responsiblepurchasing.org/UserFiles/File/Toner%20Cartridges/specs/Texas_DOT_Remanufactured_Cartridge_Specifications\[1\].pdf](http://www.responsiblepurchasing.org/UserFiles/File/Toner%20Cartridges/specs/Texas_DOT_Remanufactured_Cartridge_Specifications[1].pdf)

Calculators

The New York City [Remanufactured Toner Cartridges Measurement Tool](#) allows users to compare costs and wastes associated with reman and OEM cartridges.

Environmental Purchasing

King County's Environmental Purchasing Policy reflects a long-term commitment to the purchase of environmentally preferable products. The King County Environmental Purchasing Program provides county personnel with information and technical assistance to help them identify, evaluate, and purchase economical and effective environmentally preferable products and services. Environmentally preferable procurement considers multiple product attributes, such as toxicity, durability, emissions, recycled content and conservation of resources, in addition to price, performance and availability. In 2008, King County agencies purchased 54 million dollars worth of these products, saving \$837,000 compared to the cost of conventional products.



◀ Natural Vegetation Management (94KB PDF)

King County Metro Transit uses goats for natural vegetation management at park and ride lots. Using goats reduces the need for pesticides and human labor.

Porous Concrete (93 PDF) ▶

King County Roads Division tested the use of porous concrete in a sidewalk application. Using porous concrete allows groundwater to infiltrate more naturally back into the soil.



◀ Green Cleaning (139KB PDF)

King County Metro Transit's Custodial crew use "green" cleaning chemicals and procedures to clean their facilities, including the bus tunnel.

Recycled Plastic Truck Sideboard

(201KB PDF) ▶

King County Fleet has used recycled plastic lumber for truck sideboards for 10 years. These are more durable and cost-effective than the wood lumber they replace.



If you have questions or comments, contact the Environmental Purchasing Program at (206)263-9294 or e-mail epp@kingcounty.gov.



[Home](#) | [Privacy](#) | [Accessibility](#) | [Terms of use](#) | [Search](#)

Links to external sites do not constitute endorsements by King County. By visiting this and other King County web pages, you expressly agree to be bound by terms and conditions of the site

© 2009 King County

13

Department of Public Works

Resident | Business | Government

Search this site

www.888CleanLA.com 888CleanLA Site Index

Los Angeles County Procurement Programs

The Los Angeles County Department of Public Works, as a part of its responsibility to ensure County compliance with AB 939, has implemented numerous programs encouraging residents as well as businesses to reduce, reuse, and recycle. The County also recognizes that in order for recycling programs to be successful, efforts must be made not only to encourage the purchase of recycled-content products, but also to purchase these products and lead by example.

The Los Angeles County Board of Supervisors (Board) takes great pride that in 1990, the County was among the very first jurisdictions to implement a comprehensive green procurement policy in the region. This procurement policy was broadened in March 1994 to require all County agencies to purchase recycled products whenever they meet the County's requirements, and the overall costs are less than or equal to those of non-recycled products. Because the County was among and is currently the largest employer in Southern California, it was critical that it take the lead in developing and maintaining markets for recyclables.

Recently, to ensure the continued success of the County's recycling efforts and to further demonstrate its leadership, the County has implemented innovative and creative programs to further strengthen the markets for recyclables. Below is a brief description of two such ambitious and renowned programs.

Recycled-content Bond Paper

Recognizing that the County uses nearly two million sheets of paper per day, in September 1999, the Board took an action to substantially enhance the recycled paper market by requiring all County agencies and their contractors to use 20 percent (or higher) recycled-content bond paper, whenever the overall cost is not more than ten percent above the lowest responsible bid for virgin bond paper. This price preference was unprecedented and unparalleled (second only to the Federal Government's mandate that its departments use only recycled paper) considering the volume of paper being purchased. Despite preliminary estimates that it may cost the County an additional \$200,000 per year during a budget "crunch", the Board proceeded with the implementation of the program.

To further demonstrate its commitment to stimulate the recycled paper market and to encourage other governmental entities to begin using recycled paper, the Board also adopted measures that provide for the establishment of a Cooperative Purchasing Program. This Program enables governmental entities to join the County (free of charge) in purchasing recycled bond paper and benefit financially from the advantage of a collective purchasing power. To date, 26 cities, including the City of Los Angeles, are participating in the Program and numerous other cities have shown an interest in joining the program. The enthusiasm expressed by the cities to join the program has been overwhelming. Coupled with the fact that cities are saving a tremendous amount of money by joining the Program (for example, based on projected annual consumption, the City and County of Los Angeles alone will be saving \$84,000 and \$40,000 per year, respectively, compared with their previous contracts), the Program is greatly assisting cities in meeting the 50 percent waste diversion mandate.

