

Application for Green Purchasing Assistance

The Responsible Purchasing Network is offering **pro bono assistance to five state and local governments** (including intergovernmental agencies and associations) committed to harnessing institutional procurement as a means of reducing waste, achieving greenhouse gas emissions goals, limiting toxic and hazardous substances, and improving community health.

To apply, complete the application below and return it via postal mail or email to:

Mail:

Attn: RPN Purchasing Assistance
Responsible Purchasing Network
6930 Carroll Avenue, Suite 900
Takoma Park, MD 20912

Email:

rpn@newdream.org with subject "RPN Purchasing Assistance Application"

Who Is Offering this Assistance?

The Responsible Purchasing Network, at the Center for a New American Dream, provides governments and other institutional purchasers with expert assistance in achieving their carbon reduction goals through environmentally preferable purchasing programs and citizen outreach. The Responsible Purchasing Network is dedicated to assisting institutions in buying socially and environmentally superior products. New American Dream helps Americans consume responsibly to protect the environment, enhance quality of life, and promote social justice.

What Does Assistance Include?

Responsible Purchasing Network and New American Dream will provide the five selected jurisdictions with support and assistance during a project period running from 1 May 2008 - 31 December 2008. Some of the services include:

- Expert consulting on procurement of high-impact products such as renewable energy, lighting, and water by providing sample policy and/or contract language, qualified product lists;
- Calculation of environmental and economic benefits of replacing inefficient, wasteful and/or toxic products with more responsible options;
- Assistance with outreach to local citizens to involve them in green purchasing activities;
- Media outreach;
- Qualification to apply for funding for a joint staff person ("extern") to be hired and work in the local city.

Applicant Selection Process

Criteria

Responsible Purchasing Network and New American Dream are looking for jurisdictions that have decided to reduce their carbon emissions and would like technical assistance achieving that goal. Our ideal applicant has:

- A strong, documented commitment to the goal of reducing their carbon emissions;
- Dedicated staff to liaise with Responsible Purchasing Network/New American Dream staff to achieve program goals;
- Active individual citizens or citizen groups that are already engaged in climate issues.

Selection Process

Applicants will be judged according to the following minimum qualifications, selection criteria, and additional considerations.

(1) Minimum Qualifications

- Applicant is a county, city, township, or other state or local government agency or association;
- Applicant is a member of the Responsible Purchasing Network;
- Applicant has a documented carbon reduction commitment (demonstrated by participation in programs such as ICLEI's Cities for Climate Protection campaign, Mayors for Climate Protection, other organized climate protection programs, or an independent climate commitment);
- Applicant has identified a project liaison who is an employee of that jurisdiction and will coordinate with New American Dream.

(2) Desirable Criteria

- High level of political support for climate protection;
- Demonstrated interest in working in one or more of our target areas (renewable energy, lighting, bottled water, fleet vehicles, electronics);
- Citizens engaged in climate protection on an individual or group basis;
- A high concentration of citizens in the local community who are New Dream Community members;
- High level of enthusiasm, dedication, and past success with sustainability and environmental initiatives demonstrated by both the city as a whole and the lead contact person in particular.

(3) Additional Considerations

- Responsible Purchasing Network and New American Dream will choose among similarly qualified applicants with the goal of achieving diversity in the following considerations:
- Geographical distribution



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- Size of jurisdiction
- Urban/Suburban/Rural
- Product areas of interest
- Preference will be given to jurisdictions interested in and capable of working closely with Responsible Purchasing Network to publicize efforts by public entities to reduce carbon dioxide emissions.

Important Dates

RFP Available	January 15, 2008
Proposals Due	March 10, 2008
Public Announcement of Selections	April 1, 2008
Project Implementation Begins	May 1, 2008

Complete this form to apply for free green purchasing assistance. Please review our selection process above for qualification requirements.

