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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 August 8, 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 Soontornsaratoool, DGS  
Joseph Consoli, DBM  
Joseph O. Eccleston, DPSCS  
Dinesh Gandhi, MDE  
Calvin Gladden, DGS  
Eric Lomboy, DGS  
Eddie Lukemire, MDOT  
Thomas Hickey, USM  
Shareda Holifield, MDE

Madelyn Miller, DGS  
Ellen Robertson, DGS  
Derrick McCorvey, Baltimore City DGS  
Chloe Waterman, Friends of the Earth  
Joanna Kille, State Treasury (by phone)  
Carla Thompson, DoIT (by phone)  
Alicia Culver, Responsible Purchasing  
Network (by phone)

**Minutes:**

I. Welcome and Introductions

- Emily Soontornsaratoool welcomed the Committee members. All attendees introduced themselves.

II. Approval of Meeting Minutes

- The Committee approved the May 9, 2019 meeting minutes.

III. Review of Activities since May 9, 2019 Meeting

- Emily Soontornsaratoool reviewed the activities and accomplishments of the Green Purchasing meeting since the previous quarterly meeting.

- A. Sustainable Procurement Training by Green Electronics Council – On May 16, the Green Electronics Council provided training to 19 people from 11 State agencies covering the broad basics of sustainable procurement. Some members of the GPC were among those in attendance. This Committee may wish to encourage future participation in similar trainings offered by the Green Electronics Council.

- B. Carbon-Intensive Foods Sub-Committee – The Sub-Committee is now being co-chaired by the Departments of Agriculture and General Services. The Sub-Committee met on July 9 and will be meeting at 1pm today in the Olmsted Conference Room on the 11<sup>th</sup> floor. GPC members are welcome to attend.
- C. NASPO Green Purchasing Technical Assistance Grant – The GPC received a \$10,000 technical assistant grant and is receiving consulting from Alicia Culver from the Responsible Purchasing Network. She will be joining the meeting later by phone to give a presentation on her Program Design Recommendations for the GPC, discussed in more detail in Item VIII.
- D. Staff Updates
  - Madelyn Miller, the Sustainable Procurement intern hired to do research for the Carbon-Intensive Foods Sub-Committee, has been with the office full time this summer. Madelyn has also been supporting the GPC. Her last day will be August 23<sup>rd</sup>.
  - An individual has accepted a position in the DGS Energy Office as the Sustainability Coordinator and will start on September 4, 2019. This will be a full-time contractual position, expected to dedicate about half of their time to supporting the GPC. They may also help the GPC to coordinate with other committees by attending meetings of the Maryland Commission on Climate Change (MCCC) and the Maryland Green Buildings Council (MGBC).
  - Rose Odametey accepted a new position at DGS in Surplus Properties and will no longer be attending GPC meetings. She will be missed.

#### IV. Procurement Reform & eMaryland Marketplace Advantage (eMMA)

- Eric Lomboy provided an overview of the progress made in the transition from the eMaryland Marketplace (eMM) procurement system to eMaryland Marketplace Advantage (eMMA).
  - The eMMA website is up and running and has fully replaced eMM. For the most part, the first stage of the transition was a very smooth process.
  - The Procurement office has debriefed about what went well in the first stage and what could be improved upon while planning for the next phase.
  - The next phase of the transition will occur in November or December. Eric will be able to speak more about it during the next quarterly meeting of the GPC.
  - The goal of the Procurement office is to have completed the transition, including integration with the Financial Management Information System (FMIS) by the end of fiscal year 2020.
- Eric Lomboy provided an update on procurement reform.
  - Procurement reform will go into effect October 1<sup>st</sup> of this year. Many reclassifying letters have been sent out to procurement officers.
  - The Procurement office may be slower and more deliberate at responding to other things while its focus is on the eMMA transition.

- New Board of Public Works process information will come out at the next meeting of the Senior Procurement Advisory Group (SPAG).
- Eric Lomboy answered questions from committee members.
  - Joe Consoli asked how eMMA will handle travel expenses. Eric said that the plan is for eMMA to process expense statements, like travel, but that it will likely not be a reality until FY 2021. eMMA is a procurement system, not an enterprise resource planning (ERP) system but that tool will be built into the transition schedule. Joe said that he will likely engage with a travel vendor until the larger system is ready.
  - Emily Soontornsaratool commented that she is excited for eMMA to be able to track green spend.
  - Tom Hickey asked what level of granularity will be possible with spend tracking in eMMA, particularly in relation to food. Food purchasing information may be desired by the Maryland Foods for Maryland Institutions Task Force and the Sub-Committee on Carbon-Intensive Foods. Eric said that eMMA will be able to track four layers using the United Nations Standard Products and Services Code (UNSPSC). Eric cannot guarantee a “local” label will be possible. However, eMMA will be able to track codes based off of Blanket Purchase Agreements (BPA). Eventually this will be tied to FMIS. A lot of people are eager for robust reporting. Using the “spend cube” functionality, it will be easier to generate reports in eMMA.

