

# Sustainable Acquisition/ "Green" Procurement Through GSA Schedules

*Student Guide*



## **List of Acronyms and Websites**

Below are acronyms that appear in this guide. The corresponding website addresses are listed when available.

<b>FAR</b>	Federal Acquisition Regulation <a href="http://www.acquisition.gov/far/index.html">www.acquisition.gov/far/index.html</a>
<b>FAS</b>	Federal Acquisition Service <a href="http://www.gsa.gov/fas">www.gsa.gov/fas</a>
<b>FSS</b>	Federal Supply Schedules (A.K.A. Multiple Award Schedules)
<b>GSA</b>	General Services Administration <a href="http://www.gsa.gov">www.gsa.gov</a>
<b>MAS</b>	Multiple Award Schedule <a href="http://www.gsa.gov/schedules">www.gsa.gov/schedules</a>
<b>EPA</b>	Environmental Protection Agency <a href="http://www.epa.gov">http://www.epa.gov</a>
<b>EPEAT</b>	Electronic Product Environmental Assessment Tool <a href="http://www.epeat.net">www.epeat.net</a>
<b>eLibrary</b>	<a href="http://www.gsaelibrary.gsa.gov">www.gsaelibrary.gsa.gov</a>
<b>FEMP</b>	Federal Energy Management Program <a href="http://www.eere.energy.gov/femp">www.eere.energy.gov/femp</a>
<b>CPG</b>	Comprehensive Procurement Guidelines <a href="http://www.epa.gov/cpg">www.epa.gov/cpg</a>
<b>FSSI</b>	Federal Strategic Sourcing Initiative <a href="http://www.gsa.gov/portal/content/141857">http://www.gsa.gov/portal/content/141857</a>
<b>OMB</b>	Office of Management and Budget
<b>SIN</b>	Special Item Number

*\*For additional websites, please see the end of this guide.*

# Course Introduction

Welcome to GSA's *Sustainable Acquisition/“Green” Procurement Through GSA Schedules* training. This course is designed for the Federal 1102 community working in both civilian and military agencies.

The phrase “Going Green” has been around for years. Global climate change and other environmental concerns have prompted additional guidance for the Federal Government to attempt to reduce its “environmental footprint.” None of this can be accomplished without the assistance of the acquisition workforce. It is important in today’s world to understand how you can help your organization achieve sustainability goals by buying “green” products and services. “Green” purchasing using the GSA Schedules program will help your organization save money, time and resources. This course will teach you about sustainability goals government-wide and the ways the GSA Multiple Award Schedule can help achieve those goals.

This course is not meant to be an introduction to green purchasing or sustainable acquisition. It will provide you with a brief refresher about the green purchasing requirements and then focus on how the use of the Multiple Award Schedules will help you meet the sustainable acquisition requirements.

## Course Outline

This course has five main topics.

- Topic 1: Introduction to the MAS Program**
- Topic 2: Benefits of the MAS Program**
- Topic 3: Types of Schedules and Characteristics**
- Topic 4: An Overview of Sustainability in Acquisitions**
- Topic 5: Sustainability and the MAS Program**

## Course Objectives

Upon completion of this course, you should be able to:

- ❖ Describe the purpose and benefits of the Multiple Awards Schedule (MAS) program
- ❖ Define “green purchasing,” also referred to as “sustainable acquisition”
- ❖ Identify the rules and governance for “green” acquisitions
- ❖ Locate available GSA products and services that can help agencies achieve their “green” goals
- ❖ Recognize the role that GSA Schedules play in achieving sustainable procurements
- ❖ Identify and purchase from suppliers of green products through the MAS program



### **NUTS AND BOLTS TIP**

These tips, identified by the icon shown here, are “how-to’s” designed to enhance the student’s learning experience.

# Topic 1: Introduction to the MAS Program

## What Is a Multiple Award Schedule?

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- Governmentwide contract vehicle for **commercial** products, services, and solutions
- Also known as “Federal Supply Schedule (FSS),” “GSA Schedules” or “MAS”
- Standing solicitations posted on FedBizOpps
- Awarded using FAR Part 12 procedures

### **GSA Schedules**

The MAS program provides eligible ordering activities with a simplified process for obtaining supplies and services. Schedule contracts are multiple award, indefinite delivery/indefinite quantity (IDIQ) contracts which are awarded to responsible companies that offer commercial supplies or services at fair and reasonable prices. Products and services are ordered directly from Schedule contractors.

Multiple Award Schedules are also known colloquially as “GSA numbers”, “GSA Schedules”, “GSA contracts”, “Federal Supply Schedules (FSS)”, and the “GSA list.” All of these terms are used synonymously within the Federal contracting community to refer to the GSA MAS program. Through the MAS program, GSA contracts with thousands of commercial businesses that provide access to a vast array of professional services, such as management, financial, engineering, environmental, accounting, graphic design, and landscaping services. In addition to commercial services, commercial supplies range from computer hardware to office supplies.

FSS website: [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

## MAS Contract Characteristics

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- Multiple Award IDIQ (5 year award, three 5 year options)
- Fixed Price EPA
- Fair and reasonable pricing
  - Price reductions may be applied at the order level
- Performance requirements established at the order level

### Quantity and Delivery/Performance Requirements

As IDIQ contracts, the Schedules themselves contain no specific quantities, other than minimum and maximum threshold amounts. The ordering activity sets specific order quantities and specific delivery/performance dates when issuing an order under the Schedule contract. When issuing an order:

- ❖ Delivery or performance periods and all other order requirements must conform to the applicable terms and conditions of the Schedule contract, but
- ❖ An ordering activity may add additional terms and conditions as long as they do not conflict with the Schedule contract.

### Limits on Order Placement and Timing

In accordance with FAR 8.405-1 and 8.405-2, Schedule users:

- ❖ May issue orders for supplies, or for services not requiring a statement of work (SOW) orally, by facsimile, by paper order, or electronic commerce methods
- ❖ May not issue oral orders when ordering services requiring an SOW. Orders by facsimile, by paper order, or electronic commerce methods are authorized.
- ❖ May place an order anytime during the effective period of the Schedule contract. Any order not completed within the period of the Schedule contract must be completed within the time specified in the order.
- ❖ May not issue oral orders for brand name items when the order exceeds \$25K.
- ❖ May not place repetitive orders for the same items to attempt to avoid exceeding the Simplified Acquisition Threshold (SAT) and holding a proper competition

### Negotiating Reductions from Schedule Prices

- ❖ These are permitted at any time. Vendor may offer reduced prices based on specific quantities, overall volume, delivery requirements and other order-specific conditions and terms.
- ❖ It is REQUIRED that the Government buyer REQUEST reductions for any requirement (order or BPA) in excess of the SAT.
- ❖ Vendors not required to agree to any reductions.

## Regulatory Foundation

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### The Federal Acquisition Regulation (FAR)

FAR	Provides	Applicability
Subpart 8.4	Ordering procedures for GSA Schedules	Federal Government Ordering Activities
Part 12	Acquisition of Commercial Items	GSA awards Schedule contracts under Part 12
Subpart 6.102(d)(3)	Defines orders placed against Schedules as a competitive procedure	All

The **Federal Acquisition Regulation (FAR)** provides the primary regulatory guidance for the GSA Schedules program. The **General Services Administration Acquisition Regulation (GSAR)** is the GSA FAR supplement. The GSAR provides guidance tailored to GSA **acquisitions**, including GSA Schedules contracting. GSAR guidance primarily affects GSA Schedules by providing supplementary guidance to the Contracting Officers awarding and administering GSA Schedule contracts.

**FAR Subpart 8.4, Federal Supply Schedules**, prescribes procedures that Federal Government ordering activities must follow when issuing orders using GSA Schedules. Orders placed following these procedures are considered to be issued using full and open competition. (See FAR 8.404(a)).

**FAR Part 12, Acquisition of Commercial Items**, prescribes policies and procedures unique to the acquisition of commercial items. It implements the Federal Government's preference for the acquisition of commercial items contained in Title VIII of the Federal Acquisition Streamlining Act of 1994 (Public Law 103-355) by establishing acquisition policies more closely resembling those of the commercial marketplace and encouraging the acquisition of commercial items and components.

**FAR 6.102(d)(3), Competition Requirements**, pertains to the use of competitive procedures. It states use of MAS issued under the procedures established by the Administrator of General Services consistent with the requirement of 41 U.S.C. 259(b)(3)(A) for the MAS program of the General Services Administration is a competitive procedure.

## FAR Applicability to Schedules

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FAR	Title	Applicable
Part 13	Simplified Acquisition Procedures	NO (except allows for MAS BPAs)
Part 14	Sealed Bidding	NO
Part 15	Contracting by Negotiation	NO
Part 19	Small Business Programs	NO (except Bundling)
Part 36	Construction and A&E	NO
Part 7	Acquisition Planning	YES
Part 10	Market Research	YES
Subpart 17.5	Interagency Acquisitions	YES
Subpart 33.1	Protests	YES
Subpart 37.6	Performance Based Acquisition	YES
Part 39	Acquisition of Information Technology	YES

The primary regulatory guidance is provided by the **Federal Acquisition Regulation (FAR)**:

- ❖ **FAR 8.4, Federal Supply Schedules**, prescribes procedures that Federal Government ordering activities **must** follow when issuing orders using GSA Schedules. Awards made following these procedures are considered competitive.
- ❖ The **General Services Administration Acquisition Regulation (GSAR)** is the GSA FAR supplement and is a subset of the General Services Administration Acquisition Manual (GSAM). GSAR provides guidance tailored to GSA **acquisitions**, including the GSA Schedules contracting. GSAR guidance primarily affects GSA Schedules by providing supplementary guidance to the contracting activities awarding and administering GSA Schedule contracts.
- ❖ All GSA Schedule contracts are awarded using FAR Part 12, Commercial Items. (This is on the next slide, too.)

