



OPERATIONAL SERVICES DIVISION

Environmentally Preferable Products Procurement Program

Julia Wolfe, Director of Environmental Purchasing
January 13, 2022



Agenda



OPERATIONAL SERVICES DIVISION

- Overview of the Operational Services Division (OSD)
- Executive Order 515
- Environmentally Preferable Products (EPP) Procurement Program
- Market Development Opportunities and Challenges





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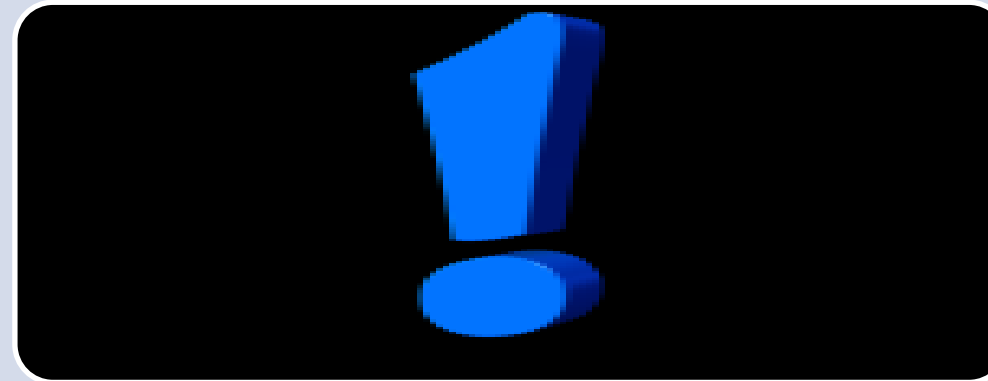
The Operational Services Division (OSD) is an oversight agency of the Commonwealth of Massachusetts within the Executive Office of Administration and Finance.

OSD administers the procurement process for the Commonwealth of Massachusetts' Executive Agencies by establishing Statewide Contracts for commonly purchased goods and services.

Our operational and oversight activities *facilitate and guide the evaluation, acquisition, management, and disposition of goods and services.*

- ✓ Strategic Sourcing Services
- ✓ COMMBUYS Operations
- ✓ Local Government Enablement Team
- ✓ Training Unit
- ✓ Marketing, Communications, and Events
- ✓ Environmentally Preferable Products (EPP) Procurement Program
- ✓ Office of Vehicle Management
- ✓ Commonwealth Print Services
- ✓ Surplus Property Program
- ✓ Special Education Pricing
- ✓ Audit and Quality Assurance
- ✓ Performance Analytics

Statewide Contracts (SWC)



Goods and Services

>[105 SWCs](#)

16 Categories

>\$2 Billion in Spend in
FY21

Entities Eligible to Use Contracts

- Executive Agencies (required)
- All Other State Agencies, including Quasi Public Agencies
- Public Colleges & Universities
- Eligible Non-profits
- Municipalities – Cities and towns and others must follow M.G.L. c. 30B and may purchase from OSD Statewide Contracts per M.G.L. c. 7, §22A and M.G.L. c. 30B, §1(c).

Robust EPP Program

- Dedicated Director
- Executive Order 515
- Annual Progress Reporting

Using Statewide Contracts

How Do Buyers Benefit?

- ✓ **Get the best value** — In FY21 alone the Commonwealth purchased more than \$2.0 billion in goods and services, resulting in significant buying power.
- ✓ **Reduce administrative work** — OSD manages the procurement process: posting the RFR, coordinating the evaluation of responses, awarding vendors, negotiating the contract(s), and, ultimately, managing the contract through its expiration date.
- ✓ **Experience excellent customer service** — Each OSD contract has a designated Sourcing Manager to assist buyers with questions and any issues regarding the contract. The [OSD Help Desk](#) also is available for assistance.



