

Webinar: Tracking and Reporting on Responsible Purchasing



Moderator: Jonathan Cohen
March 11, 2010

Tracking Spending and The Model Responsible Purchasing Report



Vincent Kitira
RPN Manager
March 11, 2010

Agenda



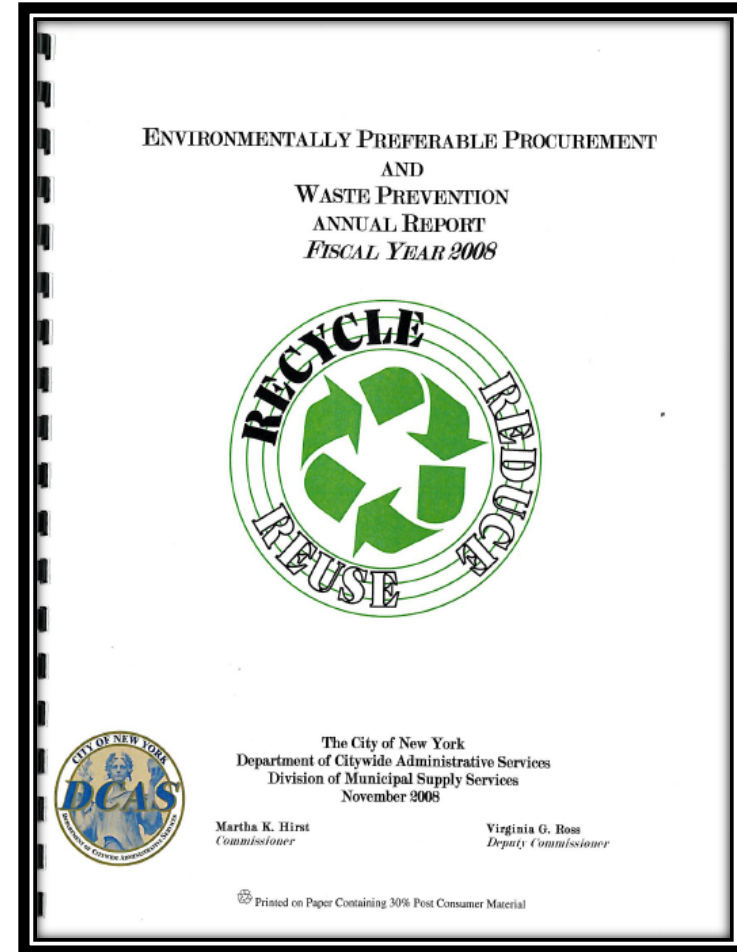
1. Why Track and Report?
2. What to Track?
3. How to Track?
4. Case Studies from N.Y.C. and D.C.
5. Model Responsible Purchasing Report



My Background



- City of New York EPP Program Manager
- Responsible for Annual and Biannual EPP Reports



1. Why Track and Report?

- Meet reporting requirements
- Share your success!
 - Identify cost and resource savings
 - Measure environmental benefits using [calculators](#)
 - Demonstrate the financial case for an Responsible Purchasing Program
 - Identify challenges and opportunities
 - Plan for future efforts



2. What to Track?

- Define **“GREEN”** products
- Consider Federal Gov’t definition for Environmentally Preferable: *“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. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal.”*
 - Evaluate the ENTIRE lifecycle!
 - This definition does not include social considerations



3. How to Track?

- Best Practices – can be found in the RPN Model Responsible Purchasing Report

1. Form a **Team**
2. Define “**GREEN**”
3. Establish a Baseline
4. Review Current Practices
5. Set Goals
6. Design and Implement **Tracking System**
7. Monitor and Measure Progress
8. Gather Data and Calculate Benefits
9. Write and Distribute Responsible Purchasing Report



Tracking Systems

- **Approach #1: Ask vendors for purchase data, utilizing contract language**
 - **Pros:**
 - Burden on vendors to supply data
 - Gives valid data on quantity purchased, dollar value and green attributes of products and services
 - **Cons:**
 - Can be time consuming
 - Data can be hard to come by



Tracking Systems

- **Approach # 2: Use your own purchasing system to track purchases**
 - **Pros:**
 - Exact quantity and dollar values measured
 - Can give insight into barriers to green product purchases
 - Long term savings
 - **Cons:**
 - Creating a system can be consume time and money and requires support of relevant colleagues
 - Buyers may have trouble identifying green products
 - Data might be inaccurate depending on user knowledge





4. Case Study: DC

- First attempt: **Indicator System**



- Buyer would mark Green Product Indicator as “GREEN”

- Produced unreliable data
- No definition for “GREEN” products
- Indicator applied to entire purchase orders, not individual items
- Problems assessing “GREEN” services





4. Case Study: DC

- New Approach: **Green Commodity Codes**
 - Pros:
 - Tied to Individual Products
 - Description can be tailored to D.C.’s definition of “GREEN”
 - Non-Green products can be removed from catalog
 - Cons:
 - Does not address service contracts
 - Cannot differentiate between “shades of green”