All Federal users **must** use the procedures in FAR 8.4. Agencies like DoD may issue supplementary guidance through the DFARS. The competition requirements for civilian agencies and DoD are the **same**.

## Topic 2: Benefits of the MAS Program

### **FAR Subpart 8.4 Simplifies the Solicitation Process**

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Schedule Orders are:

- ✓ Faster
- ✓ Easier
- ✓ More economical

In contrast to FAR Part 15, Schedule orders do not require:

- ⊘ Formal evaluation (SSEB not required)
- ⊘ Cost analysis (commercial pricing at the Schedule level)
- ⊘ Extensive documentation (less formal process)
- ⊘ Debrief (may provide feedback)
- ⊘ Competitive range determination

FAR Subpart 8.4 provides ordering procedures for placing orders against a GSA Schedule. FAR Part 13, *Simplified Acquisition Procedures*, Part 15, *Contracting by Negotiation*, and FAR Part 19, *Small Business Programs* [except for 19.202-1(e)(1)(iii)], are **NOT** applicable to orders placed against Multiple Award Schedules. (Exception: FAR 13.303-2(c)(3) allows for BPAs to be established with Multiple Award Schedule contractors, if not inconsistent with the terms of the applicable Schedule contract.)

Under FAR Subpart 8.4 ordering activities do NOT:

- ❖ Conduct a formal “negotiated procurement”
- ❖ Issue a “solicitation” for 30 days (or any other pre-determined time)
- ❖ Conduct “discussions”
- ❖ Conduct formal “debriefings”
- ❖ Use FAR Subpart 15.3 concepts and procedures

**Not** using FAR Subpart 15.3 concepts and procedures has the following implications for your task order selection process:

- ❖ There is no requirement to follow the FAR 15.305 requirement to “evaluate competitive proposals and then assess their relative qualities.” In other words, your evaluation system can immediately compare (and remember, we don’t say “compete” because the CICA requirements have already been met) one quote to another in order to determine the rank ordering for selection.
- ❖ You are not bound by the rules in FAR Subpart 15.3 for evaluating past performance, such as the requirement to provide a neutral rating to a quote without any past

performance. Further, if you choose not to use past performance as an evaluation factor, there is no requirement to document the file with your rationale.

- ❖ There is no requirement to capture “the relative strengths, deficiencies, significant weaknesses, and risks supporting proposal evaluation...” as required in FAR 15.305. This means your evaluation system can be very streamlined. There is no requirement to set a competitive range using all the published evaluation factors. This means that you can save yourself and the Schedule contractor considerable time and money by phasing your procurement in a manner that uses the least costly factors to initially down-select the quoters.
- ❖ Because a competitive range is not established, there is no need to be overly focused on the nature of exchanges with the quoter. You can engage in detailed exchanges about any aspect of a quote at any time. Naturally, you should make every effort to treat each quoter equitably. You must not be biased, arbitrary, or capricious. and your decisions must be adequately (but not overly) documented.



### **NUTS AND BOLTS TIP**

If an agency issues a Schedule order using FAR Part 15 terminology and procedures, protest review authorities, such as the GAO and the courts, may sustain a protest against the order using FAR Part 15 procedures.

## **GSA Schedules Conform with Competitive Contracting**

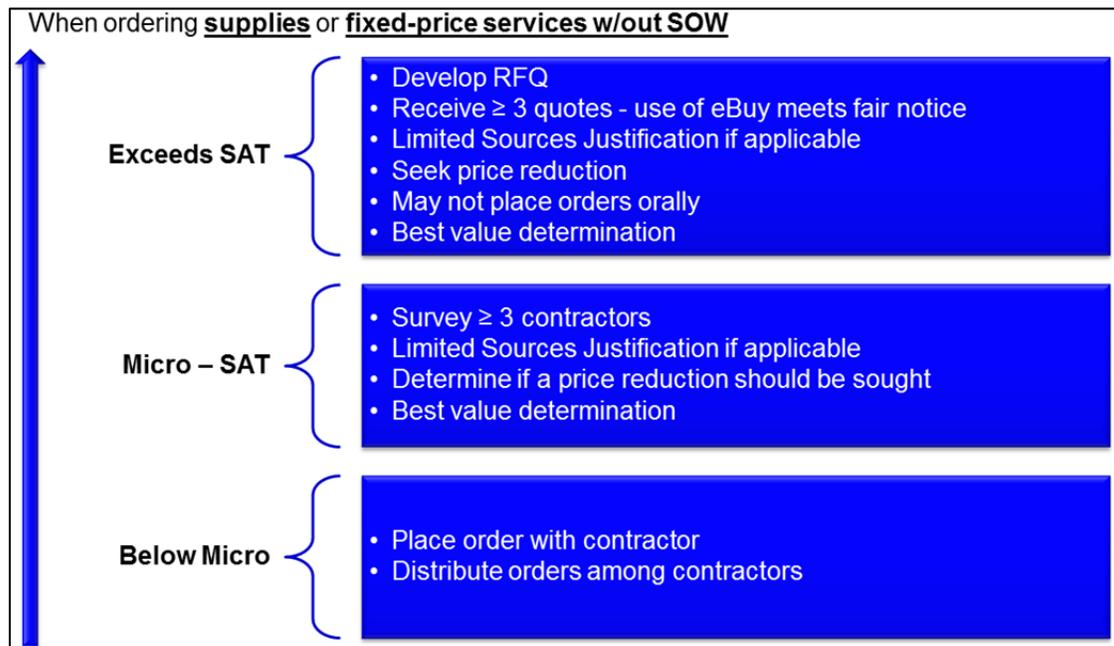
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Schedule users shall not:

- Seek further competition outside of the MAS program
- Synopsise the requirement

## Ordering Procedures - FAR 8.405-1

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### When Is an SOW Not Required?

According to FAR 8.405-1, when acquiring fixed-price services or supplies through GSA Schedules, an SOW is not required when the dollar value of the order or BPA:

- ❖ **Is at or below the micro-purchase threshold.** You may place the order directly with the selected vendor. FAR procedures for acquisitions at or below the micro-purchase threshold emphasize simplicity and fair treatment. Supporting documentation, including extensive information, collection, and evaluation, is not required. However, the Schedule user should attempt to distribute orders among Schedule contractors.
- ❖ **Exceeds the micro-purchase threshold, but not the simplified acquisition threshold.** You should obtain at least three (3) quotes. always documenting your contract file and selecting the best value quote.
  - Survey at least three Schedule contractors, considering price and other identified best value factors.
  - Consider ordering from contractors that help you meet your agency's socioeconomic goals.
  - Use an RFQ only if it is the most efficient method for gathering the information needed to evaluate solutions available under GSA Schedules. When using an

RFQ, the Schedule user must provide the RFQ, including the evaluation criteria, to any contractor under the appropriate Schedule that requests a copy.

- The Schedule user should seek a price reduction when:
  - Market research reveals that the supply or service is available elsewhere at prices lower than those available from Schedule contractors.
  - The Schedule contractor has been or will be selected to provide recurring requirements, and the size of the recurring orders appears to merit a price reduction.
  - Market research identifies other information indicating that a price reduction is appropriate.

**Exceeds the Simplified Acquisition Threshold**, or when establishing a BPA. The ordering activity shall seek a price reduction, survey more than three contractors, and select the best value quote. If further price reductions are not offered, an order may still be placed. eBuy shall be used as one method to ensure at least three written quotations are received. If fewer than three are received, the Contracting Officer must document the file as to the actions taken to ensure competitive quotations, and what can be done in future acquisitions to enhance competition.

New procedures also apply for DoD agencies when the value of the order exceeds the simplified acquisition threshold (\$150,000) and only one offer was received (DFARS 208.404 and 208.405–70). If fewer than 30 days for offer submission was allowed, the CO must consider promoting competition by revising the requirements document to eliminate any barriers and by permitting more time for receipt of offers when fewer than 30 days was initially allowed. The Contracting Officer must either resolicit for 30 days or more or request a waiver. If the Contracting Officer still receives only one offer, he/she must determine prices to be fair and reasonable through price or cost analysis or enter negotiations with the offeror.



### **NUTS AND BOLTS TIP**

Schedule contractors are not required to pass on to all GSA Schedule users a one-time spot price reduction provided to a single agency.



