

Acquisition/Planning Procurement Checklist

Please address the questions applicable to the award level—bronze, silver, or gold—that you chose for the Federal Electronics Challenge.

■ = Gold Level ■ = Silver Level ■ = Bronze Level

ACTION

YES or NO

**Office Responsible
for Action
(Please Indicate)**

Needs Assessment

■ ■ ■ Assess the need to purchase vs. fulfilling the requirement using an alternate method (i.e., leasing, or obtaining “excessed” equipment).

Yes

No

Program Office YES/NO
Contracts Office YES/NO
Others? YES/NO

■ ■ Assess the possibility of upgrading equipment vs. purchase of new equipment.

Yes

No

Program Office YES/NO
Contracts Office YES/NO
Others? YES/NO

■ If equipment is leased, assess the possibility of extending current lease vs. purchasing or leasing of new equipment.

Yes

No

Program Office YES/NO
Contracts Office YES/NO
Others? YES/NO

Information Gathering/Market Survey

■ ■ ■ Discuss with existing equipment vendors the types of “Green” products they offer.

Yes

No

Program Office YES/NO
Contracts Office YES/NO
Others? YES/NO

■ ■ ■ Discuss with existing vendors the environmental attributes included on products already purchased.

Yes

No

Program Office YES/NO
Contracts Office YES/NO
Others? YES/NO

■ ■ ■ Require vendors to complete the FEC Product Information Sheet.

Yes

No

Program Office YES/NO
Contracts Office YES/NO
Others? YES/NO

Outreach to Requirement Offices

■ ■ ■ Provide information regarding environmental aspects of products to Program Offices that specify IT requirements.

Yes

No

Program Office YES/NO
Contracts Office YES/NO
Others? YES/NO

■ ■ ■ Request program office to take on-line EPP training: www.epa.gov/oppt/epp/genitt/index.htm

Yes

No

Program Office YES/NO
Contracts Office YES/NO
Others? YES/NO

ACTION

Evaluation Criterion Considerations

	YES	or	NO	Office Responsible for Action (Please Indicate)
■ ■ ■ Consider/Include ability of manufacturers to perform End-of-Life (EOL) management services.	Yes		No	Program Office YES/NO Contracts Office YES/NO Others? YES/NO
■ ■ ■ Consider/Include at least 3 identified environmental attributes in purchasing specifications.	Yes		No	Program Office YES/NO Contracts Office YES/NO Others? YES/NO
■ ■ ■ Consider/Include manufacturers' ability to provide reduced packaging.	Yes		No	Program Office YES/NO Contracts Office YES/NO Others? YES/NO
■ ■ Consider/Include life cycle costing as evaluation factor	Yes		No	Program Office YES/NO Contracts Office YES/NO Others? YES/NO
■ ■ Consider/Include environmental factors and attributes in determining "best value" for contract award	Yes		No	Program Office YES/NO Contracts Office YES/NO Others? YES/NO
■ ■ Consider/Include the ability of manufacturers to provide eco-labeled products as an evaluation factor.	Yes		No	Program Office YES/NO Contracts Office YES/NO Others? YES/NO
■ ■ Consider/Include vendor ability to provide training about environmental aspects of their products to users	Yes		No	Program Office YES/NO Contracts Office YES/NO Others? YES/NO
■ ■ Consider product's design for recyclability.	Yes		No	Program Office YES/NO Contracts Office YES/NO Others? YES/NO

ACTION

YES or NO

Office Responsible
for Action
(Please Indicate)

Contractual Requirements - Specific Clauses

- | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------|------------------|--------|
| <input type="checkbox"/> <input type="checkbox"/> Include clause requiring Energy Star compliant products per EO 13123. | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Program Office | YES/NO |
| | | | Contracts Office | YES/NO |
| | | | Others? | YES/NO |
| <input type="checkbox"/> <input type="checkbox"/> Include clause requiring compliance with executive order for "Standby Power Supply." | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Program Office | YES/NO |
| | | | Contracts Office | YES/NO |
| | | | Others? | YES/NO |
| <input type="checkbox"/> Include clause requiring manuals to be delivered on CD or made available online. | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Program Office | YES/NO |
| | | | Contracts Office | YES/NO |
| | | | Others? | YES/NO |
| <input type="checkbox"/> Include clause that require delivery of products in "multi-packs" (i.e., multiple items in one box) | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Program Office | YES/NO |
| | | | Contracts Office | YES/NO |
| | | | Others? | YES/NO |
| <input type="checkbox"/> Include clause requiring manufacturer "take-back" of all packaging. | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Program Office | YES/NO |
| | | | Contracts Office | YES/NO |
| | | | Others? | YES/NO |
| <input type="checkbox"/> Include clause for vendors/manufacturer to take back products at EOL. | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Program Office | YES/NO |
| | | | Contracts Office | YES/NO |
| | | | Others? | YES/NO |
| <input type="checkbox"/> Include clause that requires vendors to provide products designed to require the minimal toxic cleaning and maintenance processes, or require no maintenance at all. | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Program Office | YES/NO |
| | | | Contracts Office | YES/NO |
| | | | Others? | YES/NO |

Post Award Follow-up

- | | | | | |
|----------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------|------------------|--|
| <input type="checkbox"/> Obtain reporting from vendors on their sales of environmentally preferable computers. | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Contracts Office | |
| <input type="checkbox"/> Provide oversight of contract to ensure vendor compliance with environmental clauses. | <input type="text" value="Yes"/> | <input type="text" value="No"/> | Contracts Office | |