Larry Hogan
Governor

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Maryland
DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

Ellington E. Churchill, Jr.
Secretary

Nelson E. Reichart
Deputy Secretary

Maryland Green Purchasing Committee Meeting

Thursday August 12, 2021, 10:00 A.M.
Virtually Held

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

Attendees:

Ellington Churchill, DGS
Nancy Kopp, Treasurer
Emily Soontornsaratool, DGS
Kshirajaa Ramesh, DGS
April Kheribot, Morgan State University
Brenda Lee, Commerce
Christy Bujnovszky, MDE
David St. Jean, DGS
Dinesh Gandhi, MDE
Delharty Manson, DGS
Eddie Lukemire, MDOT
Ellen Robertson, DGS
Glenn Roscoe, Morgan State University
Heather Mohney, MDH
Jim Beauchamp, MDH
Karen McDuffie
Lance Schine, DoIT
Mary Huffman, DGS
Matthew Smith, DGS
Megan Schutz, Treasurer's Office
Michael Swygert, DGS
Nick Cavey, DGS
Richard Louis, DGS
Robert Hopp, DGS
Rod Johnson, DGS
Rohit Choudary, DGS
Tom Hickey, USM
Victoria Steeger, DGS
Alicia Culver, RPN
Debbie Groat, BRCPC
Paul Bruce, M.Luis Products
Richard Keller, Baltimore County
Richard Roe, FPC
Shawn Campbell, Seaboard Asphalt
Stephanie Rudy, Dell

Minutes:

I. Welcome and Introductions

- Emily Soontornsaratool welcomed Committee members and attendees and reviewed virtual meeting logistics.

II. Approval of Meeting Minutes

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- Heather Mohney motioned to approve the meeting minutes from April 13, 2021 GPC Quaterly meeting. Mary Huffman seconded the motion and the minutes were approved. The Committee approved the May 13, 2021 meeting minutes.

III. Recent Events – updated provided by Emily Soontornsaratool

- The IPCC released its latest climate report which stated that global surface temperatures are 1.1ºC, carbon dioxide in the atmosphere is at its highest levels in 2 million years, and that major impacts of climate change are already being felt now. As such, the GPC's work is critical to climate action in Maryland.

IV. Recent GPC Activities – update provided by Emily Soontornsaratool

- Emily provided a snapshot of FY21 Activities and key metrics.
  - In FY21, the Committee accomplished a great deal. Numbers are still being finalized, but include:
    - **6** Specifications Approved and Published
    - **8** Contracts Greened (include environmentally preferable purchasing language, recommendations or requirements)
    - **21** Agencies Sending Green Spend Data (30% of Total Agencies)
    - **15** Vendors Sending Green Spend Data (75% of Targeted Vendors)
    - **119** Procurement Staff Trained on Green Purchasing through Maryland Procurement Academy
- Emily reviewed each of the Committee made for FY2021 and the progress made to meet those goals.
  - Goal: Provide "Intro to Green Purchasing Training"
    - Results:
      1) Delivered 5 Procurement Academy Training classes on Green Purchasing;
      2) Trained 119 procurement professionals.
  - Goal: Improved Agency Reporting
    - Results:

1) Created Data Collection Template and quarterly data submission schedule for Agencies
2) Agency Guidance published to the GPC website
3) Held 2 agency info sessions (Nov 2020 and June 2021)

- Goal: Support State Electric Vehicle (EV) Goals
  - Results:
    1) 2 Statewide EV charging equipment contracts
    2) 4 Electric Vehicles on statewide contracts: Chevy Bolt, Nissan Leaf, Mustang Mach-E, Chrysler Pacifica (PHEV)
    3) DGS standing up a statewide EV infrastructure program (funded and staffed)
    4) EV projects rolling out now! (17 current in design/construction)
- Goal: Update Specifications
  - Results – the following specifications were updated:
    1) Snow & Ice Control (8/13/2020)
    2) Electronic + IT Products (8/13/2020)
    3) Appliances (11/12/2020)
    4) Plumbing & Other Water-Using Products (11/12/2020)
    5) HVAC Systems (11/12/2020)
    6) Janitorial Services (2/11/2021)
- Goal: Energy and Cost Savings Guidance for Agencies
  - Results:
    1) A "Saving Money by Buying Green" Factsheet developed with the Responsible Purchasing Network (RPN); distributed to agencies and published to GPC webpage
    2) A **webinar** was held February 2021 with 120+ participants
- Goal: Additional Website Improvements

- Results -the following new webpages were published in FY21:
  1) For Procurement Officers
  2) For Purchasers
  3) Agency Reporting
  4) Leadership and Recognition
  5) Newsletters
  6) Electric Vehicles and Charging Infrastructure
  7) Saving Money by Buying Green
- The following new tools were published to the website:
  1) Step-by-Step Guide to Green Purchasing
  2) Approved Environmental Standards and Certifications
  3) Guidance on Agency Reporting
  4) "General" Spec
  5) Agency Green Reporting Template

- Beyond these targeted goals, the GPC also:
  - Worked to better integrate sustainability into the procurement process by participating in pre-bid conferences and by updating the IFB/RFP templates.
  - Greened contracts in the following product and service categories:
    1) Food Service Ware
    2) Lighting
    3) Janitorial Services
    4) Antifreeze
    5) Bus Fare Machines
  - Increased outreach through:
    1) Vendor Information sessions
    2) Agency Reporting Sessions

3) Agency One-on-Ones
4) Earth Day Pledge
5) Launched newsletter

- Presented on local and national platforms:
  1) SPLC regarding climate friendly refrigerants
  2) Healthy Babies Health Cities regarding environmental benefits calculations
  3) SPAG
- Engaged in new partnerships:
  1) NERC: Government Recycling Demand Champion
  2) SPLC: SP3 Coaching Graduate
  3) SPLC: Refrigerants Action Team member
  4) GEC: Labor and Human Rights Working Group member
- Received awards for the procurement and responsible end-of-life management of electronics and IT from the State Electronics Challenge and the Global Electronics Council.