## NUTS AND BOLTS TIP

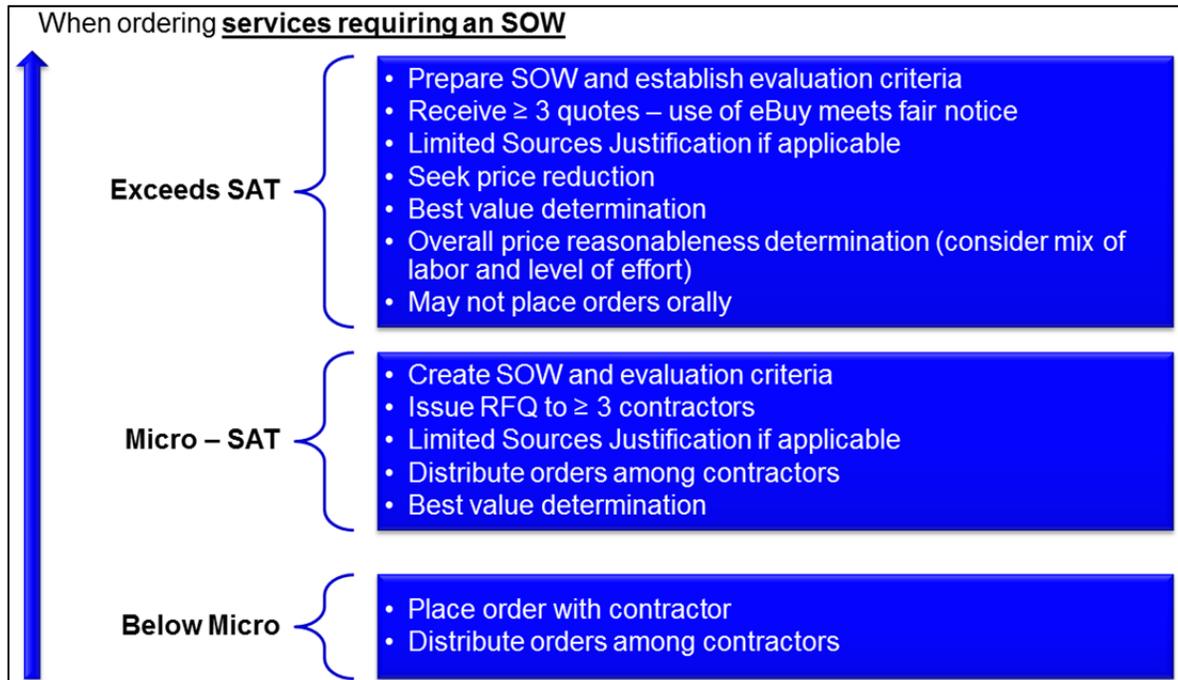
FAR 9.405-1(b) prohibits ordering from any Schedule contractor that is debarred, suspended, or proposed for debarment unless the agency head makes a written determination of the compelling reasons for such action.

A Schedule user can review the contractor's information page in GSA eLibrary ([www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)) to determine whether the prospective contractor is debarred, suspended, or proposed for debarment.

The FAR was also amended (through [Interim Rule 2012-013](#)) to prohibit the award of contracts using Fiscal Year (FY) 2012 appropriated funds to any Inverted Domestic Corporation (IDC). While this currently is limited to FY 12, a similar restriction applied to several preceding years and may apply also to future fiscal years. An IDC is a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country. This applies to all ordering agencies using appropriated funds on task orders. Two ways exist to comply with this restriction - include the provision [52.209-2](#) Prohibition on Contracting with Inverted Domestic Corporations—Representation in RFQs when using FY12 appropriated funds or check the contractor's representations and certification (in SAM) and see if provision 52.209-2 is included in their record. If the provision is included, the contractor is representing that it is *not* an IDC and therefore, is eligible for an award.

## Ordering Procedures - FAR 8.405-2

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### When Is an SOW Required?

For services offered in Schedule contracts at hourly rates, Schedule users must create Requests for Quotations (RFQs) and include the SOW and evaluation criteria to Schedule contractors that offer services that will meet the agency's needs. The SOW and RFQ requirements differ by dollar value. The RFQ may be posted through eBuy.

If an order requires an SOW, the first step in the decision process is to review the quotes. The price quote review focuses on the quality of the vendor's capabilities or products, the proposed solution, the prices, and any other pre-determined evaluation criteria.

If an SOW/PWS/SOO is not required, the first step is to compare prices from appropriate Schedule contractors.

If the order requires an SOW/PWS/SOO, the ordering activity has the option to ask quoters to give oral presentations after quotation submission. The oral presentations can help the ordering activity clarify details, become acquainted with the contractors' personnel, and provide additional comparison points for decision making.

After comparing prices and other factors, the ordering activity chooses the contractor who can provide the best value to the Government.

## Topic 3: Types of Schedules and Characteristics

### **MAS Schedule Facts**

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- ❑ GSA offers over 20 million supplies and services
- ❑ 39 open and standing solicitations published on FedBizOpps (including 9 managed by VA)
- ❑ Over 19,000 Schedule contracts
  - 80% are small businesses
  - Orders and BPAs can be set aside for small businesses
- ❑ \$50 billion total annual spend (including VA)

GSA Schedules provide access to over 20 million commercial supplies (products) and services at volume discount pricing. The Schedule List in the GSA eLibrary contains a list of all GSA and VA Schedules. The generic categories of supplies and services available under each Schedule may be viewed by clicking on the Schedule number in the Source column. Supplies and services are identified in each Schedule by Special item Numbers (SINs).

### **Special Item Numbers (SINs)**

Within each Schedule are specific SINs. SINs are groups of similar (but not identical) supplies or services that are intended to meet similar customer requirements; SINs are also known as categories.

Each Schedule is comprised of multiple SINs. For example, *Schedule 874, Mission Oriented Business Integrated Services (MOBIS)*, has the following SINs:

- ❖ 874 1 - MOBIS Consulting Services
- ❖ 874 4 - MOBIS Training Services
- ❖ 874 5 - MOBIS Support Products
- ❖ 874 6 - Acquisition Management Support
- ❖ 874 7 - Program and Project Management
- ❖ 874 8 - DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training
- ❖ 874 9 - Off-the-Shelf and Customizable Training Devices
- ❖ 874 99 - Introduction of New Services

GSA Schedules are awarded on an indefinite delivery, indefinite quantity (IDIQ) basis. The total quantity of services or supplies that will be acquired under the Schedules contract and the specific time for delivery of those items are not set in the contract. Schedule solicitations include only estimated total Schedule acquisition dollars for each SIN.

The quantity and names of Schedules and SINs change from time to time. GSA eLibrary ([www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)) provides a current listing of all Schedule contracts and links to additional information about each Schedule.

## What Services Are Available on Schedule?

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- |  |   |
|--|---|
| <input type="checkbox"/> Environmental Services                                  | <input type="checkbox"/> Information Technology Services    |
| <input type="checkbox"/> Professional Engineering Services                       | <input type="checkbox"/> Advertising and Marketing Services |
| <input type="checkbox"/> Logistics Services                                      | <input type="checkbox"/> Financial and Business Solutions   |
| <input type="checkbox"/> Language Services                                       | <input type="checkbox"/> Security Solutions                 |
| <input type="checkbox"/> Management and Consulting Services (including Training) | <input type="checkbox"/> Facilities Maintenance             |
| <input type="checkbox"/> Temporary Administrative and Professional Services      | <input type="checkbox"/> Disaster Relief                    |

**Note: For a comprehensive list of services please visit GSA eLibrary.**

### GSA Schedule Contract Fundamentals

Solicitations for GSA Schedule contracts are “standing solicitations” issued through FedBizOpps. Vendors wishing to become GSA Schedule contractors may submit an offer at any time. More information on Schedule solicitations may be found at [www.gsa.gov/schedulesolicitations](http://www.gsa.gov/schedulesolicitations).

GSA Schedule contracts have a base period of five years, with three additional five-year option periods. Options are exercised in accordance with FAR 17.207.

Ordering activities issue delivery or task orders against the contract. For services, the task orders specify the scope, milestones, timeframe, and price for the requirements. Options may be included on orders placed against Schedule contracts and options may be exercised, provided that:

- ❖ Funds are available.
- ❖ The requirement covered by the option fulfills an existing Government need.
- ❖ Prior to exercising an option, the ordering activity ensures that it is still in the Government’s best interest, with price and other factors considered.
- ❖ The order options do not extend beyond the period of the Schedule contract options.

### Acquisition of Commercial Services

FAR 11.002(a)(2)(iii) requires that, to the maximum extent practicable, offerors of commercial items be provided an opportunity to compete for any Government contract acquisition. If the use of commercial services is precluded, purchasers may lose the benefits of commercial item innovations. Failure to define a service requirement as a commercial item will also prevent purchasers from using Schedule contracts and participating in the related benefits.

Purchasers should describe services requirements in a way that permits vendors providing commercial services to compete. Preferably, a performance-based approach should be used,

in accordance with FAR Subpart 37.6, so that results sought are stated, rather than stating how the work should be done.

## What Supplies Are Available on Schedule?

(slide)

- |  |   |
|--|---|
| <input type="checkbox"/> Office Supplies and Equipment     | <input type="checkbox"/> Information Technology Products              |
| <input type="checkbox"/> Tools and Hardware                | <input type="checkbox"/> Vehicles and Support Equipment               |
| <input type="checkbox"/> Building and Industrial Materials | <input type="checkbox"/> Appliances and Food Services                 |
| <input type="checkbox"/> Furniture                         | <input type="checkbox"/> Law Enforcement, Fire, and Security Products |
| <input type="checkbox"/> Scientific Equipment              |   |

**Note:** For a comprehensive list of services please visit GSA eLibrary.

### Commercial Items and MAS

The FAR definition of “commercial items,” as found at FAR 2.101(b), includes both supplies/commodities and services. It is very broad and encompassing and includes all of the following types of items as commercial items:

**Nongovernmental items:** A supply of a type customarily used by the general public or by nongovernmental entities for other than governmental purposes and has been sold, leased, or licensed to the general public; or has been offered for sale, lease, or license to the general public.

