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Secretary

## MARYLAND DEPARTMENT OF GENERAL SERVICES

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

# Maryland Green Purchasing Committee Meeting

Thursday May 9, 2019, 10:00 A.M.

301 W. Preston St. Suite 1400, Executive Conference Room  
Baltimore, MD

**Purpose:** Quarterly meeting of the Maryland Green Purchasing Committee

**Attendees:**

|                                         |                                                          |
|-----------------------------------------|----------------------------------------------------------|
| Emily Soontornsaratool, DGS             | Eric Lomboy, DGS                                         |
| Allegra Daye, DGS                       | Eddie Lukemire, MDOT                                     |
| Joseph O. Eccleston, DPSCS              | Jane Noble, MDE                                          |
| Dinesh Gandhi, MDE                      | Rose Odametey, DGS                                       |
| Calvin Gladden, DGS                     | Rebecca Postowski, DGS                                   |
| Michael Haifley, DGS                    | Ellen Robertson, DGS                                     |
| Thomas Hickey, USM                      | Laura Rogers, MDOT                                       |
| Mary Huffman, DNR                       | Claire Bowden, Friends of the Earth                      |
| Joanna Kille, State Treasury (by phone) | Alicia Culver, Responsible Purchasing Network (by phone) |

**Minutes:**

- I. Welcome and Introductions
    - Emily Soontornsaratool welcomed the Committee members. All attendees introduced themselves.
  - II. Approval of Meeting Minutes
    - The Committee approved the February 14, 2019 meeting minutes.
  - III. Legislative Session Recap
    - Ellen Robertson provided an update on the 2019 Legislative Session. DGS reviewed over 200 bills and provided fiscal notes on about 100 bills. Legislation relevant to the GPC was discussed.
- A. HB109 – Prohibiting a person from selling the State an expanded polystyrene food service product. The bill passed and is awaiting Governor’s action.

- B. SB370 – Requiring a county to address, in a recycling plan required to be submitted to the Secretary of Environment, the collection and recycling of recyclable materials from building that 150,000 square feet or greater of office space. The bill passed and is expected to be signed into law.
- C. HB125 – Requiring a person installing a solar electric generating facility in the State pay the fee beginning October 1, 2019. The bill received an unfavorable Committee report and did not pass.
- D. HB492 – Requiring the Maryland Green Purchasing Committee to publish a list of carbon-intensive foods, in consultation with Department of Environment (MDE) and Department of General Services (DGS) and to establish best practices for units to reduce carbon-intensive foods purchased. The bill did not pass but DGS has entered a handshake agreement with Del. Gilchrist and The Friends of the Earth, discussed in more detail in Item VII.

#### IV. Procurement Reform

- Michael Haifley, Deputy Chief Procurement Officer, provided an overview of Maryland procurement reform.
- Legislation passed during the 2017 legislative session including HB1021, which reorganized the State’s procurement to consolidate the procurement authorities of DBM, DOIT, and DGS into a single procurement authority under DGS. Governor Hogan issued an Executive Order establishing a Commission to modernize State procurement. That Commission issued 57 recommendations.
- The Procurement Improvement Committee (PIC) was established as well as the Chief Procurement Office for the State, which falls under DGS.
- Procurement reform goes into effect 10/1/2019.
- Other major changes include the replacement of eMaryland Marketplace website with eMMA which has more capabilities. The contract was awarded to Nitor Partners in March and will go live with basic functionality this summer. Eventually the system will also replace ADPICS and provide for electronic invoicing.
- Procurement job classifications will be consolidated into nine main classifications.
- The new Chief Procurement Office will have three main divisions:
  - a. Procurement, led by Eric Lomboy
  - b. eMMA Team – fees, contract management, etc.
  - c. Training

#### V. Earth Day Update

- Rose Odametey provided a report on the Earth Day Green Purchasing Vendor Fair.
- The event took place at 301 W. Preston Street lobby on April 22, 2019 from 10:00 a.m. - 1:00 p.m. The purpose for the event was to bring together green vendors on State contracts to create awareness of green products and services available to State buyers.
- Thirteen vendors (AJ Stationers, BGE/ICF, Blind Industries and Services of Maryland, Blue Water Baltimore, Dell Technologies, Grainger, Greenlots, Maryland Correctional Enterprises (MCE), Pitney Bowes, Republic Services, RGH

Enterprises, Inc., Staples Contract and Commercial, and Target Marketing Group) registered for the event, and approximately 300 people attended the event.

- Positive feedback was received from both vendors and attendees.
- It was agreed to make Earth Day an annual GPC event, potentially to include training for buyers in addition to the vendor fair.

## VI. GPC Roadmap

- Emily Soontornsaratool provided an update on the GPC Roadmap document.
- The Roadmap document was drafted by the Roadmap Sub-Committee which includes Allegra Daye, Joe Consoli, Rose Odametey, and Emily Soontornsaratool. The purpose of the document is to establish the Committee's Mission and Vision statements and to provide an actionable plan forward for the GPC.
- The GPC was encouraged to provide their comments to the roadmap document shared through Google drive.
- Tom Hickey suggested that the State's preferred vendors MCE and Blind Industries & Services of Maryland (BISM) be invited to serve on the Sub-Committee.
- Emily discussed that the GPC Roadmap Subcommittee developed three main outputs of its work, in addition to the draft survey document:

### A. Committee Member Survey

- GPC members were surveyed on their subject matter expertise and access to outside resources. Emily reviewed the results with the committee. This survey will serve as a living document to help the Committee leverage the experience, knowledge, and connections of its membership.

