MAY 05 2010

UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

PROCUREMENT MEMORANDUM 2010-09

ACTION

MEMORANDUM FOR: **BUREAU PROCUREMENT OFFICIALS**
HEADS OF CONTRACTING OFFICES

FROM: Helen Hurcombe
Senior Procurement Executive
and Director for Acquisition Management

SUBJECT: Semi-annual Submission of "Green" Contracts

Background
As part of the Administration's Environmental Stewardship Scorecard process, the Office of Management and Budget (OMB) requires agencies to semi-annually submit examples of "green" contract packages in order to demonstrate compliance with federal environmental procurement programs. As a result, the Department of Commerce Office of Administrative Services, Energy, Safety and Environmental Division requires submission of this material as part of the Department's semi-annual environmental review process.

In order to retain the Department's "green" status on the Environmental Stewardship Scorecard for the 6-month period ending June 30, 2010, the Department must submit at least 12 "green" contract packages demonstrating compliance with the following environmental procurement preference programs required by the Federal Acquisition Regulation (FAR) and the Commerce Acquisition Manual (CAM) 1323.70, Green Procurement Program:

- Biobased/biopreferred
- Environmentally preferable
- Energy/Efficient/Energy Star
- Water efficient/Watersource; and,
- Recycled contract products, including paper containing at least 30% post consumer fiber.

Required Actions
Not later than June 7, 2010 and semi-annually thereafter, Bureau Procurement Officials shall submit examples of representative contracts or new task orders under existing multi-year contracts which implement one or more of the above "green" product areas. A preference should be given to new awards during the reporting period, especially awards where sourcing of a new designed "green" product not automatically purchased previously was achieved.

Per the OMB guidance, a one or two page excerpt from each compliant contract or solicitation is sufficient provided a contract/order identifier number is included which can be validated in FedBizOpps or the Federal Procurement Data System. If an attempt was made to acquire "green" products by specifically referencing a preference for any of the

above "green" product categories in the statement of work or solicitation, but it was not possible to acquire the "green" product in the awarded contract, then the required justification for procurement exception shall be submitted.

Bureau Procurement Officials must submit at least the minimum number of representative contract examples as follows:

Bureau	Number of Examples Required
Office of the Secretary	2-3
NOAA	4-5
NIST	3-4
Census	4-5
PTO	3-4

The template provided in Appendix A shall be used to submit the contract/order examples and excerpts to Nancy Barrere at Nbarrere@doc.gov. If you have any questions, please contact Ms. Barrere at 202-482-5519.

cc: G. Falzetta

Summary of Green Contracts - Template

Contact Information:
Name:
Organization:
Phone:
Email

Contract/Task Order No:	Description	Environmental Procurement Preference Programs Included				
		Biobased/ Biopreferred	Environmentally Preferable	Energy Star	Water Efficient	Recycled Content
###################				X		
###################		X		X	X	X
###################		X	X			X
###################		X		X	X	
###################					X	X
###################		X				X
###################			X			X

Note: Representative Contracts and/or Excerpts must be attached to this summary.