**Evolved nongovernmental items:** A nongovernmental item that:

- ❖ Evolved from an item customarily used for nongovernmental purposes through advances in technology or performance; and
- ❖ Will be available in the commercial marketplace in time to satisfy the delivery requirements under a solicitation.

**Modified versions of either of these item types:** An item that would be considered a nongovernmental item or an evolved nongovernmental item if it were not for one of the following:

- ❖ Modifications of a type customarily available in the commercial marketplace
- ❖ Minor modifications of a type not customarily available in the commercial marketplace that must be made to meet Federal Government requirements

A minor modification does not significantly alter the nongovernmental function or essential physical characteristics of an item or component, or change the purpose of a process. Factors to be considered in determining whether a modification is minor include the value and size of the modification and the comparative value and size of the final item. Dollar values and percentages may be used as guideposts, but are not conclusive evidence that a modification is minor.

## Topic 4: An Overview of Sustainability in Acquisitions

### Going “Green”

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What do we mean by “Green”?

- ❑ “**Green purchasing**” or “**sustainable acquisition**” refers to purchasing products with specific environmental or energy attributes.
- ❑ Federal agencies are required by statutes and executive orders to purchase certain products with these attributes.
- ❑ It includes the purchase of services under which “green” products will be supplied or used.
- ❑ For example, janitorial services contracts usually require the contractor to supply replacement paper towels, toilet paper, and plastic trash can liners, all of which can be made from recycled materials.

### Meeting Agency Sustainability Goals

Federal agencies are required by statutes and Executive Orders (EOs) to purchase certain products with specific environmental or energy attributes. E.O. 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, set acquisition-related goals for purchasing green products, alternative fuel vehicles, sustainable buildings, and green IT. E.O. 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, states that 95% of all new contracts, including non-exempt contract modifications, require products and services that are energy-efficient, water-efficient, biobased, environmentally preferable, non-ozone depleting, contain recycled-content, and non-toxic or less-toxic alternatives. The overall goals of E.O. 13514 are to establish an integrated strategy towards sustainability in the Federal Government and to reduce greenhouse gases.

GSA is committed to providing world-class products and services that minimize harm to the environment, safety, and health. GSA is “greening” the Multiple Award Schedules (MAS) to add more environmentally-sustainable products and to limit certain products to green-only offerings, such as ENERGY STAR appliances and electronics. GSA is living up to this commitment, not only in regard to the products and services we provide customers, but also in the way we conduct internal operations.

Learn more at [www.gsa.gov/sustainable](http://www.gsa.gov/sustainable).

## A Word on Terminology

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- Sometimes, you will see the term “environmentally preferable” used as the general term for the Federal program to purchase green products.
- As you will learn in this course, “environmentally preferable” is a sub-set of the Federal program, but it is not the general term.
- The general term is “green purchasing” or “sustainable acquisition”.

There are a variety of terms that refer to green product purchasing, depending on the agency or organization. But it all means the same thing – going green.

## 95% Goal in E.O. 13514

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- ❑ Section 2(h) of E.O. 13514 requires agencies “to ensure that 95 percent of new contract actions include green product requirements”.
- ❑ It applies to “applicable” contract actions -- *only* when:
  - A contract action includes the purchase of one or more products designated in the Federal green purchasing program, or
  - An agency purchases services in which products will be supplied or used

### Explanation of the 95% Goal in E.O. 13514

Section 2(h) of E.O. 13514 requires agencies “to ensure that 95 percent of new contract actions including task and delivery orders, for products and services” include green product requirements “where such products and services meet agency performance requirements.” The exceptions are the acquisition of weapon systems, and contracts performed outside the U.S., unless the agency head determines that the application is in the best interest of the U.S.

The E.O. goal applies to “applicable” contract actions, which are contract actions for the purchase of designated products or for the purchase of services that will include the supply or use of designated products.

GSA’s Green Procurement Compilation (GPC) provides lists of the designated products, organized by typical categories of contracts (e.g., building construction, office products, office electronics, cleaning products). More on the GPC is presented later.

[www.sftool.gov/greenprocurement](http://www.sftool.gov/greenprocurement)

### What types of contract actions must be reviewed?

The types of contract actions are:

- ❖ New contracts, BPAs and task and delivery orders
- ❖ Solicitations for new contracts
- ❖ Modifications to existing contracts to add green product requirements
- ❖ Task orders under existing multi-year contracts
- ❖ Indefinite Delivery, Indefinite Quantity (IDIQ) contracts
- ❖ Multiple Award Contracts
- ❖ Multiple Award Schedules
- ❖ Requirements contracts

GSA is committed to provide world class products and services that minimize harm to the environment, safety, and human health. GSA is living up to this commitment, not only in regard to the products and services we provide customers, but also in the way we conduct internal operations. Learn more at [www.gsa.gov/green](http://www.gsa.gov/green).

## Applicable Services

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The following types of services are considered to be “applicable” for purposes of the 95% goal in E.O. 13514:

- Building construction, renovation, or repair
- Building operations and maintenance
- Landscaping services
- Pest management
- Electronic equipment, including leasing
- Janitorial services
- Laundry services
- Cafeteria operations
- Meeting and conference services
- Building interiors/furniture

Because products are supplied or used as part of some types of services contracts, the green purchasing requirements also apply to the purchase of services. Per the Office of Management and Budget (OMB), purchases of any of the above services are considered to be “applicable” contract actions. The Green Procurement Compilation provides ideas for making these types of services contracts sustainable.

## What Is “Sustainable?”

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*To create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations of Americans.*

E.O. 13423 and E.O. 13514 define “sustainable” based on the definition in the National Environmental Policy Act of 1970 (NEPA). For purposes of purchasing, it means looking beyond the initial price of a product or service to impacts on worker health and safety; product operation and use; impacts on surrounding communities; and end-of-life disposition. For example, a product that is recyclable or managed as a solid waste costs an agency less over its life than a product that must be managed as a hazardous waste.

Federal agencies are engaged in making the operations underlying their respective missions more sustainable. No matter what the mission, all agencies purchase goods and services, operate buildings, own or lease fleet vehicles, and purchase and use IT equipment. There are opportunities for “greening” associated with all four of these activities.

## Federal Green Purchasing Program (slide)

- Recycled content products
- Energy- and water-efficient products
  - ENERGY STAR and FEMP products
  - Low standby power devices
  - EPEAT-registered products
  - WaterSense products
- Alternative fuel vehicles/hybrids/plug-ins/alternative fuels
- Biobased products
- Environmentally preferable products and services
- Non-ozone depleting substances
- Low or non-toxic or non-hazardous chemicals

The Federal green purchasing program is the most comprehensive in the world. It consists of component programs created under various statutes and executive orders but that are being implemented as one program by Federal agencies.

Any purchase in which any of these products will be supplied or used falls within the scope of green purchasing. In order to be compliant with the green purchasing requirements, contracts for these services must require the use of green products when any of the following products are part of the contract's scope of work:

- ❖ EPA Comprehensive Procurement Guideline (CPG)-designated products;
- ❖ ENERGY STAR® or Federal Energy Management Program (FEMP)-designated products;
- ❖ Electronic Product Environmental Assessment Tool (EPEAT)-registered products;
- ❖ USDA designated BioPreferred/Biobased products;
- ❖ EPA WaterSense or other water efficient products;
- ❖ Non-ozone-depleting products or alternatives listed under the EPA SNAP (Significant New Alternatives Policy) Program;
- ❖ Products containing non- or less toxic chemicals or containing alternatives to those on EPA's Priority Chemicals list;
- ❖ Alternative fuel vehicles/hybrids/plug-ins and alternate fuels;
- ❖ Environmentally preferable products or services; and/or
- ❖ Products otherwise determined to be environmentally sustainable.

For other services contracts, the use of recycled content paper should be considered. The preference is for all deliverables and administrative documents to be submitted electronically. However, should the contracting team determine paper is necessary, then the contract must require that paper deliverables and administrative documents be printed and copied two-sided on paper containing at least 30 percent postconsumer fiber.

## Federal Agencies' Roles

*(slide)*

- ❑ The Environmental Protection Agency, Department of Energy, and Department of Agriculture designate green products for Federal agencies to buy.
- ❑ They also provide the specifics of the environmental attribute – e.g., recycled content, energy efficiency.
- ❑ The Office of Management and Budget and the Office of the Federal Environmental Executive provide overall green purchasing policy and guidance.

All of the agencies mentioned above play a role in determining the products and services that meet the sustainability goals for the federal government.

The Environmental Protection Agency (EPA) has the lead for designating recycled content products, alternatives to ozone depleting substances, and water efficient products, and provides information on environmentally preferable products and services. EPA also shares responsibility for the ENERGY STAR® program with the Department of Energy (DOE). DOE's Federal Energy Management Program (FEMP) provides energy efficiency specifications for products not covered by ENERGY STAR®. FEMP also provides information about renewable energy technology and alternative fuels. The Department of Agriculture (USDA) has the lead for designating biobased products.

The role of the Office of the Federal Environmental Executive (OFEE) is to coordinate and collaborate with all of these agencies and to ensure that the Government and the military move towards the goals set.