Re-refined Oil

The improper disposal of used oil, such as pouring it onto the ground or storm drains, or into trash containers, poses serious health and safety problems, pollutes the environment, and causes significant costs for cleanup activities. To address these problems and comply with requirements of the Federal Clean Water Act and AB 939, the County for many years has been collecting and recycling used motor and hydraulic oil lubricants through the operation of ten used oil collection centers and implementation of the multimillion dollar Countywide Household Hazardous Waste Management Program. While the County has made tremendous efforts to collect and recycle these oil lubricants, these efforts have generally addressed the "supply" side of the equation.

To remedy this, the County has taken steps to address the "demand" side of the equation by stimulating the markets for used oil. In 1998, after learning that the price for re-refined oil was higher than their virgin counterparts, the Board expanded its green procurement policy by instructing County departments to use re-refined oil lubricant where and when practical and appropriate. Recognizing how critical this program is in strengthening the used oil market in the Southern California region, the Board also allowed a five percent price preference for re-refined oils over their virgin counterparts. By using the County's purchasing power to its advantage, Public Works was able to lower the cost of re-refined oil products to be equivalent to the cost of virgin products, and significantly less than the cost of what other agencies were paying for the same grade and quality of virgin products.

Sponsored by the County of Los Angeles
Department of Public Works
Environmental Programs Division
900 S. Fremont Ave, 3rd Floor Annex
Alhambra, CA 91803-1331
Call toll free at 1(888)CLEAN LA



[DPW Home \(map to DPW\)](#)

[Site Index](#)

[Contact Us](#)

[DPW Home](#) | [lacity.gov](#) | [Site FAQ](#) | [Privacy & Security Policy](#) | [Accessibility](#) | [Terms of Use](#) | [Feedback](#) | [Contact Us](#)

14

Department of Procurement Management and Office of Sustainability

Project Manager: primary: Miami-Dade County Department of Procurement Management - Jennifer Sanchez; secondary: Office of Sustainability- Susannah Troner

Background and Project Description:

Procurement of environmentally preferable products (EPP) and services will play a key part in implementing the County's ongoing sustainability initiatives. For this reason, Miami-Dade County's Office of Sustainability (OOS) and Department of Procurement Management are working together to facilitate cost effective green procurement policies and procedures.

The Office of Sustainability promotes sustainable operations, facilities, and initiatives within Miami-Dade County government. The Office was created to coordinate and facilitate improved government performance across the triple-bottom line: economy, environment and society.

The Department of Procurement Management is the centralized purchasing unit for the County's 47 departments and 15 offices for all procurement of goods and services over \$10,000. The County has approximately 30 thousand employees and purchases over 900 million dollars of goods and services each year.

Fellows will work with the Office of Sustainability and the Department of Procurement Management, other County departments, the County's Resources Conservation Committee, private vendors, and community stakeholders to implement this project.

Activities under this internship would include:

- Assist DPM with organizing a green vendor fair
- Recruit businesses with environmentally preferable products and services to participate in County vendor system.
- Assist DPM with developing in-house expertise in evaluating "green" products and services
- Assist DPM with researching and crafting bid language that facilitates sustainability such as requiring life-cycle analyses, third party environmental standard certifications, or preference to environmentally preferable products and/or services
- Assist DPM with conducting analyses that show how long term operational costs can be realized through procurement of environmentally preferable products, services and practices.
- Assist in pursuing collective purchasing opportunities with governmental and non-governmental entities to improve pricing and access to green products and services
- Identify products in GSA catalog that have recycled content or are considered to be environmentally preferable.
- Work with DPM to create tools that allow "green" businesses to better share product information with County employees
- Review and evaluation of local, state and federal legislation, policies, and contracts relating to green purchasing
- Review existing policies, department business plans, contract language, etc. and provide suggestions re: language changes that can be adopted to enhance the County's overall sustainability
- Research biofuel feedstock preferences of other government entities and net environmental benefit assessment tools to guide future biofuel purchasing.