- Annual Reporting Update – provided by Kshirajaa Ramesh
  - State Agencies:
    - 21 agencies (30%) have provided data thus far.
    - Agencies that have not yet submitted data are requested to do so as soon as possible.
  - Statewide Vendors:
    - 15 statewide vendors have provided data thus far
    - An increased number of IT vendors are currently providing data
    - Vendors have, for the most part, complied with increased data asks to better represent recycled content benefits
  - Agencies and Vendors are encouraged to share their sustainability story for a chance to be featured in the GPC Annual Report

- Communications Update - provided by Kshirajaa Ramesh
  - The GPC website, in FY21, had 2,142 visits and 1,394 unique visits. The most popular pages were the GPC home page, Agency Reporting, Annual Reports, Specifications, and EV Charging.
  - Issue 2 of the Buy Green Newsletter had 252 recipients with 368 total opens and 142 (56%) unique opens.
- Electric Vehicles Update – provided by Emily Soontornsaratool
  - The Supplemental Budget No. 5 added funds for FY22 for 2 pin positions (Program Coordinator and Project Manager) and for $1,000,000 for EV infrastructure.
  - The FY22 Budget Bill (HB 588) – Section 40 – included new language stipulating that at least 25% of passenger vehicles purchased in FY22 are to be zero-emission vehicles. This excludes vehicles with "special performance requirements" such as police pursuit, MDOT, and MTA vehicles. Current budget fulfills the need to replace 209 eligible vehicles, 50 of which will need to be zero-emission in FY22. The additional language also includes new reporting requirements for DBM to track fleet data – such as the number of vehicles per agency and the number of zero-emission vehicles and plug-in hybrid electric vehicles per State Agency.
  - **Note to Agencies:** Agencies are requested to inform DGS of all potential EV charging projects, so DGS can track, coordinate, and support as necessary to complete the project. DGS is requesting agencies to also share data on existing or planned EV charging projects using the data submission form found here and on the GPC's Electric Vehicle & Charging Infrastructure webpage.

V. Specifications – updated provided by Kshirajaa Ramesh

- 3 Specifications have been drafted and are undergoing review. These specifications are for: Janitorial Supplies, Landscape Services and Supplies, Pest Management Services.
  - Tom Hickey of USM would like to be kept abreast of all updates involving landscape services and supplies.
- HVAC Specification, originally published in 2020, has been updated upon recommendation by subject matter experts. The finalized specification for HVAC

systems was presented to the Committee and subsequently approved. The approved specification will be published to the GPC webpage later this month.

VI. FY 2022 Planning – update provided by Emily Soontornsaratool

- The GPC's goals for FY 2022 are as follows:
  - Establish a robust library of specifications
  - Provide regular ongoing training for procurement staff
  - Recognize agencies for their green purchasing successes
  - Promote green contracts to State agencies, and counties/municipalities
  - Develop Key Performance Indicators (KPI's) to measure the success of our program
  - Engage Vendors to increase awareness and compliance
  - Explore how to partner with MBE / SBE programs to collaborate and cross-promote opportunities (multiphase goal)
  - Demonstrate the benefit of green purchasing through increased promotion and communications of benefits

VII. Upcoming Events

- The GPC regularly presents on green purchasing in its modules for Procurement Academy. The 2021 Schedule of Classes for Procurement Academy are as follows:
  - Tuesday, February 9 (complete)
  - Tuesday, April 13 (complete)
  - Tuesday, June 15 (complete)
  - Tuesday, August 17 (complete)
  - Thursday, October 21
- Other upcoming meetings include:

Working Meeting: Specs & Comms	Tuesday, October 26th 10:00am – 12:00pm

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GPC Quarterly Meeting	Thursday, November 18th 10:00am – 12:00pm

VIII. Member Announcements and Updates

- Tom Hickey mentioned that USM was requested to review draft regulations from the Department of Regulation on the procurement of locally sourced foods. Tom suggested that the GPC also review the draft language.
- Shawn Campbell of Seaboard Asphalts suggested that the GPC work with BGE and other utilities on green procurement. Emily noted that while the GPC does not have jurisdiction over utilities, the Committee would be open to collaboration opportunities.
- Eddie Lukemire of MDOT is part of the State Highway Administration's Office of Material Technology and would like to invite GPC staff to attend these meetings which regard the use of recycled materials.

IX. Vendor Engagement – Presentation by Delharty Manson, Governor's Summer Internship Program Intern. Delharty summarized his program recommendations on how to better engage the State's vendor community through additional training opportunities, provision of certificates and awards, or through the increased availability of information and resources. He also presented the results to date of a vendor survey that received 500 vendor responses.

- DGS Secretary Churchill thanked Delharty for his contributions to the Department of General Services and presented him with a "Caught Doing Great Service" certificate.

X. Secretary Churchill addressed the Committee. He asked Committee members to reflect on what is next and how to push the Committee forward to new heights. Committee members were encouraged to develop an "elevator pitch" to begin talking about and promoting the work they do.

XI. The meeting was adjourned. The next meeting will be held virtually on November 18, 2021 from 10:00 a.m. – 12:00 p.m.

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Respectfully Submitted,

Kshirajaa Ramesh
Staff, MD Green Purchasing Committee

Emily Soontornsaratool
Designee, MD Green Purchasing Committee

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