



United States Department of Agriculture

Federal Biobased Product Preferred Procurement Program

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The Federal Role

Are Federal Agencies required to have affirmative procurement preference programs (APP) for Biobased Products?

YES!

On January 11, 2005 USDA published the final guidelines in the Federal register.

All agencies are now required to have an APP for Biobased Products in place by January 11, 2006.



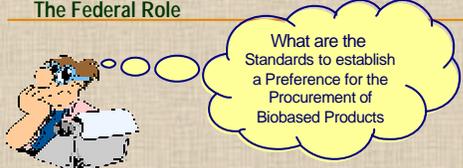
The Federal Role

The 2002 Farm Bill and the final Biobased Guidelines require each Federal agency to develop an affirmative procurement preference program for biobased products that consist of:

1. a biobased product preference program;
2. a biobased product procurement promotion program; and
3. an annual review and monitoring of program effectiveness.



The Federal Role

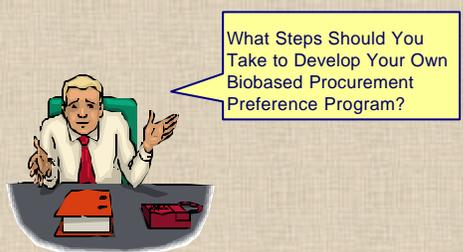


The products/items must first be designated in order to have a procurement preference. Once designated, the products/items must:

- a) be reasonably available,
- b) meet performance standards, and
- c) be reasonably priced—Or the agency need not acquire it.

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Biobased Procurement Preference Model



What Steps Should You Take to Develop Your Own Biobased Procurement Preference Program?

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Strategies/Outline for Developing a Biobased Procurement Preference Program

A. Designated Biobased Products Preference Program
 (Objective: Develop policies and guidelines to increase the acquisition and use of biobased products.)

1. Develop Procurement Tools that guide Requirement Officials on how and when to include biobased products as requirements in an SOW
2. Identify types of procurements that could easily utilize biobased products.
3. Develop preference language for deliverables for solicitations that include designated biobased items/products
4. Develop internal policy
5. Consider including biobased opportunities in Procurement Forecast.
6. Provide information on where to identify biobased products that have been designated

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Strategies/Outline for Developing a Biobased Procurement Preference Program

B. A Promotion Program

(Objective: Promote increase in procurement and use of Biobased products through various outreach and training strategies)

1. Establish Senior Leadership Council to promote the use of biobased products within their respective organizations
2. Develop memorandum from senior leadership promoting the use and purchase of biobased products
3. Develop an overall training plan to include methodologies, delivery platforms, audience needs, marketing strategy, information dissemination, and comprehensive timeline.

Strategies/Outline for Developing a Biobased Procurement Preference Program

B. A Promotion Program (Continued)

4. Develop Displays of biobased products in key areas and Exhibits
5. Conduct several procurement demonstration projects for biobased products.
6. Establish an Awards Program
7. Conduct outreach on biobased products to business, manufacturing community, and Agency personnel and
8. Identify and publicize early adopters and biobased champions within organization.

Strategies/Outline for Developing a Biobased Procurement Preference Program

C. Annual Review and Monitoring of the Effectiveness of the Procurement Program

1. Develop tools to estimate the use of biobased products and benefits
2. Work with GSA Advantage to provide biobased reporting information.

Including Biobased Products in Solicitations Getting Started



When should I start incorporating biobased products into my contract requirements?

Right Now. The following example will help you get started prior to items being designated and also can be used when items are designated.

Getting Started

First, you should choose a product area that has the greatest potential for including biobased products.

USDA chosen the following seven (7) product/service areas with high potential for the using of Biobased Products:

1. Facilities Operations Support Services
2. Construction
3. Landscaping and Grounds Keeping
4. Maintenance and Repair of Vehicles and Trailers
5. Maintenance, Repair and Alterations
6. Custodial and Janitorial Services
7. Food Services/Cafeteria

When that decision has been made the requiring official should:

Getting Started

1. Identify those non-biobased items that can be replaced by a biobased product which contain the maximum biobased content practicable.
2. Conduct market research to determine availability and cost of the biobased products. The research should meet the standards set in option (2ii) "Minimum Content Standards" of 7 U.S.C. 8102(g)(3).
3. Use Set guidelines/formats

Getting Started

4. Provide General Information and Points of Contact

Procurement Activity/Office/Location:
Requirements Official Name, E-mail and Phone:
Contracting Officer Name, E-mail and Phone:
Project/Requirement Name:
Requisition/Solicitation No.:



Determining Cost and Availability, How Do you Do It?

