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MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN, CONSTRUCTION & ENERGY
PROCUREMENT & LOGISTICS • REAL ESTATE

Maryland Green Purchasing Committee Meeting

Thursday May 14, 2020, 10:00 A.M.
Virtually Held

Purpose: Quarterly Meeting of the Maryland Green Purchasing Committee (GPC)

Attendees:
Emily Soontornsaratool, DGS
Kshirajaa Ramesh, DGS
Nicole Copeland, MCE
Dinesh Gandhi, MDE
Tom Hickey, USM
Mary Huffman, DNR
Brenda Lee, Commerce
Heather Mohney, MDH
Tony Myers, DGS
Ellen Robertson, DGS
Megan Schutz, State Treasurer
Matthew Smith, DGS
David St. Jean, DGS
Jamie Tomaszewski, DGS
Alicia Culver, RPN
Terri Hill, Delegate – MD General Assembly
Gregg Kalifut, BISM
Jo Saint-George, Healthy Lawyers

Minutes:

I. Welcome and Introductions
- Emily Soontornsaratool welcomed the Committee members and briefly went over virtual meeting logistics. She thanked all procurement staff for their hard work and dedication in regards to the COVID-19 pandemic.
- All attendees introduced themselves.

II. Approval of Meeting Minutes
- The Committee approved the February 13, 2020 meeting minutes.

III. Subcommittee Reports
A. Communications & Outreach: update provided by Kshirajaa Ramesh (Chair)
1. Website

a. Kshirajaa thanked the subcommittee members for their support in completing Phase 1 of website updates.
b. Phase 2 is currently in planning. These updates will help the website become an information hub for green purchasing. New additions under this phase will include targeted information for vendors and state agencies.

2. Earth Day (Canceled)
   a. The Earth Day Green Vendor Fair and EV Car Show has been postponed until further notice due to the COVID-19 pandemic. Planning processes will resume once it is safe to do so.

B. Electric Vehicles
1. Fleet Procurement: update provided by Kshirajaa Ramesh
   a. DBM is currently developing a new fleet vehicle specification.
   b. California's efficiency standards will be included in this specification as in line with the Maryland Clean Cars Program of 2007.
   c. Specification for EV batteries will be included as well; MDE is taking the lead on this item.
2. DGS EV Infrastructure Strategy: update provided by Emily Soontornsaratool (Chair)
   a. DGS is planning to add EV charging infrastructure at 4 sites to support the addition of 5 EVs to the State fleet.
   b. 3 sites will be for DPSCS and 1 site will be for MDH.
   c. DGS is also pursuing workplace charging at the Old Annapolis Post Office (DGS).
   d. Additional DGS owned buildings are being considered for utility installed charging stations. These charging stations will be installed by BGE and installation and maintenance will come at no cost to the State.

C. Food Service Ware/ Expanded Polystyrene Ban: update provided by Kshirajaa Ramesh (Chair)
   - Kshirajaa thanked the subcommittee for their dedicated efforts to this subcommittee which met 5 times between December 2019 and February 2020.
   - The subcommittee finalized the Food Service Ware specification. This specification includes EPP alternatives to expanded polystyrene.
   - Matthew Smith provided a status update on the current food service ware contract and impacts from the COVID-19 pandemic.

IV. Legislative Update: provided by Ellen Robertson.

A. 2020 Legislative Session
   - The 2020 legislative session was abbreviated due to COVID-19.

B. HB 662: Department of General Services – Energy Consumption Goals Energy Performance Contracts.

        - This bill unanimously passed. It designated DGS as the lead for State Energy Purchasing Contracts and put Governor Larry Hogan's Executive Order on Energy Savings Goals for State Government into statute.
    C. SB 478/HB 772: Maryland Green Purchasing Committee- Food Procurement – Greenhouse Gas Emissions
        - This bill passed the House, but did not pass the Senate prior to session adjourning. It will likely reappear in the next session.
        - It would have required the GPC to develop a methodology to identify lifecycle greenhouse gas emissions for food procurements and for agencies to reduce their greenhouse gas emissions associated with food procurement.
- Emily Soontornsaratool added that many environmental bills, several which focused on EVs, were introduced in the 2020 legislative session, but were not heard due to the abbreviated session but are likely to be reintroduced next year.