GSA's MAS makes putting all this guidance together simple, by showing the products and services available on the Schedules that meet these requirements. There are links to appropriate Schedules on the Green Procurement Compilation, which will be discussed later in this course.

## Examples of Designated “Green” Products

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- Personal and institutional cleaning products
- Cafeteria-ware, especially biobased content products
- Building construction and maintenance products
- Paper office products
- Printing products
- Office electronics
- Fleet vehicles

The designated products cover a variety of products typically used by Federal agencies. The complete list of products designated by EPA, DOE, and USDA can be found in the Green Procurement Compilation.

## Federal Acquisition Regulation (FAR) Provisions

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FAR Part 23 provides policies and procedures on:

- Protecting and improving the quality of the environment, and
- Fostering markets for sustainable technologies, materials, products and services, and encouraging the safe operation of vehicles.

Policies and procedures for purchasing green products are found in Part 23 of the FAR.

### FAR Part 23 Scope

*This part prescribes acquisition policies and procedures supporting the Government's program for ensuring a drug-free workplace, for protecting and improving the quality of the environment, and to foster markets for sustainable technologies, materials, products, and services, and encouraging the safe operation of vehicles by—*

- (a) Reducing or preventing pollution;*
- (b) Managing efficiently and reducing energy and water use in Government facilities;*
- (c) Using renewable energy and renewable energy technologies;*
- (d) Acquiring energy-efficient and water-efficient products and services, environmentally preferable (including EPEAT-registered, and non-toxic and less toxic) products, products containing recovered materials, non-ozone depleting products, and biobased products;*
- (e) Requiring contractors to identify hazardous materials;*
- (f) Encouraging contractors to adopt and enforce policies that ban text messaging while driving; and*
- (g) Requiring contractors to comply with agency environmental management systems.*

*Executive Order 13423 sections 3(e) and (f) require that contracts for contractor operation of a Government-owned or -leased facility and contracts for support services at a Government-owned or -operated facility include provisions that obligate the contractor to comply with the requirements of the order to the same extent as the agency would be required to comply if the agency operated or supported the facility. Compliance includes developing programs to promote and implement cost-effective waste reduction.*

## FAR Requirements

(slide)

Other parts of the FAR address green purchasing requirements, including:

- Acquisition planning
- Specifying Government's needs
- Simplified acquisitions
- Commercially available items
- Contract administration

Green purchasing requirements are addressed throughout the FAR. It starts with agency heads where FAR 7.103 requires those officials to ensure acquisition planners consider green needs. In particular, FAR states that planners:

- ❖ Specify needs for printing and writing paper consistent with the 30 percent postconsumer fiber minimum content standards specified in section 2(d)(ii) of Executive Order 13423 of January 24, 2007, *Strengthening Federal Environmental, Energy, and Transportation Management*, and section 2(e)(iv) of Executive Order 13514 of October 5, 2009 (see [11.303](#))
- ❖ Comply with the policy in [11.002](#)(d) regarding procurement of: biobased products, products containing recovered materials, environmentally preferable products and services (including Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic products, nontoxic or low-toxic alternatives), ENERGY STAR® and Federal Energy Management Program-designated products, renewable energy, water-efficient products, and non-ozone depleting products;
- ❖ Comply with the Guiding Principles for Federal Leadership in High-Performance and Sustainable Buildings (Guiding Principles), for the design, construction, renovation, repair, or deconstruction of Federal buildings. The Guiding Principles can be accessed at [http://www.wbdg.org/pdfs/hpsb\\_guidance.pdf](http://www.wbdg.org/pdfs/hpsb_guidance.pdf); and
- ❖ Require contractor compliance with Federal environmental requirements, when the contractor is operating Government-owned facilities or vehicles, to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles.

Market research conducted during the acquisition planning phase will help the team learn what products may be harmful, and it will help them learn about available substitutions that work as well. The acquisition plan should also discuss the tradeoff analysis related to higher-priced “green” products vs. their less expensive, but potentially harmful, competitors.

FAR 11.002 also states that when agencies develop requirements they must consider sustainable acquisition including -

- ❖ Energy-efficient and water-efficient services and products (including products containing energy-efficient standby power devices) (subpart [23.2](#));
- ❖ Products and services that utilize renewable energy technologies (subpart [23.2](#));
- ❖ Products containing recovered materials (subpart [23.4](#));
- ❖ Biobased products (subpart [23.4](#));
- ❖ Environmentally preferable products and services, including EPEAT-registered electronic products and non-toxic or low-toxic alternatives (subpart [23.7](#)); and
- ❖ Non-ozone depleting substances (subpart [23.8](#)).

Contracting personnel must consider green when conducting simplified acquisitions as well as acquiring commercial products and services that meet green criteria. Finally, when administering awarded contracts, contract administrators must ensure contractors comply with all green terms and conditions.

## A Word About Labeling

(slide)

- ❑ Claims about environmental and energy attributes can be *self-claims* or *verified claims*
  - Recycled content claims generally are *self-claims*.
  - ENERGY STAR and EPEAT claims are verified by third party entities.
  - USDA now certifies biobased content through its “USDA certified biobased” labeling program.
- ❑ Third party organizations develop standards for products, and some of them verify claims.
- ❑ The Federal Trade Commission’s Guides to Environmental Marketing Claims gives guidance to product vendors to help them avoid making misleading claims.

It is important to note that some environmental claims are self-claims, and some are verified claims. Claims of recycled content are self-claims. Some claims of “environmentally preferable” are self-claims, but third party organizations also have standards for multiple attributes and verification programs.

ENERGY STAR, WaterSense, EPEAT and BioPreferred claims are verified claims.

## Use of Market Research for Green Purchasing

(slide)

- ❑ Conducting market research can help you find the most suitable approach to acquiring, distributing, and supporting supplies and services for agency needs
- ❑ During market research:
  - Identify green products that meet your performance needs and the green purchasing requirements.
  - Determine marketplace and identify “green” sources of supply.

### Considerations:

- ❖ Are the products to be supplied or used designated green products, as listed in the Green Procurement Compilation?
- ❖ Do the products to be supplied or used meet the agency’s strategic sustainability performance plan goals or the agency toxic and hazardous chemical management plan?
- ❖ Do the products to be supplied or used generate hazardous waste? Can they be disposed as solid waste or recycled at the end of their useful life?
- ❖ Do the products to be supplied or used meet applicable Government-required energy efficiency standards, water efficiency standards, recycled or biobased content, or other energy or environmental requirements?
- ❖ Does the contractor offer opportunities for waste prevention, such as reduced or recyclable packaging, packaging take-back programs, or a take-back program for products? See <http://www.pprc.org/pubs/epr/takeback.cfm>
- ❖ Are the products safer for employees to use?
- ❖ Are there locality-specific considerations to be addressed, such as water conservation or air pollution limitations?

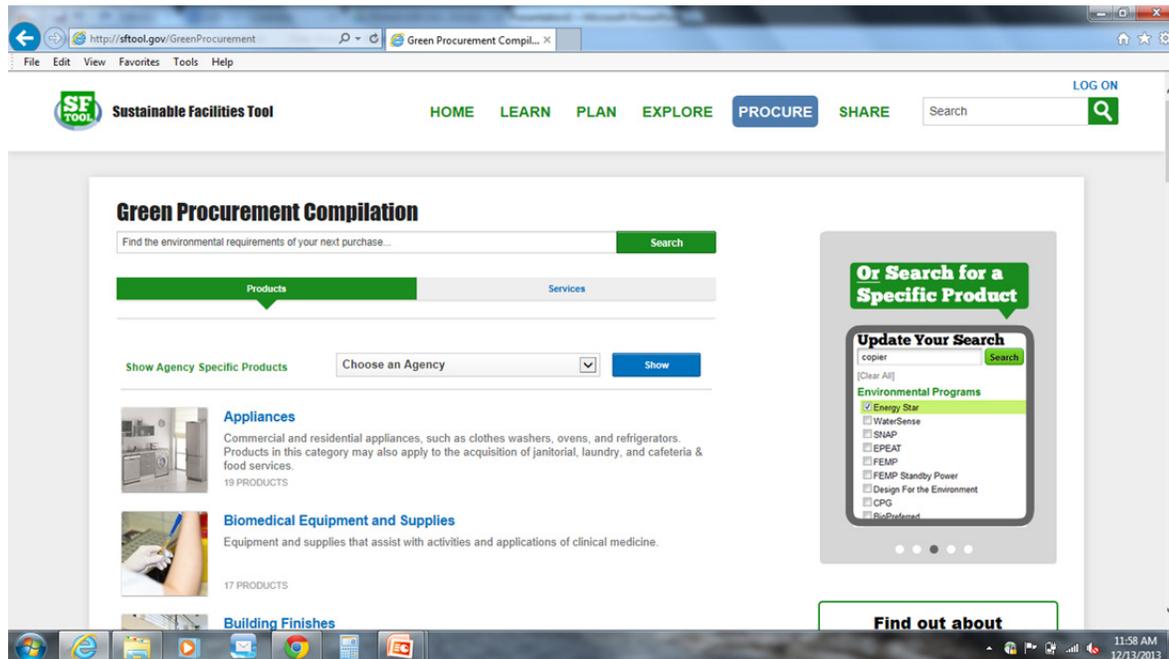
## Sources for Market Research

*(slide)*

- GSA *eLibrary*
- GSA *Advantage!*
- RFIs on *eBuy*
- Contractor price lists
- GSA's Green Procurement Compilation
- EPA, DOE, and USDA websites

See the web resources at the end of this guide.