Determining Cost and Availability

Step 1. Market research indicates biobased products can be included in this requirement: [\(See Page 16 for where you can find Biobased Products\)](#)

Yes (**Proceed to Step 2**)

No (Briefly explain in the space below the steps taken to identify biobased products and reasons none were identified.)

Basis for Not Including Biobased Products in the Requirement:

Proceed to Step 7

Where Can You Find Biobased Products?

- http://www.unitedsoybean.org/what_nu.htm
- http://lepton.marz.com/hcga/comm_dev_center/index_PG.asp
- https://email.prod.dodonline.net/scripts/eml_ogon.asp
- <http://www.dscr.dla.mil/products/epa/htmls/pocs.htm>
- <http://www.biobased.oce.usda.gov>
- <http://www.gsaadvantage.gov>

No representations, guarantees, or warranties as to the accuracy or completeness of the information on these websites are made and USDA does not endorse any products or services at these sites.

Determining Cost and Availability

Cost Determination:

- Step 2.** Enter the Independent Government Cost Estimate (IGCE) for the total requirement developed using established agency/office procedures here: \$ _____
- Step 3.** Identify the biobased products that could be substituted for other materials/products routinely included in this requirement, below . (Attach additional sheets as needed):

Biobased Product	Quantity Required/Unit Issue (ea, feet, lot, etc.)	Extended Product Cost
Total Cost \$		

Determining Cost and Availability

Proceed to Step 4.

- Step 4.** Divide the Total Cost for all biobased items to be required from Step 3 by the IGCE from Step 2. Enter the number, as a percentage, here: _____. **Proceed to Step 5.**
- Step 5.** If the percentage increase calculated in Step 4 is reasonable, include these products in the contract requirements. Proceed to Step 7, Report Submission Requirements.
- If the percentage increase calculated in Step 4 is not reasonable, **Proceed to Step 6.**
- Step 6.** When the percentage increase exceeds a reasonable limit the Requirements Officials may reduce the amount of biobased product to be acquired, beginning with the items that offer the least biobased content, to bring the percentage increase to a reasonable level. **Proceed to Step 7.**

Determining Cost and Availability

Document Submission Requirements:

Step 7. This document shall be signed and dated by both the Requirements Official and the Contracting Officer (see Step 8, below), and submitted through the organization's HCAD to the Office of the Senior Procurement Executive, on or before the date of solicitation release. The report should be sent by fax. A copy of the document will also be included by the Contracting Officer in the official contract file for audit and review purposes. **Proceed to Step 8.**

Signatures:

Step 8. The Requirements Official and Contracting Officer shall sign and date this report below:

Requirements Official's Signature:	Date
Contracting Officer's Signature:	Date

Other Tools and Strategies to Consider Prior to Item Designation

1. Obtain Leadership support
 - a. Issue Agency Head's expectations for carrying out the requirements to purchase biobased products and establish overall policy for the Agency.
 - b. Establish a Biobased Product Leadership Council to further define Agency-wide strategy to increase the purchase and use of biobased products
2. Develop contract templates
3. Include Biobased opportunities in Agency's annual Procurement Forecast
4. Conduct pilots using biobased products

Other Tools and Strategies to Consider Prior to Item Designation

5. Contract language for data Collection prior to designation
"All offerors shall submit with their initial proposal a complete list of products that are to be used in carrying out the requirements of the contract. Additionally, the winning contractor on each anniversary date of the contract shall submit a complete list of products purchased to carry out the contract requirements. The products list shall be organized into the following three categories: Biobased products, Green products and all other products. The offeror shall list volume to be used and total cost for each individual product in each category. This information will be used for reporting purposes and to determine the reasonableness of cost."

Other Tools and Strategies to Consider Prior to Item Designation

- 6. Contract language concerning the designation of an item .

The Contractor shall use Biobased Products and Services. "Biobased products are commercial or industrial products that are composed in whole, or in significant part, of biological products or renewable domestic agricultural materials or forestry materials"

Once USDA designates a biobased item that is part of the existing contract, the contractor may utilize the remainder of the biobased products that was originally purchased to carryout the requirements of the contract. Once the product has been completely consumed, the contractor shall replace that product with a product that meets the requirements and specifications of the designated item. The Contracting Officer shall inform the contractor and COR when an item has been designated. Additionally, the contractor will provide supporting documentation if there is an upward cost impact so that contract pricing can be adjusted accordingly. Likewise, the contract will be adjusted downward if so warranted.

Sample Tools



Secretary's Memorandum



DR on Biobased Procurement



Custodial Template



Draft Award Program

Sample Tools



Final Rule



Outline -Biobased Procurement Model



Biobased Tool



Biobase Awareness Trifold

For additional information I can be contacted at:

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U.S. Department of Agriculture
Office of Procurement and Property Management
Procurement Policy Division