Executive Order 515 – Establishing an Environmental Purchasing Policy for the Commonwealth

“...help conserve natural resources, reduce waste, protect public health and the environment, and promote the use of clean technologies, recycled materials, and less toxic products.”

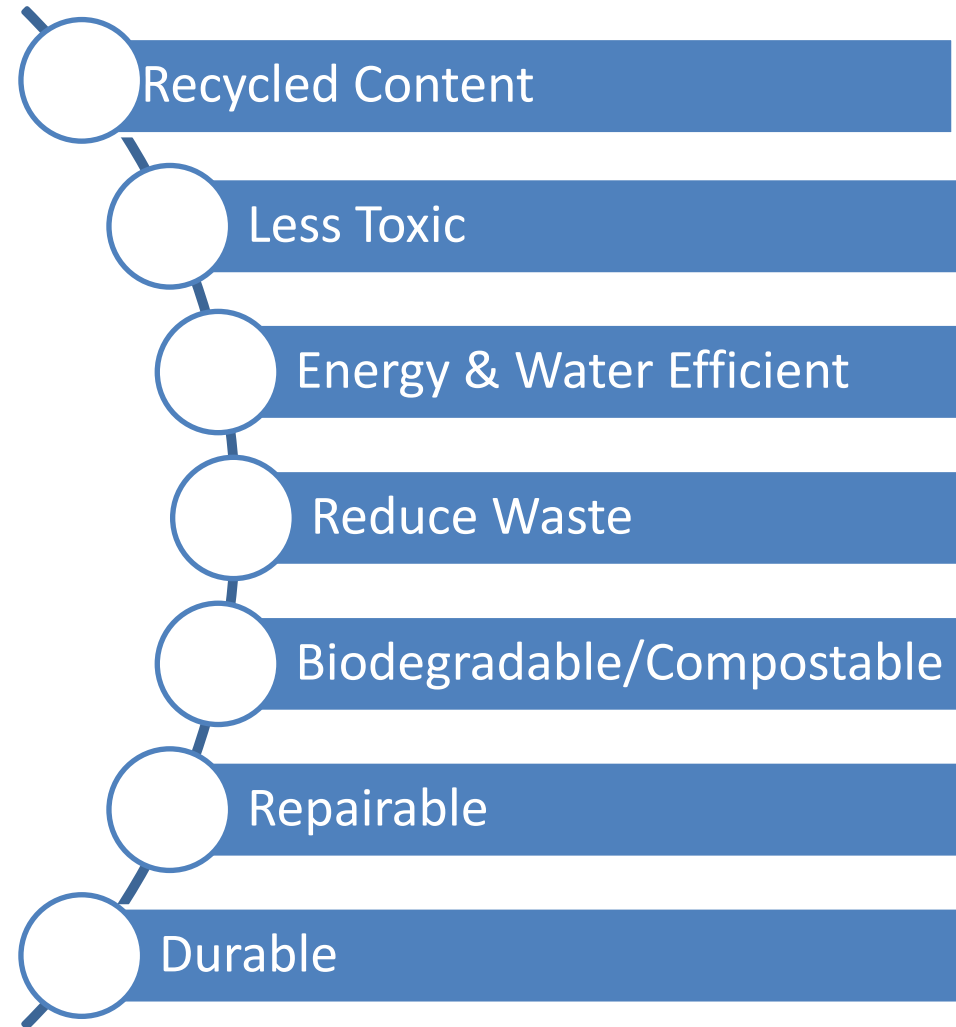
Directs Departments to procure EPPs “whenever such products and services are **readily available, perform to satisfactory standards, represent best value to the Commonwealth.**”



