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| **GREEN PURCHASING OPPORTUNITIES: [PRODUCT CATEGORY]** |
| **HIGHLIGHTS**   * 3-4 most important points of this OA |
| **WHY BUY [**GREEN PRODUCT**]? (page x)**   * Environmental and Health Benefits * Economic Benefits   *For more, see:…* |
| **BEFORE BIDDING… (page x)**  **Which Products Are Needed?**   * What types of green products do I need? Which agencies need to be at the table? Which contracts do I need to change? Are there any specific performance needs that these products need to meet?   **What Products Are Out There?**   * What types of green products are available from local vendors? What is the relative cost of these products? How well do these products perform?   **Are There Useful Cooperative Purchasing Contracts?**   * What is the availability and cost of green products in this category on cooperative purchasing agreements offered by WSCA and other entities?   **Are There Useful Model Specifications from Other States?**   * Here, include reference to any states that have successfully greened bids in this category.   *For more, see:…* |
| **GREEN CERTIFICATIONS AND STANDARDS FOR [PRODUCT CATEGORY] (page x)**   * Include multi- and single-attribute certifications   *For more, see:…* |
| **BID SPECIFICATIONS (page x)**  List other states or purchasing entities with bid specs that can be used as a model in this category.  **Minimum Requirements (Specifications)**   * This may include reference to certain specifications that are credible and have a large number of products certified AND performance requirements.   **Additional Desirable Attributes**  **Develop a Green Bid List**   * This should be based on historic usage, if available. If bid solicitation uses a "Core" or "Market Basket List", this should be "greened" instead.   **Consider Including a “Brown List”.**  (Sample Language for body of doc: Consider creating a “brown list” of prohibited products for which there is a plentiful supply of cost-effective environmentally preferable alternatives that meet the State's needs in terms of form, function and performance. A "brown list" of products can be included in the bid solicitation document notifying bidders that specific types of products may not be supplied on this contract. For this product category, the "brown list" could include…)  **Instructions to Bidders** (either written and/or in pre-bid meeting)  (Note: This section is not required in the Boxes and Bullets section, include as needed. However, it should appear in the full report, because it is required by our grant.)  *For more, see:…* |
| **ONCE THE BIDS ARE IN… (page x)**  **Best Ways to Award**  **Verifying Compliance**  **Evaluating Performance**  **Evaluating Price** (Include these headings as appropriate for your product category. OK to exclude some)  *For more, see:…* |
| **VENDOR EVALUATION (page x)**   * Include ways to assess best value   *For more, see:…* |
| **MAXIMIZE GREEN IMPACT (page x)**   * Include ways to ensure greatest environmental benefit, as well as ways to expand the prodct category or go above and beyond. Language should be soft, suggestions rather than instructions. |
| **WHAT’S ON THE HORIZON? (page x)** |

Notes:

This template should take up the first two pages of your Green Purchasing Opportunities document for each product category. If necessary, it’s fine to include a “Purpose of this Guide” section beforehand to orient the reader, but all other content should follow. The rest of the document should match the headers, sections, and general flow of this template. The 2-pager will summarize the document, as well and provide easy links. (Once completed, Deanna’s Paint document will serve as a model of how the template will match the full document.)

A word about links:

Kelly can help set up links that allow a reader to “jump” to a section within the document, or to a webpage.

Header links: When possible, the heading of each section will be hyperlinked to that section below.

Links in text: If you link to a webpage (say, if you mention WSCA and want to link to it), Kelly can help set up web hyperlinks.

Supporting Document links: Each section allows for reference materials to be linked at the bottom of the box, where it says “For more, see…”. If you have materials you’d like to append, simply place them at the end of the document and give them an appendix letter. If you have documents such as an excel bid sheet that you CAN’T paste in, send them to Kelly and she’ll make them into a webpage that can be linked to. Remember that Kelly has 10 of these to do, so sending her all the docs in one email with clear labeling will make her job easier ☺

Consider including a Resources section at the end of the paper, listing all resources that are linked to throughout the piece.

Remember that Washington prefers language that is short and pithy, and the use of active voice. Appendices are also expected to be fairly short if possible. Longer documents might be best included by turning them into hidden links on RPN’s website and linking to them through the document, 2-pager and Resources section (see “Supporting Document Links,” above.)