# Green Procurement Compilation (slide)



The Green Procurement Compilation provides, in one place, the hundreds of products designated by EPA, DOE, and USDA for Federal agencies to purchase. It is organized by the way we buy products – e.g., office products, office electronics, building construction products.

The designated green products are separated into 26 categories:

- ❖ Appliances
- ❖ Biomedical Equipment and Supplies
- ❖ Building Finishes
- ❖ Building Furnishings
- ❖ Cafeteria Products
- ❖ Cleaning Products
- ❖ Construction Materials
- ❖ Contracted Printing Products
- ❖ Doors and Windows
- ❖ HVAC/Mechanical
- ❖ Landscaping
- ❖ Lighting and Ceiling Fans
- ❖ Lube, Oil, Hydraulic Fluid, and Grease
- ❖ Miscellaneous
- ❖ Non-Paper Office Products
- ❖ Office Electronics
- ❖ Paper Office Products
- ❖ Park and Recreation

- ❖ Personal Care
- ❖ Plumbing Systems
- ❖ Refrigeration Systems
- ❖ Renewable Energy
- ❖ Roadway Construction
- ❖ Special Construction Products
- ❖ Traffic Control
- ❖ Vehicles and Vehicle Products

For each product, the GPC includes the recycled content or biobased content recommendations or indicates that a product must meet ENERGY STAR, WaterSense, or Federal Energy Management Program requirements or optional requirements, such as EPA Design for the Environment or GSA's Green Proving Ground. It also indicates which products are available from the GSA Schedules, Federal Strategic Sourcing Initiative solutions, GSA Global Supply, AbilityOne, and Federal Prison Industries. The example highlighted here shows that battery chargers must meet ENERGY STAR requirements and are available from Multiple Award Schedule 56.

The Services tab leads to recommendations for making eight types of services contracts more sustainable.

MAS supports purchases of any type of product listed on the GSA Green Procurement Compilation.

Visit [www.sftool.gov/greenprocurement](http://www.sftool.gov/greenprocurement).

## Topic 5: Sustainability and the MAS Program

### **Vehicles for Procuring Sustainable Products/Services**

(slide)

- ❑ Global Supply
  - One-stop source for requisition-based ordering, providing comprehensive, environmentally compliant solutions
- ❑ Multiple Award Schedules
- ❑ GSA Advantage – Environmental Aisle
  - Offers thousands of individual green products available from Global Supply and MAS contractors

GSA Global Supply is committed to helping its customers achieve sustainability goals. More than a decade ago, Global Supply stopped offering virgin copier paper and offered only products with recycled content. Global Supply is continuing to strengthen its environmental product offering. More than 4,400 products with “green” attributes are available from GSA Global Supply and that number continues to grow. These items include office supplies, cleaning products, tools and safety gear.

Multiple Award Schedules, including the Federal Strategic Sourcing Initiative solutions, support sustainability through offering both green products and environmental and energy management services.

*GSA Advantage!* is the Government's premier online shopping system. With *GSA Advantage!*, you have instant access to literally millions of high quality products, services, and solutions from thousands of approved commercial vendors. The Environmental Aisle section is designed to provide ordering officials with easy access to the wide variety of environmental products and services offered by GSA.

## ***GSA Advantage!***

*(slide)*

*GSA Advantage!* allows customers to search for vendors of green products using single or multiple environmental programs:

- CPG (recycled content)
- BioPreferred (biobased)
- ENERGY STAR
- FEMP- designated
- WaterSense
- SNAP

*GSA Advantage* offers thousands of products and services to meet your environmental purchasing goals. The Environmental page is designed to provide easy access to the wide variety of environmental products and services offered by GSA.

*GSA Advantage!* features an “Environmental Aisle,” which enables direct access to a variety of products and services with environmental and energy attributes. There is no need to perform your own research, negotiate contracts, or keep track of various clauses on your own. And, as noted above, the Green Procurement Compilation provides links to pre-populated product searches in *GSA Advantage!* for some products.

For many products on *GSA Advantage!*, vendors determine (self-certify) the environmental symbols listed with a product. If you have a question about a product's environmental specification, please contact the vendor directly for confirmation prior to placing order. For more information, visit: <https://www.gsaadvantage.gov/advantage>.

## GSA Advantage - The Green Aisle (slide)

### Green Aisle Icons & Descriptions



[WaterSense](#) - This product is approved by the US Environmental Protection Agency (EPA) WaterSense program and meets or exceeds water efficiency and performance standards.



[BioPreferred](#) - This product meets or exceeds the U.S. Department of Agriculture (USDA) biobased content requirements. BioPreferred products are required under Federal Acquisition Regulation (FAR) Subpart 23.4.



[EPA Primary Metals Free](#) - This product is free of cadmium, lead and/or mercury; chemicals included on the "31 Priority Chemical List".



[Comprehensive Procurement Guideline compliant](#) - This product has been certified to meet or exceed the U.S. Environmental Protection Agency Recovered Material Advisory Notice (RMAN) standard for recovered materials as specified in the Resource Conservation and Recovery Act Section 6002 Comprehensive Procurement Guideline.



[ENERGY STAR](#) - Item complies with US Department of Energy (DOE) and US Department of Environmental Protection Agency's (EPA) ENERGY STAR Program as required by the Federal Acquisition Regulation (FAR) Subpart 23.203 and Executive Order 13423.



[FEMP Energy Efficient items](#) - Item meets Federal Energy Management Program (FEMP) energy efficiency levels as required by the Federal Acquisition Regulation (FAR) Subpart 23.203, Executive Order 13423, and Executive Order 13221.



[U.S. EPA Significant New Alternatives Program approved](#) - This product meets the U.S. EPA Significant New Alternatives Program criteria requirement as a suitable substitute for ozone depleting substances.



[Electronic Product Environmental Assessment Tool \(EPEAT\) registered item](#) - Product meets EPEAT Silver environmental performance criteria. Product meets all required criteria plus at least 50% of the optional criteria that apply to the product type being registered.



[Electronic Product Environmental Assessment Tool\(EPEAT\) registered item.](#) Product meets EPEAT Gold environmental performance criteria. Product meets all required criteria plus at least 75% of the optional criteria that apply to the product type being registered.



[PRIME program item](#) - Item is included in the Navy's Plastics Removal in Marine Environment Program. Items in the PRIME program require biodegradable packing materials.



[Low VOC](#) - This product meets the low volatile organic compounds (VOC) standard for product categories listed in California Air Resources Board (CARB) for reducing VOC emissions from consumer products and architectural coatings. [Ref: California Code of Regulations, Title 17, Division 3, Chapter 1 Subchapter 8.5, Article 2 (sections 94507-94517) and CARB Suggested Control Measure for Architectural Coatings, Table 1.]



[EPA Primary Metals Free](#) - This product is free of cadmium, lead and/or mercury; chemicals included on the "31 Priority Chemical List".



[NESHAP compliant](#) - The "as applied" formulation of this coating has been certified to meet applicable volatile organic compound and hazardous air pollutant emission limits as established by National Emissions Standards for Hazardous Air Pollutant (NESHAP) regulation, 40th Code of Federal Regulation, Part 63.

## Sustainability Supported by GSA Schedules

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GSA Schedules assist sustainable acquisition through three means:

1. Products available through Schedules contractors
  - Computer Equipment or Furniture
  - Cleaning Supplies
2. Services
  - Facility management and maintenance
  - Janitorial Services
3. Environmental and energy services
  - Materials and Waste, Recycling & Disposal Services
  - Environmental Consulting Services

### Example of Products

GSA provides more "green" furniture options, furnishings and services on contract than ever before. A wide range of GSA vendors have dedicated innovative corporate resources in order to provide quality, environmentally sensitive products from the floors up to the ceilings. Every day more and more environmentally sustainable products are added. Here are a few of the highlights:

- ❖ There is flooring that conserves resources by using 100 percent renewable ingredients like Forbo's linoleum.
- ❖ Mannington's recycled content vinyl composition tiles won them the 1997 State of New Jersey's Recycling Award.
- ❖ If a softer feel underfoot is needed, GSA has that covered, too. Milliken, winner of GSA's first Evergreen Award, takes back used Milliken carpet tile, cleans and rejuvenates it, and overprints a new pattern for reuse.
- ❖ Recycled content carpet from Talisman Mills uses 36, 2-liter soda bottles in every square yard of carpet, preventing an estimated 40 million pounds of waste from entering landfills, in turn reducing depletion of finite reserves of fossil fuel.
- ❖ For recyclable, recycled content vinyl-backed carpet, Collins & Aikman uses reclaimed carpet to create vinyl backing for their carpet -- which can then be reclaimed at the end of its life cycle and again re-manufactured into backing for new carpet -- a closed loop system of mining facilities for resources, rather than the earth.
- ❖ Save thousands of budget dollars with office workstations in which pre-owned systems panels and components are re-manufactured to "like new" condition;
- ❖ Think about products made with 100 percent recyclable materials, such as aluminum, and the tables from Southern Aluminum;

- ❖ Shed some light with task lighting with occupancy sensors to reduce energy consumption;
- ❖ If it's a table lamp that is needed, many of GSA vendors supply products that accept the energy saving compact fluorescent lamps (CFLs) -- certified allies of EPA's "Green Lights" Program; and
- ❖ Energy-saving window coverings include see-through shading systems that let in the light, but not the summer heat.