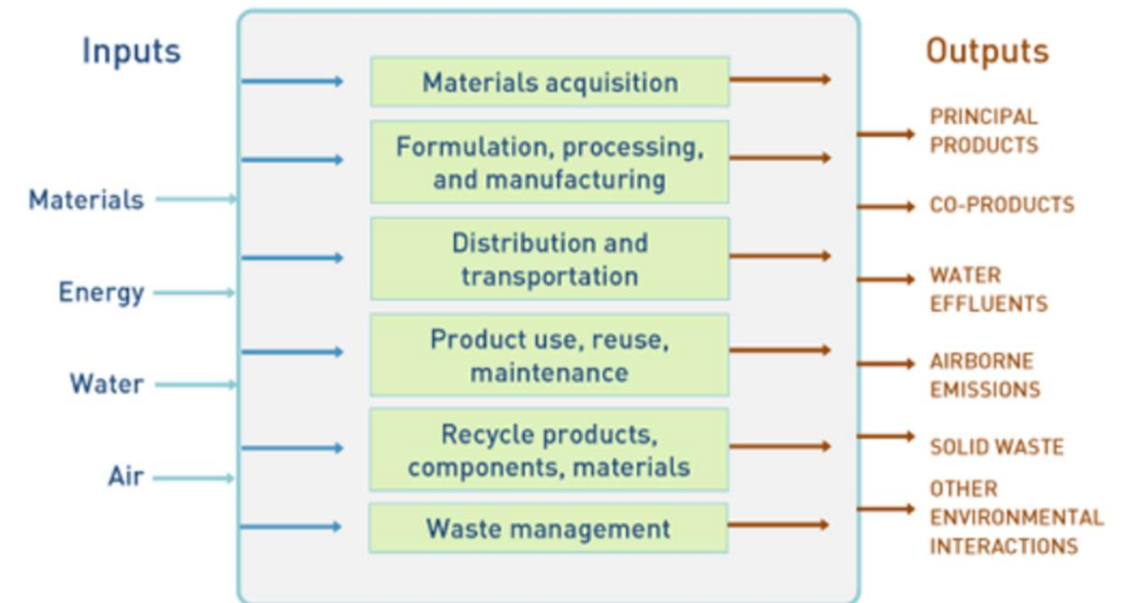
EPP Program Director

- Co-Chairs the Toxics Reduction Task Force
- Develops new EPP specifications
- Designates minimum EPP requirements
- Promotes Products/Services to eligible users
- Writes Annual Progress Report
- Encourages national cooperation

EPPs: Products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.



Supply Chain



Best Value



Price – Cost Savings

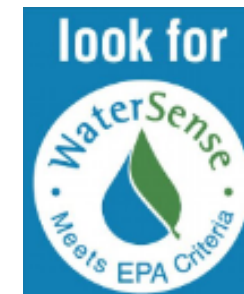
Performance

Availability

Full Cost Accounting



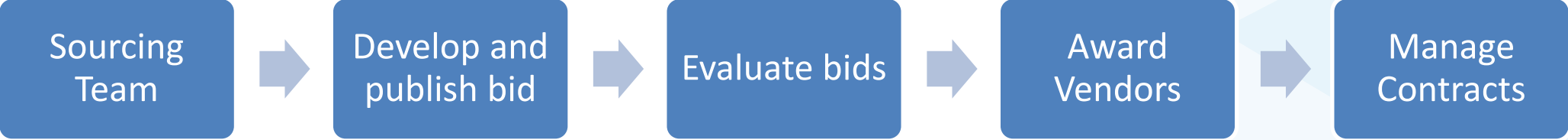
Third-Party Certified
Minimum Environmentally Preferable
Products and Services Specifications Guide



Bid Process: Open, Fair, Transparent



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EPP Program Assistance



[Steps to Consider if You Are Interested in Statewide Contracting](#)

TOOL: Find EPPs on Statewide Contracts



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www.mass.gov/epp

Environmentally Preferable Products and Services Guide

This Guide has been prepared by the Environmentally Preferable Products Procurement Program (EPP Program) managed by the Operational Services Division (OSD) to assist Commonwealth agencies and political subdivisions in identifying and procuring more sustainable products and services, such as products that use less energy and water, are made with recycled content and less toxic materials, and have other environmentally preferable attributes. The products and services listed are those available on Commonwealth Statewide and limited use contracts.