*To avoid a delay caused by technical issues, Items V and VI on the agenda were switched.*

## V. Electric Vehicles

- Joe Consoli spoke about fleet vehicle solicitation and gave an update on the actions of the Electric Vehicle Infrastructure Council (EVIC). *EVIC was renamed the Maryland Zero Emission Vehicle Infrastructure Council (ZEEVIC) in July 2019, following the passage of Maryland House Bill 1246. These meeting minutes will use the term EVIC to reflect language used during the meeting.*

### A. Fleet Vehicle Solicitation

- All vehicle solicitations for FY 2020 are out for bid.
- Bid responses and final contracts are expected by the end of September 2019.
- Contracts will provide the State the ability to purchase every version of fully electric, plug-in hybrid, and hybrid vehicle available via retail (does not include luxury vehicle makes or models). Joe said that one of the first vehicles purchased will be a police pursuit vehicle and it should arrive in September or October. He expects the vehicle to be good for police work because the gasoline engine will not need to run while the car is idling.
- Notifications have been sent to all agencies that EV vehicles should be considered when there is EV equivalent to the vehicle being replaced. All purchase orders must have a notation within FMIS detailing why an EV was not purchased. This information will be used to develop data which can help with

education and enforcement of the policy. There is no equivalent for pickup trucks yet.

- Joanna Kille thanked Joe on behalf of Treasurer Nancy Kopp.
- Section 42 of the FY 2020 budget bill reduced general funds in the fiscal 2020 budget for vehicles by \$1,500,000 in the Executive and Judicial Branch agencies, excluding the Department of General Services, the Department of Natural Resources, and the Department of State Police. The section replaced general funds reduced in other agencies with \$2,250,000 from the Strategic Energy Investment Fund Renewable Energy, Climate Change subaccount for the purchase of fully electric or plug-in electric hybrid vehicles. Regular hybrids do not meet Section 42 language. All agencies have been notified.

B. EVIC Update – Joe discussed recommendations in support of Executive Order 01.01.2015.02 and charging station infrastructure.

- Recommendations in support of Executive Order 01.01.2015.02 – State Fleet Goals for Zero Emission will be provided to the Governor this fall. Recommendations will outline required incremental increase of EVs in the State fleet for eligible vehicles. Eligible vehicles include fully electric, plug-in hybrid, and hybrid vehicles.
- Charge station infrastructure
  - VW Settlement – Provided approximately \$11 million to the State to address infrastructure. The settlement is specific regarding how the funds can be sent. Requires charge stations to be available for public use. Cannot be government use only. Funding should become available later this calendar year or early 2020. Maryland Energy Administration (MEA) controls the funding.
    - The group discussed applications for charging stations that were submitted to the Maryland Department of Transportation (MDOT) and “range anxiety” that may occur when someone unfamiliar with EVs and the location of charging stations may experience.
    - Joe advised that plug-in hybrid EVs should not create range anxiety.
  - State funded infrastructure will also be coming.
    - The group discussed the cost of installing solar and non-solar EV charging stations and the types of vehicles which could also be charged using a regular outlet. Joe Consoli thought that solar EV charging stations cost about \$65,000 apiece, while non-solar ones cost \$10,000 (both prices before MEA rebate).
    - The group discussed that there is not an industry standard plug for charging so different companies create adapters for their vehicles to use.
    - Eric Lomboy brought up that the State has a \$3,000,000 fuel contract approaching and that electric vehicles would mean less fuel would be put into vehicles; they would be drawing power

from the grid instead. Emily Soontornsaratoool added that Governor Hogan has also called for reductions in State energy consumption.

- Emily Soontornsaratoool proposed that an ad hoc subcommittee be formed, pulling together stakeholders, with the purpose of creating a tool to help other State agencies to navigate getting charging stations installed. The tool, possibly a flow chart, would identify where funds are, how to get MEA rebates, and how to coordinate with DGS. The ad hoc subcommittee would meet mid- or end of-September. Ellen Robertson, Joe Consoli, Eddie Lukemire, and Calvin Gladden expressed interest in participating.
- Eddie Lukemire supported Emily's proposal and said that MDOT is developing a website about its contract to put solar panels on MDOT's under-utilized real estate. Maryland Counties, municipalities, instrumentalities of the State, and other non-State of Maryland governments or government agencies and not for profit 501 (c) (3) organizations within the State of Maryland to purchase the Contractors' services covered by the Master Services Agreement (MSA). Eddie said that task orders were just released for that RFP.
- Joe Consoli spoke about MEA rebates for purchase of EV charging stations. There is a 40% rebate for the purchase and installation price of the EV supply equipment with different dollar caps for residential, commercial, and retail service stations. The caps are \$700, \$4,000, and \$5,000, respectively.
- The group discussed how money from the VW settlement would be awarded.
- Joanna Kille requested that the Treasurer be kept updated on actions regarding EVs and charging stations.

## VI. DGS Procurement

- Calvin Gladden gave a demo of a vendor's website and spoke about electric utility vehicles that State agencies may be interested in purchasing.