GSA's Facilities Maintenance and Hardware Acquisition Center requires that new products under four Schedule 51V, Hardware Superstore, categories be designated as "green." These new items must meet ENERGY STAR requirements and be certified ENERGY STAR compliant or FEMP approved. The initial focus of this effort will be on the following product groups as they apply to the designated Schedule 51V categories – air conditioners, clothes washers, water heaters, refrigerators, freezers, and air purifiers.

### **Environmental and Energy Services**

Environmental Services Schedule 899 is a one-stop shop for industry experts providing support to Federal agencies. Services under this Schedule are designed to support agencies in meeting their environmental requirements and streamline the contracting process by providing a faster, more cost efficient means to meet environment requirements.

The variety of offerings include:

- ❖ 899 1 Environmental Consulting Services NAICS 541620
- ❖ 899 3 Environmental Training Services NAICS 541620
- ❖ 899 5 Materials and Waste, Recycling & Disposal Services NAICS 562920, 562112
- ❖ 899 7 Geographic Information Systems (GIS) Services NAICS 541620
- ❖ 899 8 Remediation and Reclamation Services NAICS 562910, 541380

## Recycled Content Products

(slide)

Comprehensive Procurement Guideline (CPG) items are recycled items. These are scattered throughout the Schedules:

- Schedule 23 – tires for automotive
- Schedule 51V – appliances, landscaping products
- Schedule 56 – building construction products
- Schedule 72 – building interiors
- Schedule 71 – office furniture
- Schedule 73 – recycling containers, plastic trash bags
- Schedule 75 – paper and other office products
- Schedule 78 – plastics (traffic control devices, signage, plaques)
- Schedule 81 – newsprint, parcel packaging, steel and plastic drums
- Schedule 511 – traffic control devices (traffic cones)

GSA has made it easier for Federal agencies to meet their green purchasing requirements for Comprehensive Procurement Guideline (CPG) items and other items that contain recovered materials.

The GSA inventory includes many products that meet EPA CPG established criteria for each of the following eight (8) product designation categories:

- ❖ Construction Products
- ❖ Landscaping Products
- ❖ Non-paper Office Products
- ❖ Paper and Paper Products
- ❖ Park and Recreation Products
- ❖ Transportation Products
- ❖ Vehicular Products
- ❖ Miscellaneous Products

GSA identifies recycled content products in GSA *Advantage!* with the chasing arrows recycling symbol.

## ENERGY STAR/Energy Efficient Schedules

*(slide)*

- ❑ ENERGY STAR and Energy Efficient
- ❑ Schedules 36, 51V, 56, and 73
  - Copiers
  - Lighting
  - Commercial and industrial cooling and heating
  - Appliances
  - Office electronics
  - Construction and plumbing products
  - Food service equipment

GSA offers both ENERGY STAR and FEMP-designated energy efficient products on Schedules 36, 51V, 56, and 73. Several of these items are now offered green-only, including appliances, imaging equipment, and battery chargers.

## WaterSense Schedules

*(slide)*

- ❑ WaterSense covers:
  - Bathroom Sink Faucets
  - Flushing Urinals
  - High-Efficiency Toilets
  - Landscape Irrigation Services
  - New Homes
  - Pre-rinse Spray Valves
  - Showerheads
  - Weather or Sensor-based Irrigation Control Techniques
- ❑ Schedule 56
  - Bathroom sink faucets
  - Showerheads
  - Toilets

WaterSense, a partnership program sponsored by the EPA, seeks to protect the future of our nation's water supply by promoting water efficiency and enhancing the market for water-efficient products, programs, and practices. The program helps consumers identify water-efficient products and programs. The WaterSense label indicates that these products and programs meet water efficiency and performance criteria.

## GSA Green Schedules for Products – BioPreferred (slide)

- ❑ BioPreferred - Preferred procurement program for biobased products that USDA mandated for purchase by the Government
- ❑ Products on Schedule
  - Schedule 51 V – Oils, lubricants, paint, compost materials
  - Schedule 56 – Fluid-filled transformers, insulation foam
  - Schedule 72 – Biobased content flooring
  - Schedule 73 – Cleaning products, bags, dinnerware, concrete
  - Schedule 75 – Topical pain relief, bathroom supplies
  - Schedule 81 – Industrial cleaners
  - Schedule 84 – Gun cleaning solvent, gun lubricant

Biobased products are commercial or industrial goods (other than food or feed) determined by the USDA Secretary to be composed in whole or in significant part of biological products, forestry materials, or renewable domestic agricultural materials, including plant, animal, or marine materials.

The BioPreferred Program maintains a list of designated items along with the minimum biobased content required. The BioPreferred Catalog on the USDA's website provides Federal and contractor personnel with a searchable database of biobased products. The catalog enables customers to compare information on BioPreferred products and the companies that provide them.

The USDA Certified Biobased Product label (below) assures the consumer that a product or package contains a verified amount of renewable biological ingredients.



Biobased products are available for purchase at *GSA Advantage!* and GSA Global Supply. Biobased items are identified with the biobased symbol.

## Efforts to “Green” the Schedules

*(slide)*

FAS is "greening" the Schedules by identifying individual items with a green-only mandate. To date, these are:

- Schedule 36, SIN 51 100 – ENERGY STAR copiers
- Schedule 56, Plumbing products and bathroom fixtures, water heaters, lighting
- Schedule 75/ SIN 75 200 -- 30% postconsumer content copier paper
- Schedule 73/ SINs 302 49 and 375 361 – ENERGY STAR equipment and biobased cleaning products, respectively
- Schedule 51V – ENERGY STAR appliances
- Schedule 72 -- carpet and carpet tile must be NSF-140 Gold
- Schedule 84 – BioPreferred gun cleaning solvent

## Greening MAS Today- Round 1

(slide)

Product/Service Description	Schedule	Green Standard	Effective Date	Implementation
Copiers	36	ENERGY STAR	July 2010	Complete
Appliances, Heating/Cooling Equipment & Plumbing Items	51 V	ENERGY STAR	December 2010	Complete
Plumbing Products and Bathroom Fixtures, Water Heaters, Energy Saving Lighting, Lighting Fixtures, Light Bulbs, and Accessories	56	WaterSense, FEMP, ENERGY STAR (as applicable to product)	September 2010	Complete
Carpet/ Carpet Tile/ Floor Coverings	72	NSF-140 Gold	January 2011	Complete
Environmental Services	899	R2/ BAN	February 2011	Complete
Food Service & Refrigeration Equipment, Cleaning Chemicals, Sorbents & Janitorial Supplies	73	ENERGY STAR, BioPreferred (as applicable to product)	Dec 2010, Feb 2011	Complete
Gun Cleaning Solvent	84	BioPreferred	February 2011	Complete
Copier Paper	75	30% post consumer content	1990's	Complete

## Greening MAS Today- Round 2

(slide)

Product/Service Description	Schedule	Green Standard	Effective Date	Implementation
Furniture	71	TBD	TBD	TBD
Televisions/Video Equipt.	58 I	ENERGY STAR	February 2012	Complete
Printer/Toner Cartridges	75	TBD	FY12	TBD
Paper/non-paper products	75	TBD	FY12	TBD
Lubes and Greases	51V	BioPreferred	FY12	TBD
Integration of Recycled/reuse/trade-in programs on both product and service Schedules.	Various, including 75, 36, 71, 72, 81 IB	TBD	FY12	TBD

## Schedules for Environmental and Energy Services

(slide)

- ❑ Schedule 899 – Environmental Services
  - Environmental Consulting
  - Environmental Training
  - Materials and Waste Recycling and Disposal
  - Geographic Information Systems (GIS)
  - Remediation and Reclamation
  - New Technology
- ❑ Schedule 03FAC - Facilities Maintenance and Management
  - Energy management program support and energy audit related services.
- ❑ Schedule 84 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft, and Emergency/Disaster Response

### Schedule 899 Environmental Services

Environmental Services Schedule 899 is a one-stop shop for industry experts providing support to Federal agencies. Services under this Schedule are designed to support agencies in meeting their environmental requirements and streamline the contracting process by providing a faster, more cost efficient means to meet environment requirements.

A wide variety of services and tasks can be procured through Schedule 899 from industry experts who are qualified to offer support for:

- ❖ Strengthening Federal Environmental Management goals in Electronics Stewardship;
- ❖ Environmental Management Systems;
- ❖ Pollution Prevention, Cleanup and Restoration;
- ❖ HAZMAT;
- ❖ Training Awareness and more.

### Schedule 03FAC

The variety of Offerings Include:

- ❖ Energy Management Planning and Strategies
- ❖ Training on Energy Management
- ❖ Metering Services
- ❖ Energy Program Support Services
- ❖ Building Commissioning Services
- ❖ Energy Audit Services

- ❖ Resources Efficiency Management (REM)
- ❖ Innovations in Renewable Energy
- ❖ Water Conservation
- ❖ Energy Consulting Services

### **Schedule 84**

In an effort to help agencies meet the requirements of E.O. 13514, Schedule 84 - Law Enforcement - has initiated steps to increase its "green" offerings. Schedule 84 covers Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response.

Only firearm lubricants that meet the BioPreferred program requirements will be accepted for award on Schedule 84.