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Introduction

Below please find alphabetical listings of environmentally preferable products and services available on OSD's Statewide Contracts. Click on a link to view the appropriate section in this Guide with summary information, and select the appropriate contract number to bring you to the Contract User Guide (CUG), which provides contract summary purchasing information.

To use OSD's Statewide Contracts and to view the most recent contract information, including a full list of vendors, visit COMMBUYS (www.COMMBUYS.com) and search for the appropriate contract number.

TABLE OF CONTENTS

- Environmentally Preferable Products Index >
- Environmentally Preferable Services Index >

TABLE OF CONTENTS

- Alternative Snow and Ice Products
- Alternative Vehicle Technologies
- Antifreeze - Remanufactured
- Art and Instructional School Supplies
- Bio-based Lubricants, Equipment and
- Biodiesel
- Building Materials and Supplies
- Cleaning Products, Programs, Equip
- Clothing, Environmentally Preferab
- Compostable / Bio-degradable P

TABLE OF CONTENTS

- Antifreeze Recycling
- Battery Recycling
- Computer/Electronics Recycling
- Demand Response Services
- Document scanning and destruction (rec
- Environmental Consultant, Program Co
- Energy Consulting Services
- Fire Extinguisher Recycling
- Fuel Card and Fuel Management Ser

Cleaning Products, Programs, Equipment, and Supplies, Environmentally Preferable

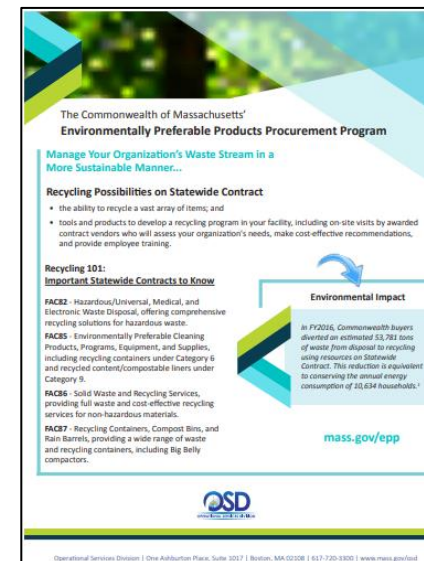
Contract Title & Links to Contract User Guides	Product Description for Cleaning Equipment, and Supplies, Environmentally Preferable
Environmentally Preferable Cleaning Products, Programs, Equipment & Supplies - FACE	This is a multi-state "all green" contract category of environmentally preferable cleaning products that also includes green janitorial paper products including independently Third-Party Certified claims, as well as the product an established and well-known program. The contract

Battery Recycling

Contract Title & Links to Contract User Guides	Services Description
Hazardous, Medical, Hard-To-Handle Waste Collection, Disposal/Emergency Response - FACE	Vendors on this contract offer recycling services for mercury, silver, lead, nickel-cadmium, and alkaline batteries, such as household hazardous waste may be found in the contract.
Office Supplies - Recycled Paper and Envelopes - DFP36	COMMBUYS HSBPO, The office supplies

Outreach

- www.mass.gov/epp
- [Buy The Way](#) – OSD Newsletter
- [Sign up](#) to receive OSD updates
- Presentations/Trainings
- Work with local, state and national organizations
- [Sustainable Purchasing Video](#)