4. Case Study: NYC

- Used a hybrid model:
 - Got some data from vendors
 - Also estimated purchases using contract term lengths and bid award amounts
 - **Example:** If the winning bid on a 5 year “green” paper contract was \$10 million, it was estimated that $\$10\text{M} / 5 \text{ years} = \underline{\$2 \text{ million/year}}$ was spent on “green” paper that year
 - Many weaknesses to this approach



5. Model Responsible Purchasing Report

- Designed to help any institution
- **3 Components:**
 - Guidance Document
 - Model Language
 - Sample Excerpts from existing Responsible Purchasing Reports

Sections

- Executive Summary
- Responsible Purchasing Policies
- Purchase Summary
- Purchase Details
- End-of-Life Management
- Recognition
- Challenges and Opportunities
- Acknowledgements and Add'l Resources



Thank You!



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EPP Annual Report

Eric Nelson
Environmental Purchasing Program
King County, Washington

Responsible Purchasing Network Webinar
March 11, 2010

2008 Annual Report

King County
Environmental Purchasing
2008 Annual Report



King County
Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
Environmental Purchasing Program

EPP Overview

- ▶ Policy
- ▶ Program
- ▶ Implementation
- ▶ Challenges
- ▶ Opportunities

Purchases and Savings

Summary

- ▶ \$54 million
- ▶ \$837,000 savings
- ▶ 30 commodities
- ▶ 50 contracts

Methodology

- ▶ Total dollars
- ▶ “Calculators”

Products

- ▶ Office
 - Toner Cartridges
 - Paper
- ▶ Operations & Maint
 - Cleaners
 - Carpet
- ▶ Vehicular
 - Lubricants
 - Hybrid Vehicles

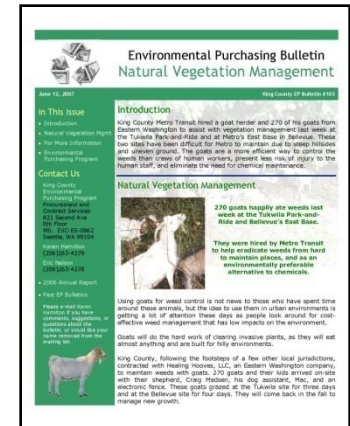
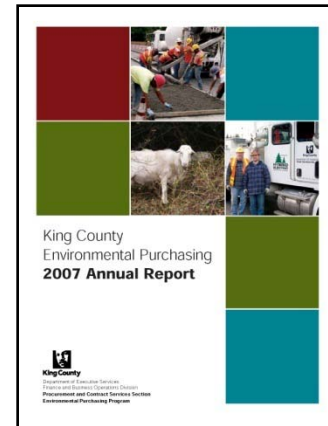
Green Cleaners

- ▶ Worker health & safety
- ▶ Cleaning protocols
- ▶ Chemical reduction
- ▶ Cost savings
- ▶ Green Seal certified
- ▶ Microfiber cloths & mops
- ▶ Great performance



Supporting Program Elements

- ▶ Agency Liaison Network
- ▶ Website
- ▶ EP Bulletin
- ▶ Internet Discussion Groups
- ▶ Public Involvement
- ▶ Publicity
- ▶ Model Policy
- ▶ Allied Programs



Environmental Initiatives



- ▶ Hybrid Bus Grant
 - \$2.2 million from FTA
- ▶ Shoreline Transfer Station
 - Earned LEED Platinum

Contact

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Join RPN

Because Every Purchase Matters.

Membership Benefits:

- ▶ **Model policies and specifications**
- ▶ **Green purchasing webinars**
- ▶ **Certified green products database**
- ▶ **Expert sustainability speakers**
- ▶ **Responsible Purchasing Awards**

Consulting Services:

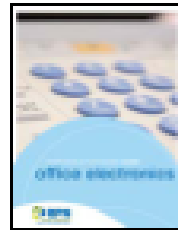
- ▶ **Custom green specifications**
- ▶ **Green purchasing policies**
- ▶ **Life Cycle Analyses**
- ▶ **Green office audits**
- ▶ **Cost-saving green practices**



“RPN provided us with the data analysis demonstrating the long-term, positive environmental effects made by shifting to more responsibly made products.”

*Perry Plumart, Deputy Director, Green the Capitol Office,
U.S. House of Representatives. Office of Greening the Capitol*

RPN's series of Responsible Purchasing Guides includes best practices, policies, specs, standards, case studies, calculators, group contracts, and green product lists for:



- ▶ Carbon offsets
 - ▶ Cleaners
 - ▶ Computers
 - ▶ Drinking water
 - ▶ Faith organizations
 - ▶ Fleet vehicles
 - ▶ Fluorescent lighting
 - ▶ Food services
 - ▶ Graffiti remover
 - ▶ LED lighting
 - ▶ Office electronics
 - ▶ Office paper
 - ▶ Paint
 - ▶ Renewable energy
 - ▶ Tires & wheel weights
 - ▶ Toner cartridges
- ... and more coming soon

For membership inquiries & consulting rates,
please contact:

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