Section I - Applicant Description & Contact Information

1. Name of jurisdiction: _____
2. Please briefly characterize your jurisdiction:
Type of jurisdiction (county/city/township/village, etc.): _____
Population: _____
Density (urban/suburban/rural): _____
3. Individual filling out this application:
First Name _____
Last name _____
Title _____
Agency _____
Jurisdiction _____
Address1 _____
Address2 _____
City _____
State _____
Zip code _____
Phone _____
Fax _____
Email _____
4. Individual to contact regarding this application, if different from above:
First Name _____
Last name _____

Because Every Purchase Matters



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Title _____
Agency _____
Jurisdiction _____
Address1 _____
Address2 _____
City _____
State ____
Zip code _____
Phone _____
Fax _____
Email _____

5. How did you hear about this opportunity?

Section II - Climate Goals

1. Is your jurisdiction part of an organized, multi-jurisdiction climate change initiative? (e.g. ICLEI Cities for Climate Protection campaign, Mayors for Climate Protection)

No Yes

1a. If yes, which initiatives? Also, please describe your climate change mission statement, strategy and/or implementation plan: _____

2. Does your jurisdiction follow any of the following certification programs in making your purchasing decision? (check all that apply)

- Energy Star (for electronics, heating/cooling, office equipment, lighting, and/or commercial food service)
- Environmental Choice (for paper, cleaning products, paints, and more)
- EPEAT (for certified computers, monitors, and laptops)
- Forest Stewardship Council (for paper and wood products)
- GREENGUARD Environmental Institute
- Green Seal (for cleaning products, paints, papers, and more)
- Other: _____

3. Which agency or office is taking the lead on climate issues? _____

4. Who is the most important decision-maker backing this commitment?

- Mayor
- County Commissioner
- City Manager
- Director of Environmental Division
- Other: _____

Because Every Purchase Matters

5. Please briefly describe the sustainability and environmental accomplishments in your jurisdiction of which you are most proud. _____
6. Does your jurisdiction have a citizen group that is active on climate issues? If yes, please describe. _____

Section III - Topic Areas of Interest

In which of the following areas would you like assistance for state/municipal purchases and/or facilitating citizen purchases? Please check all that apply.

Product Area	State/Municipal Purchases	Citizen Purchases
Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Bottled water	<input type="checkbox"/>	<input type="checkbox"/>
Fleets/vehicles/transportation	<input type="checkbox"/>	<input type="checkbox"/>
Electronics	<input type="checkbox"/>	<input type="checkbox"/>

For any product areas in which you have indicated interest, please complete the following additional questions.

Renewable Energy Purchasing

1. Is your jurisdiction currently purchasing renewable energy for state or municipal use?
No Yes Do not know

1a. If yes, please indicate which product(s) you purchase, if any:

- Full requirements electricity (green power from a deregulated supplier)
- Utility Green Power Product
- Renewable Energy Certificates (please describe vendor and product): _____

- On-site generation, low impact hydroelectric
- On-site generation, solar photovoltaic
- On-site generation, solar hot water
- On-site generation, anaerobic digestion
- On-site generation, landfill gas combined heat and power
- On-site generation, wind turbines
- Other: _____

2. Does your jurisdiction have a stated goal or target to purchase renewable energy?
No Yes

2a. If yes, please describe the goal and effective year: _____

3. What barriers do you expect to face in purchasing renewable energy?

Lighting

1. Which lighting areas has your community addressed?

- LED traffic signals
- Efficient street lights
- Municipal office lighting
- School lighting
- Change-a-light campaigns involving students
- Change-a-light campaigns involving citizen groups
- Safe disposal of CFLs
- Other

2. Which lighting areas would your community like to address in the future?

- LED traffic signals
- Efficient street lights
- Municipal office lighting
- School lighting
- Change-a-light campaigns involving students
- Change-a-light campaigns involving citizen groups
- Safe disposal of CFLs
- Other

3. What barriers do you expect to face in this area?

Bottled Water

1. Does your jurisdiction have a policy on bottled water? If so, please describe.

2. How safe is your municipal drinking water?

3. Have any city officials, businesses, or citizens taken steps to encourage the use of tap water (along with reusable bottles and filters, if necessary) instead of bottled water? If so, please describe.

4. What barriers do you expect to face in this area?

Fleets/Vehicles/Transportation

1. Is transportation part of your climate action plan? If so, please describe your goals.
2. Does your jurisdiction have existing policies on vehicle purchases? If so, please describe.
3. What barriers do you expect to face in this area?

Electronics

1. Are electronics part of your climate action plan? If so, please describe your goals.
2. Does your jurisdiction follow EPEAT criteria for electronics purchases?
3. What barriers do you expect to face in this area?

Other information

Please include here any additional information you would like us to know.