Reporting



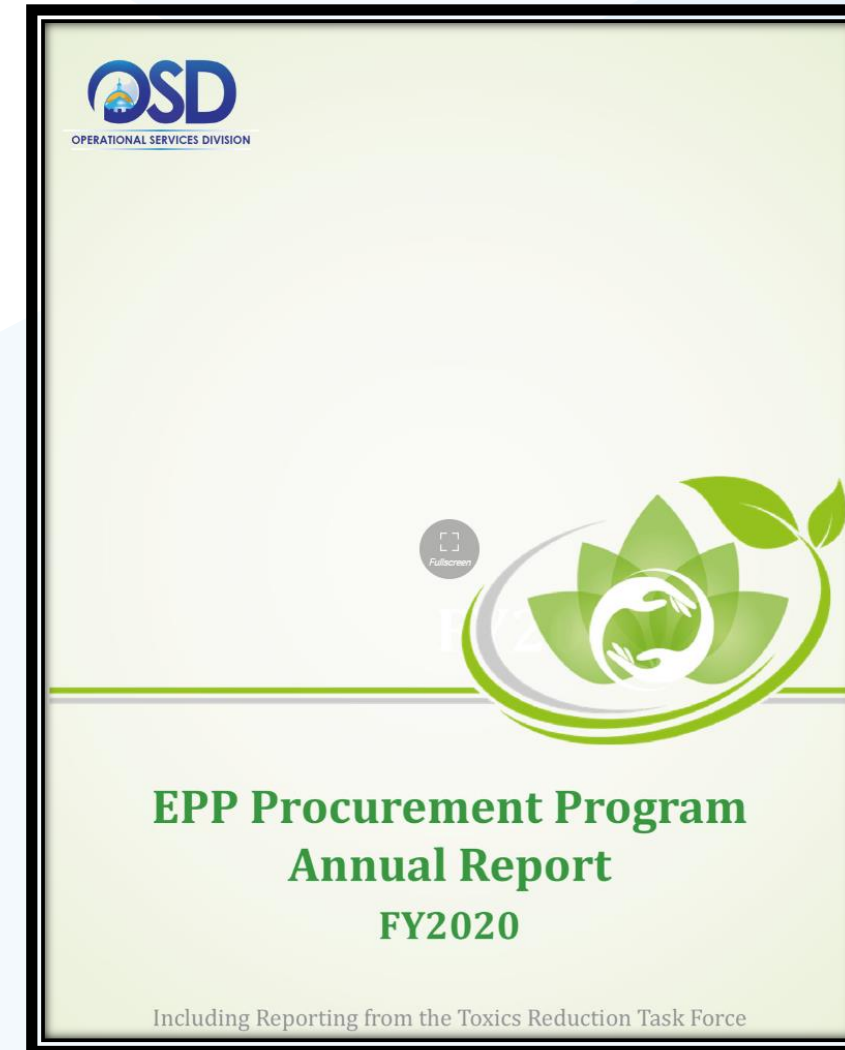
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EPP Annual Report

1. Report on Progress with Executive Order 515

2. Measure:

- EPP Spend
- Savings
- MTCE reduced
- Tons of material diverted to recycling





OSD: NERC/APR Government Recycling Demand Champion Advocate

- Northeast Recycling Council/Association of Plastic Recyclers [Government Recycling Demand Champion Advocate](#)
- NERC promotes purchase of products with recycled content. Resources include:
 - Webinars
 - Specifications
 - Buy recycled policy
 - Roadmap to buying products with recycled content
 - Sample supplier letter