GSA has also put in place Comprehensive Professional Energy Services (CPES) BPAs across the country, as a result of E.O. 13514. These may be viewed at <http://www.gsa.gov/portal/category/26748>.

## Ordering “Green” from Other Schedules

*(slide)*

- ❑ Many other Schedules include “green” products and services intermingled with non-green such as Schedule 70 for IT products and services.
- ❑ Challenge is selecting green.
- ❑ Several means to achieve “green” objective:
  - Use market research to assess marketplace and sources.
  - Limit the companies solicited to only green sources – useful on smaller requirements such as micro-purchases and those under SAT.
  - “Green” may be a mandatory requirement depending upon the precise needs.
  - Sustainability as an evaluation factor - agencies can use it as an evaluation factor in solicitations.

Many Schedules contain “green” products and services mixed in with non-green. Choosing “green” can be a challenge. If the value of the requirement is less than the SAT, pick green sources and solicit quotes only from them. If the value exceeds the SAT and you solicit multiple sources including green and non-green by means such as eBuy, you can include sustainability as a “best value” source selection factor.

## Federal Strategic Sourcing Initiative (FSSI)

(slide)

- ❑ FSSI applies to office supplies and recently expanded to include print management.
- ❑ One major objective is to encourage both BPA holders to offer sustainable technologies and environmentally sustainable products.
- ❑ There are 15 BPAs under Schedule 75 and offer greater discounts.
- ❑ 11 BPAs will provide reductions to printing, copying, scanning and faxing costs.
- ❑ BPAs also include assessment services of agency's current print environment and identify cost reductions.

FSSI encourages cross-Government collaboration and adoption of industry best practices. This allows the Government to aggregate requirements, streamline processes and leverage its buying power. As a result, best value and repeatable processes are created that can be used in any acquisition environment to drive down the cost of commonly purchased commodities. FSSI solutions began with office supplies, print management, and delivery services, but are now expanding to many other products and services. These include janitorial products (JanSan), building maintenance products (MRO), furniture, and building maintenance services (BMO), all of which will have green product requirements.

The FSSI Office Supplies BPAs not only ensure compliance with green product requirements, but offer purchasing data, including green products. This can help agencies to meet their semi-annual reporting under the Office of Management and Budget's sustainability scorecard.

The Print Management BPA was established under GSA's FSSI, specifically for the Integrated Workplace Acquisition Center's (IWACenter) Multiple Award Schedule (MAS) 36 – Office Imaging and Document Solutions. The program's key to success is driven by acquisition optimization, behavior change and continuous process improvement.

The BPAs offer agencies access to a wide range of cost effective print and copy devices as well as other related services and accessories. One such notable service it offers is the Fleet Assessment service. This service analyzes an agency's current print environment and identifies opportunities to lower costs and improve environmental performance. Further, the BPAs are designed to improve overall operational efficiency, reduce print costs and raise agency environmental sustainability performance. All devices available through the BPAs meet ENERGY STAR standards. As an added bonus, all devices are capable of using paper that is 100 percent recycled and consists of 50 percent post-consumer content, and come preset with default energy and cost savings settings.

For more information, visit: <http://www.gsa.gov/portal/content/112561>.

## Comprehensive Professional Energy Services (CPES) BPA (slide)

One of GSA's FSSIs, CPES provides a powerful and streamlined acquisition vehicle so that agencies may acquire fully compliant, innovative energy services solutions. This includes:

- Comprehensive Services from a Single Task Order
- Dynamic Pool of Contractors (21) with excellent Past Performance
- Proven Acquisition Excellence

GSA's Comprehensive Professional Energy Services (CPES) BPA helps agencies achieve their energy, greenhouse gas, and water conservation goals using a streamlined acquisition process.

Established December 31, 2009, the CPES BPA helps agencies and departments meet statutory and executive order energy conservation and efficiency goals. For a concise explanation of the CPES BPA and for a listing of the advantages for using the BPA, see the CPES BPA Slipsheet, (<http://www.gsa.gov/graphics/fas/CPESBPASlipsheet2011.pdf>) a handy, convenient, and informative handout about the CPES BPA.

For more information, visit: <http://www.gsa.gov/portal/category/26748>.

## Comprehensive Professional Energy Services (CPES) BPA (slide)

Using the CPES BPA, agencies can:

- Acquire fully compliant energy services;
- Measurably move the nation towards greater reliance on clean energy technology solutions;
- Promote sustainability and environmental stewardship throughout Federal Government operations;
- Support the administration's effort to retain and create jobs and put Americans back to work;
- Acquire services using the Federal Government's first Federal Strategic Sourcing Initiative (FSSI) to support energy services as required by the Recovery Act; and,
- Also use the BPA for non-Recovery Act orders

Services that may be acquired via the CPES BPA include:

- ❖ Reviewing current energy-reduction measures including, but not limited to, those used in water efficiency, lighting, heating, and cooling of federal buildings or other operations;
- ❖ Developing a process to ensure that any energy-conservation measure employed in a major building renovation uses the most energy-efficient designs, systems, and equipment;
- ❖ Recommending and implementing renewable energy solutions, where feasible;
- ❖ Achieving, at a minimum, a Leadership in Energy and Environmental Design (LEED) Silver rating certification for Government facilities;
- ❖ Ensuring that all new buildings and major renovations are designed to reduce fuel consumption as required by the Energy Independence and Security Act of 2007 (EISA);
- ❖ Ensuring energy analysis is part of any commissioning action; and,
- ❖ Planning, monitoring, and reporting results with ENERGY STAR or other Government-approved tools.

# eLibrary (slide)

The screenshot shows the GSA eLibrary website. At the top, there is a navigation bar with links for Home, eBuy - quotes, GSA Advantage - online shopping, and Help. Below this is a header section with a welcome message and a search bar. The search bar includes a dropdown menu for "all the words" and a "Search" button. Below the search bar is a "Category Guide" section with a list of categories such as Hurricane Response Supplies & Services, Disaster Relief, Furniture & Furnishings, IT Solutions & Electronics, Law Enforcement, Fire, & Security, Recreation & Apparel, Services, Travel & Transportation Solutions, and Wildland Fire & Equipment. To the right of the main content, there are several sidebar sections: "Quick Schedule" with a "Go to" dropdown and "Go" button; "Schedule Contracts" with a description of GSA schedule contracts and links to "View schedule contracts" and "GSA schedules info"; "Technology Contracts" with a description of GSA technology contracts and links to "View technology contracts" and "GSA technology contracts info"; "State and Local Governments" with a description of cooperative purchasing and links to "View participating vendors" and "Cooperative Purchase FAQ"; and "Disaster Recovery Purchasing" with a description of disaster recovery purchasing and a link to "Disaster Recovery Purchasing FAQ".

The GSA eLibrary was formerly known as the Schedules Library. Through eLibrary, you can view and search individual schedules for green products. Green-only requirements are indicated either in the introductory text or in the text for individual Special Item Numbers (SINs).

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)

## eBuy

(slide)

- eBuy - an online RFQ system that allows ordering activities to post requirements, obtain quotes, and issue orders.
- eBuy allows picking green sources to solicit

[www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)



### Knowledge Check 1

GSA's Multiple Award Schedules can help you buy:

- Green products
- Energy and environmental services
- Solar roofs for your house
- All of the above



### Knowledge Check 2

True or False: Purchasing products and/or services which have positive environmental or energy attributes is known as green purchasing or sustainable acquisition.

- True
- False



### Knowledge Check 3

You are acquiring janitorial services for an office building. What are some considerations you should take in “greening” this service?

Answer:

## Web Resources

- ❖ GSA Green site [www.gsa.gov/gogreen](http://www.gsa.gov/gogreen)
- ❖ Green Procurement Compilation [www.sftool.gov/greenprocurement](http://www.sftool.gov/greenprocurement)
- ❖ EPA's website on "Environmentally Preferable Purchasing:" <http://www.epa.gov/epp/>
- ❖ EPEAT at [www.epeat.net](http://www.epeat.net)
- ❖ CPG <http://www.epa.gov/cpg>
- ❖ ENERGY STAR [www.energystar.gov](http://www.energystar.gov)
- ❖ FEMP [http://www1.eere.energy.gov/femp/technologies/procuring\\_eeproducts.html](http://www1.eere.energy.gov/femp/technologies/procuring_eeproducts.html)
- ❖ BioPreferred [www.biopreferred.gov](http://www.biopreferred.gov)
- ❖ SNAP <http://www.epa.gov/ozone/snap/>
- ❖ WaterSense [www.epa.gov/watersense](http://www.epa.gov/watersense)
- ❖ MAS Training [Student Guides](#)
- ❖ MAS Desk Reference [www.gsa.gov/masdeskreference](http://www.gsa.gov/masdeskreference)
- ❖ Multiple Award Schedules [www.gsa.gov/schedules](http://www.gsa.gov/schedules)
- ❖ eLibrary [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)
- ❖ GSA *Advantage!* [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
- ❖ eBuy [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)
- ❖ MAS News [www.gsa.gov/masnews](http://www.gsa.gov/masnews)
- ❖ Federal Acquisition Regulation (FAR) [www.acquisition.gov/far](http://www.acquisition.gov/far)
- ❖ Monthly Webinars sponsored by the MAS Program Office <http://www.gsa.gov/masnews>
- ❖ Training Videos - <http://www.gsa.gov/portal/content/210517>
- ❖ Defense Acquisition University <http://catalog.dau.mil/>