

**Addendum to the 2012 Strategic Sustainability Performance Plan:
Responding to the President's Memorandum on Promotion of Biobased Markets**

On February 21, 2012, President Obama signed a Memorandum, *Driving Innovation and Creating Jobs in Rural America through Biobased and Sustainable Product Procurement*. The memorandum requires all federal agencies to undertake a number of activities to increase their purchase of biobased products. National Archives and Records Administration (NARA) is moving aggressively to implement the Presidential Memorandum requirements.

Accomplishments to date include:

- Establishing a web-based tool to allow vendors to suggest ways to incorporate into our contracts new biobased products designated under the Federal procurement preference program
- Having 16 members of NARA's acquisition workforce participate in web-based training on through USDA BioPreferred program at www.biopreferred.gov
- Including biobased requirements in all janitorial and construction contracts.

Baseline for Biobased Contracting:

Prior to the issuance of the President's February 2012 Memo on Biobased Procurement, NARA's Acquisitions Branch (BCN) included requirements and clauses for biobased products in fifty percent of appropriate contracts during the first two quarters of FY 2012 (based on quarterly review of a five percent sample).

FY 2013 Target/Compliance Goal:

- As a leader in sustainable acquisition strategies and compliance, National Archives and Records Administration plans to meet a level of fifty percent for all relevant acquisitions in the first two quarters of FY 2013. (OMB recommends including biobased requirements in at least 50% of relevant acquisitions to achieve green on the next scorecard.)
- National Archives and Records Administration plans to achieve an annual goal of sixty-five percent compliance in FY 2013 and increase by fifteen percent annually thereafter.
- National Archives and Records Administration plans to achieve full compliance of the 95 percent sustainable acquisition goal in E.O. 13514 for biobased products no later than FY2016.

Strategies for Improving Compliance:

National Archives and Records Administration's strategy for improving compliance--full incorporation of requirements and clauses for biobased products in relevant and appropriate contracts and follow on activities to ensure compliance is achieved--includes the following elements:

- National Archives and Records Administration will generate agency level reports on biobased compliance using data from newly created biobased reporting elements in the Federal Procurement Data System–Next Generation (FPDS-NG).
- National Archives and Records Administration will review and assess solicitation announcements in FedBizOpps to ensure that biobased language and requirements are incorporated as appropriate.
- National Archives and Records Administration will use USDA contract templates from the BioPreferred website and promote their use.
- National Archives and Records Administration will include biobased requirements in at least 50% of its cafeteria, fleet maintenance and construction contracts and will attempt to include requirements and performance standards for biobased products in 100% of newly awarded janitorial contracts (12 janitorial contracts are expected to be awarded in FY13).
- National Archives and Records Administration plans to increase its biobased purchasing by expanding requirements clauses to 100% of cafeteria and fleet maintenance contracts (National Archives and Records Administration anticipates award of 12 contracts in FY13); conducting past performance reviews on janitorial contracts to ensure ongoing compliance; and emphasizing requirements and scope of work for construction and renovation contracts to include biobased insulation, carpeting, sealants, roofing materials, etc....
- In its quarterly acquisition reviews, National Archives and Records Administration will conduct an in-depth analysis of service contracts relevant to biobased purchasing (list type of appropriate service contracts that agency awards) to ensure that requirements for biobased products are met.

Required Specification Reviews (for all agencies that control specification standards):

The President’s Memorandum requires that wherever possible and appropriate, agency specifications require the use of sustainable products, including USDA-designated biobased products, and that any language prohibiting the use of biobased products is removed. The review shall be on a 4-year cycle and a significant number of reviews should be completed by the end of calendar year 2012. Results of these reviews must be reported annually to OMB and the Office of Science and Technology Policy (OSTP).

National Archives and Records Administration will conduct a range of sixty to eighty reviews of the specifications under its control and revise them to ensure that biobased products are included as appropriate. This number of reviews represents five percent of the total specifications under the control of National Archives and Records Administration.