V. Office of State Procurement Update
    A. Upcoming Opportunities to Green
        - Matthew Smith provided an update on opportunities to include green purchasing language in 3 upcoming contracts: 1) Trash & Recycling; 2) Janitorial Services; 3) Office Supplies.
    B. Embedding Sustainability in Procurement
        - Emily Soontornsaratool summarized the GPC's efforts on ensuring sustainability becomes an embedded part of every procurement process.
        - Jamie Tomaszewski walked the Committee through the DGS procurement website and identified green purchasing language additions.
        1. Procurement Manual Updates
            a. Language on green purchasing was added to the statewide procurement manual available online at https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/.
        2. RFP & IFB Templates
            a. State wide RFP and IFB templates are being updated to include general green purchasing and data reporting requirements. The updated templates, when completed and approved internally, will be available online at https://procurement.maryland.gov/procurement-staff/
        3. Green Purchasing Checklist for Procurement Staff
            a. Green Purchasing Checklist was created and linked in the Procurement Manual. This checklist will guide procurement officers and ensure GPC specifications are included in new contracts when available. The checklist is available online at

https://procurement.maryland.gov/wp-content/uploads/sites/12/2020/05/Green_Purchasing_Checklist_for_State_of_Maryland_Employees_4-28-2020-Final.pdf

VI. Action Planning Update: Provided by Emily Soontornsaratool

- In 2019, the Responsible Purchasing Network (RPN) helped the GPC develop an action plan, which was funded through a NASPO Green Purchasing Technical Assistance Funds (GPTAF) grant.
  A. FY20
    1. Goals Progress
       a. The Green Purchasing Committee website was successfully updated. Phase 2 of updates is currently in planning.
       b. Priority contracts to green have been identified; green language additions are in progress.
       c. Specifications are currently in the process of being updated; the creation of new specifications are in the pre-planning stage.
       d. The expansion of electric vehicle infrastructure is in progress.
       e. New data collection processes have successfully been implemented.
    2. Green Spend Data Progress
       a. The Green Purchasing Committee held a Vendor Information Session on Green Purchasing Reporting on February 18, 2020. The session was well-attended and received positive feedback from attendees.
       b. Vendors were amenable to submitting green purchasing data quarterly through an established schedule. Most vendors have submitted data for the first three quarters of FY20.
  B. FY21
    1. Action Planning Meeting Scheduled for May 27, 2020 from 10 am – 12 pm. This will be a virtual meeting to set goals and priorities for the next fiscal year.

VII. Specifications Updates: Provided by Kshirajaa Ramesh

- Finalized specifications were presented to the GPC and voted on for approval:
  - Lighting
    - The spec was voted to approve by: DGS, DNR, DBM, MDE, DPSCS, Treasurer, USM.
    - No agencies voted against the updates.
  - Food Service Ware
    - The spec was voted to approve by: DGS, DNR, DBM, MDE, DPSCS, Treasurer, USM.
    - No agencies voted against the updates.
- Specifications that are currently in progress of being updated:
  - Snow & Ice Control
  - Electronic & IT Products

    - These specifications will be presented to the Committee for comment in the coming weeks.
- Specifications that will be updated next:
    - HVAC

VIII. Announcements

A. SEC Silver Award
    - Kshirajaa Ramesh announced that the State of Maryland received Silver Level Recognition in the 2019 State Electronics Challenge for environmentally responsible purchasing and end-of-life management of office electronics.

B. EPEAT Recognition
    - Kshirajaa also announced that the State of Maryland will be recognized for its EPEAT purchases by the Green Electronics Council.

C. RPN Membership
    - Emily Soontornsaratool summarized the terms of the GPC's membership to the Responsible Purchasing Network (RPN).
        - The GPC will receive 40 hours of support for technical assistance and 3 Training Sessions (e.g. Train the Trainer)

D. SPLC Summit
    - Emily Soontornsaratool and Kshirajaa Ramesh will attend the SPLC Summit from May 18-May 20. Emily will be presenting on the State of Maryland's Green Purchasing program in a public sector session on May 20.

IX. Open Discussion/New Business

- Alicia Culver of RPN stated that the need for green janitorial services and products is greater now than ever before. Green janitorial supplies can reduce the risk of asthma and respiratory illness which in turn may reduce complications associated with the novel coronavirus.

X. The next meeting will be held virtually on August 13, 2020 from 10:00 a.m. – 12:00 p.m.

Respectfully Submitted,

Kshirajaa Ramesh
Staff, MD Green Purchasing Committee

Emily Soontornsaratool
Designee, MD Green Purchasing Committee