### B. Survey of Agencies for Green Purchasing

- A survey was issued to state procurement staff through the Senior Procurement Advisory Group (SPAG) distribution list.
- The intent of the survey is to gauge the experience and needs of State procurement staff as it relates to green purchasing.
- Twenty-seven (27) responses from Agencies have been received as of 5/9/19. The survey will remain open through the end of May.
- Emily Soontornsaratool reviewed the results of the survey to date. Although most Agencies do not currently purchase or may not be aware that they are purchasing green products, the survey results showed that there is a willingness to purchase more green products and services.
- Survey final results will be compiled and distributed to the Committee in June.

### C. NASPO Green Purchasing Technical Assistance Grant

- Emily Soontornsaratool informed the group that DGS was awarded a \$10,000 grant from NASPO to develop a formal Green Purchasing Roadmap. Funds will be used to employ technical assistance from the Responsible Purchasing Network to include program recommendations, tools, and an action plan.

- Alicia Culver from Responsible Purchasing Network discussed the work she plans to do including drawing from what other States best practices and reviewing upcoming solicitations for opportunities to add green specifications.
- The Committee reviewed key milestones and dates for the work which is planned to take place between June and November 2019.

## VII. Carbon Intensive Foods

- Emily Soontornsaratool provided an update on the GPC's upcoming work on Carbon Intensive Foods.

### A. Agreement with Del. Gilchrist, Friends of the Earth, and DGS

- HB492 did not pass but a handshake agreement will allow DGS to work with Friends of the Earth to produce a list of Carbon Intensive Foods and draft best practices.
- Emily informed the committee that DGS will hire a Sustainable Procurement intern to work on research and drafting best practices. This will be a fulltime paid summer position. The intern will begin in early June 2019.
- Claire Bowden stated that there are written research and best practices that already exist that the State of Maryland can use as a starting point.
- Alicia Culver mentioned that one such resource is "The Meat of the Matter," co-written by Responsible Purchasing Network and Friends of the Earth. Emily will begin to compile resources on Google Drive.
- A rough schedule of milestones for the development of best practices was shared with the group. DGS and Friends of the Earth will have regular monthly meetings throughout this project.

### B. Carbon Intensive Foods Sub-Committee

- The Carbon Intensive Foods Sub-Committee was established to include the following members:
  1. DGS – Emily Soontornsaratool, Ellen Robertson, Sustainable Procurement Intern, Sharon Vanzie (nominated by Calvin Gladden)
  2. DPSCS – Joe O. Eccleston
  3. USM – Tom Hickey
  4. MDH – *To be determined*
  5. MDoA – *To be determined*
  6. Friends of the Earth – Claire Bowden, Chloe Waterman
- GPC members are welcome to send additional contacts to Emily for a Sub-Committee invitation.
- The first Sub-Committee meeting will be held in July 2019.
- Tom Hickey suggested the Sub-Committee look into food waste as well as purchases of Carbon-Intensive Foods.

## VIII. DGS Procurements

- Calvin Gladden and Allegra Daye provided an update from DGS Procurement.

A. Upcoming Statewide Procurements

- Calvin discussed how to find Environmentally Preferable Products (EPP) on DGS website. A new category has been developed and allows users to view EPP BPOs. Calvin noted that once eMMA goes live, this feature will be replaced by the new system.
- Calvin distributed a handout that includes a list of EPP with BPO numbers. The group discussed this list.

B. Office Supply contract – green products default view on website

- Calvin has reached out the State’s office supply vendors to discuss how to highlight green products through their websites.
- RGH will be updating their website with a banner that should help drive State buyers to green products. Calvin is in talks with Rudolph’s and AJ Michaels to have similar solutions put in place.
- Jane Noble informed the committee of vendors that offer pick up services to dispose of empty cartridges.

C. Fleet vehicle specs

- Allegra Daye provided an update on the fleet vehicle procurement. Electric vehicles will be added to all fleet vehicle categories.
- The State has contracts in place for electric charging stations through two vendors: Greenlots and LilyPad. To date, the contracts have not been utilized.
- The group discussed ways to encourage use of the electric vehicle charging stations contracts, and the possibility of State’s using identified VW settlement funds for this purpose. It was agreed that GPC should coordinate with EVIC. Laura Rogers will make the connection.
- Allegra and Joseph Consoli will work on getting efficiency requirements into the fleet solicitations. Alicia Culver at RPN has suggested some language and resources.
- The timeline for the solicitation to be live in August 2019 and contracts awarded in October 2019.

IX. Sustainable Procurement Training

- Emily Soontornsarathool reminded the Committee of upcoming training provided by Green Electronics Council on May 16, 2019.

X. New Business/Open Discussion

- Tom Hickey informed the group that USM will be touring Blind Industries (BISM) on June 7, 2019. This may be of interest to GPC members.
- Emily Soontornsarathool will reach out to BISM to discuss training for cleaning staff on using BISM’s products.

XI. The meeting adjourned at 12:03 P.M. The next meeting will be held **August 14, 2019, 10:00 A.M.** at the Maryland Department of General Services, Executive Conference Room, 14th Floor, 301 W. Preston St., Baltimore, MD 21201.

Respectfully Submitted,

Emily Soontornsaratool  
Designee, Green Purchasing Committee