### A. Office Supply Contract – green products view on website

- Calvin Gladden gave a demo of RGH's website. It has been updated to make the identification of green products by State buyers easier. The definition of "green" for the products offered on the website is set by RGH, though information about their justification can be found in the product description. RGH's website is currently more advanced in making green products identifiable than AJ Michaels and Rudolph's, two other vendors that DGS has office supply contracts with.
- The group discussed why State employees are able to see products on vendor-websites that do not meet the specs established by the GPC. Eric Lomboy

explained that eMM did not have a catalog capability, which would allow State employees to see only what they were allowed to purchase. Catalogs will be a function in eMMA, but they will take time to be created. The current timeline has them available beginning in early March 2020. Catalogs may be created for services as well as for commodities.

- The group discussed another challenge for compliance with the purchasing of green products: the use of purchase cards (p-cards). Eric Lomboy said that it is a goal for eMMA to be able to track, though not approve, p-card purchases because a small procurement record is required by law. Calvin Gladden spoke about a possible “punch-out” system through eMMA where State employees can browse external vendor websites but the punchout system returns to eMMA to complete the purchase.

#### B. Electric Utility Vehicles

- Calvin Gladden distributed a handout about Polaris GEM utility vehicles and the group discussed. Some agencies may be interested in these products and Calvin is in the process of adopting a Sourcewell contract which could be in place by the next quarterly meeting of the GPC.

### VII. GPC Annual Report

- Emily Soontornsaratool spoke about the plans for the GPC Annual Report for fiscal year 2019. It is due on October 1<sup>st</sup>, 2019. Emily suggested that a working meeting be held in September.
  - Topics that could be included in the annual report are green spend, FY 2019 activities of the GPC, and goals for FY 2020. The group discussed FY 2019 activities and FY 2020 goals before talking about how to capture green spend by the State.
    - FY 2019 activities of the GPC include re-invigoration of the committee, sustainable procurement training, receiving the NASPO grant, and creating a draft roadmap.
    - FY 2020 goals may include completion of the NASPO Grant deliverables from RPN, revising the GPC’s webpage, prioritizing contracts, and having active subcommittees and working groups. Having staff for the committee will make improving the website easier.
  - To facilitate the tracking of green spend, agencies are required to report to DGS by September 1<sup>st</sup>. The group anticipates that the Committee will have to rely on vendors this year for green spend information. Tom Hickey and Ellen Robertson believe that vendors were also relied upon in the past because State agencies have been unable to report on the granularity required for the GPC’s annual report.
  - The group discussed that vendor-standards may not be equal to the standards set by the GPC for green products. Once eMMA is

integrated with FMIS, granular reporting might be possible without going to the vendor.

- The group discussed how the annual reports are circulated after their publication. Alicia Culver stressed that the annual report should be structured so that it is able to be a lasting record and resource for the GPC and the State.
- A working meeting for the annual report will be held on September 17<sup>th</sup>, 2019. A rough draft of the report will be distributed ahead of time.

#### VIII. Presentation: Program Design Recommendations for GPC

- Alicia Culver gave a presentation about recommendations for the State's green purchasing program.
  - Project deliverables include sustainable purchasing design recommendations (green purchasing program benchmarking assessment, and State of Maryland employee survey), sustainable purchasing tools (boilerplate language, procurement checklist, and reporting template), and a sustainable purchasing action plan (priority initiatives, and specifications).
  - Alicia identified contracts up for renewal in 2019-2020 that have potential environmentally preferable purchasing (EPP) opportunities: compostable food service ware, document imaging equipment, grounds maintenance services, multiple janitorial services agreements, traffic signals, and statewide renewable (solar/wind) electricity contracts.
  - Existing contracts that the GPC could promote green products on include ones with BISM; Graybar; Grainger, Fastenal & MSC Industrial Supplies; and Maryland Correctional Enterprises (MCE).
  - Alicia is providing tools for the GPC to use to gather green purchase spend information for its annual report, including a form to be submitted to vendors.
- The group discussed Alicia's presentation, recommendations, and the contracts that she identified to track.
  - Emily Soontornsaratool liked the example of the green purchasing website that Alicia said was from Minnesota. Minnesota's environmental agency and procurement department work together very closely.
  - The group discussed possibly larger roles in the GPC for the State's environmental agencies.
  - Tom Hickey asked why grounds maintenance services was a contract that provided an EPP opportunity. Alicia responded saying that grounds maintenance services could include the use of fertilizers and pesticides.

IX. Open Discussion/New Business

- Joe Eccelston asked what DGS is doing in response to the ban on expanded polystyrene food service products described in SB 285 that took effect on July 1, 2019. He noted that expanded polystyrene food service products are used in all DPSCS facilities.
  - The group discussed this bill and that MDE is able to grant a food service business a waiver for a year under some conditions.
  - The group agreed that this topic was important to follow up on.

X. The meeting adjourned at 12:00 P.M. The annual report working meeting will be held **September 17, 2019, 9:30 A.M.** at the Maryland Department of General Services, Executive Conference Room, 14th Floor, 301 W. Preston St., Baltimore, MD 21201. The next meeting will be held **November 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,

Madelyn Miller,  
Sustainable Procurement Intern

Emily Soontornsaratool,  
Designee, MD Green Purchasing Committee