

USDA's Biobase Procurement Model

I. Designated Biobased products preference program

(Objective: Develop policies and guidelines to tools to increase the acquisition and use of biobased products.)

- A. FAR Case 2004-032 Baseline Document: FAR Through FAC 26
- B. Develop Procurement Tool that will assist Requirement Officials to determine how and when to include biobased products as requirements in an SOW
- C. Identify types of procurements that could easily utilize biobased products. (As an Example, USDA identified the following: 1) Facilities Operations Support Services, Construction, 3) Landscaping and Grounds Keeping, 4) Maintenance and Repair of Vehicles and Trailers, 5) Maintenance, Repair and Alterations, 6) Custodial and Janitorial Services, and 7) Food Services/Cafeteria)
- D. Develop preference language for deliverables for solicitations that include designated biobased items/products: (Note: A preference shall be given to designated biobased products if they are 1) available within a reasonable time; 2) meet performance standards set forth in the applicable specifications, or the reasonable performance standards of the Federal agency; and 3) are available at a reasonable price.)

[The Contractor shall use Designated Biobased Products specified in the solicitation. "A product determined by USDA to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials."

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.]

- E. Develop internal policy (USDA has developed A Departmental Directive DR 5023-2 "Biobased Products Procurement Program" to set USDA biobased policy)

- F. Consider including biobased opportunities in Procurement Forecast.
- G. Provide information on where to identify biobased products that have been designated (USDA has developed a voluntary informational website at <http://www.biobased.oce.usda.gov> that will provide information as to the availability, relative price, biobased content, performance and environmental and public health benefits of the designated items.)

**II. A promotion program to promote the preference program
(Objective: Promote increase in procurement and use of Biobased products through various outreach and training strategies)**

- A. Establish Senior Leadership Council to promote the use of biobased products within their respective organizations
- B. Develop memorandum from senior leadership promoting the use and purchase of biobased products. (USDA issued a Secretary's Memorandum that established USDA policy to increase the purchase and use of biobased products and established the Department's Biobased Products Leadership Council (BPLC) to provide leadership in increasing the acquisition and use of biobased products by USDA agencies and offices.)
- C. Develop an overall training plan to include methodologies, delivery platforms, audience needs, marketing strategy, information dissemination, and comprehensive timeline. (An example USDA has developed web based training and handout materials for Biobased Awareness. Requirements/program personnel will be the targeted training audiences at USDA)
- D. Develop Displays of biobased products in key areas and Exhibits
- E. Conduct several procurement demonstration projects for biobased products.
- F. Establish an Awards Program (USDA has developed standards and guidelines for nominating and selecting biobased champions for recognition by the Assistant Secretary for Administration)
- G. Identify and publicize early adopters and biobased champions within organization (USDA has written numerous articles dealing with USDA agencies moving out to purchase and use non-designated biobased products.)

- H. Conduct outreach on biobased products to business, manufacturing community, and Agency personnel. (Note: Many different possibilities exist for conducting outreach, such as regional or national conferences, forums, seminars, and workshops targeted at specific groups; information posted on various web sites; fact sheets; email; teleconferences; web based conferencing; web page search engine management tools, and others. A strategic approach will ensure efforts are coordinated and focused.)

III. Provisions for the annual review and monitoring of the effectiveness of the procurement program

- A. Develop tools to estimate the use of biobased products and benefits.
- B. Work with GSA Advantage to provide biobased-reporting information. (USDA is currently partner with GSA on Advantage to create USDA Advantage.)

IV. Additional Steps that USDA is taking to demonstrated leadership in advance if Item Designation

- A. Conduct Pilot program using biobased-biodegradable cutlery, plates, cups, straws, etc. in USDA Cafeterias
- B. Language for solicitations containing non-designated biobased products to procure designated biobased products once an item has been designated. USDA has developed the following language for its solicitation for janitorial services:

“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.”**

- C. Develop Desk top Exhibit and handouts on to be used for general Biobased awareness OF USDA personnel
- D. Language to tracking the procurement and use of biobased products per individual USDA contract”

“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.”