Post-Consumer Recycled Plastic (PCR/P) Products on Statewide Contract



Contract Number	Contract Name	PCR/P Product Groupings
CLT08	Clothing, Uniforms, Footwear, Accessories, Personal Care Products and Bedding	clothing (usually made with PCR/P PET, known as fleece), to include sweatshirts, polos, uniforms, outerwear (RPET), winter gloves, hats
FAC85	Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies	plastic bags; recycling/trash bins (office and public space); wheeled carts; mops; floor pads; floor mats
FAC86	Solid Waste and Recycling Services	plastic bags (including Pay As You Throw [PAYT] bags)
FAC98	Floorcoverings and Accessories, Floorcovering Installation, Maintenance and Repairs	carpet; carpet cushioning; hard surface flooring; carpet tile backing
FAC100	Building Maintenance Repair and Operations	drainage pipes; window boxes; copper-covered wire
FAC101	Facilities Maintenance, Repair and Operations Industrial Supplies	hard surface flooring; playground surfaces; playground and park furnishings/amenities; outdoor shelter/shade structures; plastic lumber (fencing, decking, railings, partitions, landscape timbers); picnic tables; plastic bags; recycling/trash bins (office and public space); wheeled carts; storage boxes; drainage pipes
FAC104	Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Services	playground equipment; playground surfaces; playground and park furnishings/amenities; sports and fitness equipment; outdoor shelter/shade structures; plastic lumber (fencing, decking, railings, partitions, landscape timbers); picnic tables; grow bags; chairs; tables; swings
FAC105	Maintenance Repair and Operations Industrial and Building Retail Products	hard surface flooring; playground surfaces; playground and park furnishings/amenities; outdoor shelter/shade structures; plastic lumber (fencing, decking, railings, partitions, landscape timbers); picnic tables; plastic bags; recycling/trash bins (office and public space); wheeled carts; storage boxes; drainage pipes; window boxes
FAC113	Recycling Containers, Compost Bins, and Rain Barrels	recycling/trash bins (office and public space); wheeled carts; home composting bins; buckets; rain barrels
FIR04	Public Safety Equipment, Supplies, Services and Repairs	traffic cones and partitions
GRO34	Drinking Water- General and Emergency Services	plastic food service ware (cups, plates)
GRO35	Foodservice Supplies and Equipment, Institutional Commercial Grade Large and Small	plastic food service ware (cups, plates)
HLS06	Homeland Security, Public Safety, and Traffic Safety Supplies	traffic cones and partitions; fleece clothing; insulated gloves; hard hats
ITC66	Copiers, Printers, Scanners and Related Devices and Services	copiers and multifunctional devices (EPEAT certification required)
ITC73	IT Hardware and Services	computers and displays, copiers, and multifunctional devices (EPEAT or TCO certification required)
OFF38	Office, School and Library Furniture, Accessories and Installation	various furniture components
OFF44	Print, Copy and Mail Services, and Printed Promotional Products	various promotional materials: bags, pens, cups, bottles, straws, fans, drink glasses, cheering accessories, badge holders, tools, computer accessories, toys, battery rechargers and adaptors, travel mugs, key chains, apparel
OFF45	Art and Instructional School Supplies	various art supplies
OFF47	Office Supplies, Recycled Paper and Envelopes	binders; clipboards; plastic desktop accessories; plastic file folders; storage boxes; writing instruments
VEH96	Light, Medium, Heavy Duty OEM and Non-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants	various vehicle parts

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[Post-Consumer Recycled Content Plastic Products on OSD Statewide Contracts](#)

Market Development



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EO515 allows the program to set minimum requirements for EPPs outlined in the [Minimum Environmentally Preferable Products and Services Specifications Guide](#).

Some examples:

- Copy paper: minimum 30% PCRC
- File folders: minimum 10% PCRC
- Napkins: minimum 30% PCRC
- Toilet paper: 20%
- Paper towels: 40%
- Plastic dimensional lumber: 90% PCRC



Market Development

- If there is a demand for products or services, OSD will work to make it available on Statewide Contract
- Specifications require market analysis:
Different options
 - Require EPP
 - Allow conventional but must provide EPP option
 - Desire EPP
- Vendors with one product:
 - Recommend subcontracting with primary vendors
 - [FAC100](#) - Building Maintenance Repair and Operations has rolling bid for open bid for Category 10 for EPP



OSD Resources



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OSD: www.mass.gov/osd

OSD EPP: www.mass.gov/epp

COMMBUYS: <https://www.commbuys.com/bs/>

OSD Help Desk: 1-888-627-8283 or OSDHelpDesk@mass.gov

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